

## BYLAWS OF THE SENIOR COALITION OF SOLANO COUNTY

### ARTICLE I - NAME

The name of this body shall be the Senior Coalition of Solano County (Coalition). The Coalition is an Advisory Board to the Solano County Board of Supervisors ("Board of Supervisors") and is governed by the County Charter and the Board of Supervisors Advisory Board Principles and Policies ("Principles and Policies"), adopted by the Board of Supervisors on June 7, 2005.

### ARTICLE II – MISSION, VISION and VALUES

The mission of the Coalition is to advocate for and support efforts that improve and enrich the lives of seniors living and working in Solano County. The vision of the Coalition is that Solano County is a place where seniors are healthy, safe and secure; share their skills and experience; and are valued and celebrated for their wisdom and contributions. The values of the Coalition are Inclusion, Wellness, Respect, Safety and Leadership. The values are defined as:

- **Inclusion:** The Coalition reflects the rich ethnic, cultural, and religious diversity of Solano County without regard to sexual orientation.
- **Wellness:** The Coalition promotes the physical and mental health efforts that lead to self-sufficiency and the personal well-being of seniors.
- **Respect:** The Coalition ensures its efforts value the personal dignity of seniors.
- **Safety:** The Coalition brings together and successfully engages people and organizations who impact the quality of life for seniors.
- **Leadership:** The Coalition provides guidance and recommendations on senior issues to the Board of Supervisors.

### ARTICLE III - PURPOSE

A. The purpose of the Coalition is to:

1. Provide a forum for interagency cooperation and coordination of efforts designed to improve and enrich the lives of seniors;
2. Promote public awareness of the issues affecting seniors and the resources available;
3. Recommend improvements in services affecting seniors;

4. Encourage and facilitate community support for seniors;
5. Establish priorities in order to facilitate better integration of senior services within Solano County; and
6. Provide advice and recommendations to the Board of Supervisors regarding the adoption and implementation of Board policies and actions that may be necessary in order to accomplish the Coalition's purposes.

#### **ARTICLE IV - MEMBERSHIP**

- A. The Coalition shall consist of up to twenty-seven (27) members. The Board of Supervisors shall appoint 20 members of the Coalition. Each of the seven cities within Solano County shall appoint one member to the Coalition. The members shall consist of representatives from the agencies and/or groups listed below. Concerted efforts will be made to ensure that there is at least one representative from each of the categories. Terms are for two years. Members must live or work in Solano County.
  1. **Solano County Board of Supervisors representatives (5):** Representatives shall be directly appointed by members of the Board of Supervisors with one (1) representative from each Supervisorial District.
  2. **City Appointed Representatives (7):** Representatives shall be directly appointed by the respective cities of Vallejo, Benicia, Dixon, Rio Vista, Fairfield, Suisun City and Vacaville.
  3. **Legal and Law Enforcement:** The representation in this category is encouraged to include, but is not limited to, those individuals involved in the enforcement and prosecution of senior-specific crimes and legal professionals focused on the legal issues facing the senior community.
  4. **Community Based Organizations:** The representation from these organizations shall reflect non-profits, for-profits, and faith-based organizations that provide services to the senior community.
  5. **Health, Mental Health, and Medical:** The representation of this category is encouraged to include, but is not limited to, those individuals involved in providing medical care or care facilities that provide services to seniors, such as skilled nursing providers, hospital administration and direct health care providers.
  6. **Seniors:** Individuals in this category must be at least age 55 and have an active interest in and wish to be active participants in the Coalition.
- B. Representatives from Solano County departments, such as Health and Social Services, District Attorney, Sheriff, and Office of Family Violence and Prevention are encouraged to participate in an advisory role to the Coalition.

## **ARTICLE V – VACANCIES & RESIGNATIONS**

- A. Upon a member's absence from any three consecutive general membership meetings or four general membership meetings in a one-year period, the member is subject to removal from the Coalition at the discretion of the Executive Committee. The one-year period begins July 1<sup>st</sup> and ends June 30<sup>th</sup>. A leave of absence will be considered by the Executive Committee under extenuating circumstances. The Coalition will keep the Board of Supervisors apprised of any absenteeism issues.
- B. The Board of Supervisors shall appoint members to fill vacancies as they occur. The Coalition may make recommendations for members to fill such vacancies.
- C. Attendance at all meetings is recorded on a sign-in sheet. Members are responsible for signing the attendance sheet.
- D. A resignation of a member from the Coalition shall be in writing.

## **ARTICLE VI - CONSENSUS AND VOTING REQUIREMENTS**

- A. Unless otherwise specified in these bylaws, a majority vote of a quorum is required to take any action. Each member has one vote, shall disclose any conflict of interest and recuse themselves from voting on any matter in which they have a disqualifying conflict of interest under applicable law.
- B. A quorum is necessary to conduct business and make recommendations. A quorum shall consist of a majority (51%) of the seated members.
- C. In the event of a tie vote, the Chairperson may cast the deciding vote. If the Chair chooses to abstain, the Chair may direct that the item be brought back for reconsideration at the next meeting of the Coalition.
- D. Members may, at any point in a meeting, decide to make decisions on a unanimous consent basis. If there is any objection, regular voting procedures under Robert's Rules of Order apply.

## **ARTICLE VII - MEETINGS**

- A. Meetings of the Coalition shall be held on a regular schedule as established by the Coalition, not less frequently than six (6) times a year.
- B. All meetings of the Coalition are subject to the provisions of the Ralph M. Brown Act and shall be open and public, with minutes recorded and an agenda posted. All interested persons shall be permitted to attend such meetings. Time shall be set aside for limited public comment on items not on the posted agenda, and the public shall be given an opportunity to make limited comment on all agenda items.

- C. Written notice of each regular meeting of the Coalition, specifying the time, place, and agenda items, shall be sent to each member not less than seven (7) calendar days before the meeting.

## **ARTICLE VIII - STAFFING**

The Solano County Department of Health and Social Services will provide the Coalition with staff support. Staff will assist the Coalition and provide secretarial and other functions as required including maintaining the bylaws, correspondence, meeting attendance sign-in sheets and posting meeting agendas.

## **ARTICLE IX - OFFICERS**

- A. The officers of the Coalition shall be the Chair and Vice Chair and Secretary.
- B. The Coalition shall elect from its members, at its regular meeting in March of each year, a Chair, a Vice Chair, and a Secretary. The Chair, Vice Chair and Secretary should not serve more than two consecutive one-year terms. The newly elected officers shall take office upon election. A vacancy in either position shall be promptly filled by the Coalition, and such replacement officer shall serve out the remainder of the term.
- C. It shall be the duty of the Chair to preside over all meetings of the Coalition, to appoint chairs of any standing or ad hoc committees, and to exercise such other powers and perform such other duties as prescribed by the Coalition.
- D. It shall be the duty of the Vice Chair to assist the Chair in the execution of that office, to preside at meetings in the event of the absence of the chair, and to exercise such other powers and to perform such other duties as may be delegated by the Chair or as may be prescribed by the Coalition. The Secretary shall maintain the Coalition's minutes.

## **ARTICLE X - COMMITTEES**

- A. There shall be an Executive Committee, consisting of the Chair, the Vice Chair, the Secretary and at least two additional members of the Coalition. The additional members shall consist of chairs from one or more of the committees of the Senior Coalition or shall be appointed by the Chair of the Senior Coalition. The Chair of the Coalition shall facilitate meetings of the Executive Committee.
- B. The purpose of the Executive Committee shall be to advise and assist the membership in attaining the purpose set forth in Article III of these bylaws. The Executive Committee may perform all administrative duties necessary for the efficient operation of the Coalition as a whole.
- C. The Coalition may form standing or ad-hoc committees when it appears necessary. Committee meetings shall be called by the chairperson of such committee or by the

Chair of the Coalition. These committees may consist of but not be limited to membership, public education and legislation.

- D. The Coalition should call ad hoc meetings with the Senior Issues Committee, as the Coalition's oversight committee, as necessary, to discuss and evaluate Coalition-recommended policies before taking them to the full Board of Supervisors.

#### **ARTICLE XI - AMENDMENTS**

These bylaws may be amended by a majority vote of a quorum of the Coalition at any regular or called meeting provided that written notice of the amendment shall have been submitted to each Coalition member at least seven (7) days prior to the meeting, and that, subsequent to Coalition action, the amendment is approved by the Solano County Board of Supervisors.

#### **ARTICLE XII - ANNUAL REPORTS**

The Coalition shall make an annual report to the Solano County Board of Supervisors no later than one hundred twenty (120) days after the close of the fiscal year as part of the annual goals and accomplishments of appointed advisory boards agenda item that is prepared for the Board in November of each year for the 12 month period ending September 30<sup>th</sup>.