

**BYLAWS
of the
AGING AND LONG-TERM CARE COMMISSION OF SAN BENITO COUNTY**

**ARTICLE I
Purpose**

The Aging and Long-Term Care Commission of San Benito County (previously, the Long-Term Care Commission, and hereafter referred to as the “Commission”) was originally established under the California Adult Day Health Care Act, pursuant to California Health & Safety Code section 1570 et seq. This Commission was originally intended to be a “planning council,” as defined in that Act. While portions of the Act were repealed, including the requirement of a “planning council,” this Commission continues to meet to discuss and plan for effective delivery of long-term care services in San Benito County.

**ARTICLE II
Powers and Duties**

The Commission shall have the following statutory duties:

1. Study problems of older and functionally impaired adults and present findings and recommendations;
2. advise local, state, and federal government departments and agencies regarding changes needed to improve the operation and efficiency of the local Long-Term Care system and the Adult Day Care system;
3. prepare, publish, and disseminate information, findings, and recommendations regarding the well-being of older or functionally impaired adults;
4. actively participate in the development of plans or policies, review and comment on plans or proposed policies, and monitor the progress of such plans or policies;
5. serve as the official San Benito County Interagency Committee of the local Area Agency on Aging;
6. carry out other responsibilities which may be set forth in the Commission’s Bylaws, as approved by the San Benito County Board of Supervisors;

7. serve as the Advisory Council for the Del Mar Caregivers Resource Center, so long as the Commission deems such participation necessary and appropriate; and
8. serve as the Advisory Council for the Aging & Disability Resource Connection, so long as the Commission deems such participation necessary and appropriate.

ARTICLE III

Members

1. Members of the Commission shall be appointed by the Board of Supervisors.
2. The Commission shall be comprised of 10 to 15 members, five of which should be age 55 or older, and at least 20 percent shall be consumers of Long-Term Services and Supports or caregivers of those who use Long-Term Services and Supports, as follows:
 - a. A representative of the local Area Agency on Aging, if none, a representative from the County Board of Supervisors;
 - b. a representative of a county agency responsible for administering health programs for senior citizens;
 - c. a representative of the county department of public social services, or the equivalent agency;
 - d. a representative of publicly funded senior citizen transportation program;
 - e. a representative of a health facility or organization that advocates for the elderly and disabled in long-term care;
 - f. a representative who has demonstrated an interest in alternatives to institutional long-term care;
 - g. a representative who is a physically impaired adult (age 18 to 55) who is interested in community-based, long-term care programs for other adults in their age group; and
 - h. a sufficient number of “at-large” members as may be desired by the Commission, up to the maximum membership. Such at-large members may include representatives of agencies that provide legal, information and assistance, counseling, advocacy or other services to senior citizens or their families.

3. Appointment of members shall be for terms of three (3) years. Terms shall be staggered so that one-third of the membership is appointed each year. When a vacancy occurs for any reason other than the expiration of a term of office, the succeeding appointee shall hold office for the unexpired term of his or her predecessor. There shall be no restrictions on the number of consecutive terms a member may serve.
4. Any member desiring to resign from the Commission shall submit any resignation in writing to the Chairperson of the Commission with a copy to the Board of Supervisors.

ARTICLE IV

Officers

1. Officers shall be elected by members of the Commission for terms of one year. Elections of officers shall take place at the scheduled December meeting. Officer's duties shall take effect on January 1 of the following year.
2. The officers shall be a Chairperson, a Vice-Chairperson, and a Secretary.
3. The duties of the Chairperson shall be to preside over meetings, ensure that written agendas are prepared and published, represent the Commission, and be responsible for communication with the Board of Supervisors and the County Administrative Office.
4. The Vice-Chairperson shall assume these same duties in the absence of the Chairperson.
5. The duties of the Secretary shall be to take, produce, and distribute the meeting minutes, track attendance, prepare and distribute the meeting notices and to otherwise ensure compliance with the Brown Act meeting notice requirements.

ARTICLE V

Meetings

1. All meetings of the Commission shall be conducted pursuant to the provisions of the Ralph M. Brown Act. (See Gov. Code, § 54950 et seq.).
2. The business of each regular meeting shall be transacted in accordance with an agenda transmitted to each member of the Commission. Any and all agenda items for any regular meeting shall be filed with the Secretary at

least ten (10) working days prior to the meeting, or at least four (4) working days for emergency items, at which such item is to be considered. Items may be added to the agenda at any regular meeting by a majority vote of all Commission members present.

3. Commission meetings shall be conducted in a business-like manner. The commission may use Robert's Rules of Order or any similar rules to transact business, so long as it is consistent with these bylaws or with any special rules of order adopted by the Commission.
4. The record of the proceedings of each meeting shall be reported in writing.
5. The regular meeting of the Commission shall be held on the second Friday of each month commencing at 9:30 a.m.
6. Unless otherwise ordered by the Commission, all meetings shall be held at Hazel Hawkins Memorial Hospital, 911 Sunset Drive, Hollister, California.
7. Special meetings may be called by the Chairperson, or by any two members of the Commission, by serving written notice to each member of the Commission at least seventy-two (72) hours prior to the time set for the meeting with the time, place, and purpose of such special meeting.
8. The Commission will review its membership roster each November and discuss vacancies and upcoming reappointments.

ARTICLE VI

Attendance

Attendance by members shall be recorded in the minutes of all Commission meetings. The Commission shall place on the agenda and vote on whether to recommend the removal of commissioners for lack of attendance if the commission accumulates three (3) unexcused absences during a calendar year, or six (6) total absences for any reason. Any recommendation for removal shall be forwarded to the Board of Supervisors. Commissioners who have been recommended for removal may appeal to the Board of Supervisors.

ARTICLE VII

Voting

1. A quorum shall consist of a simple majority of the currently appointed Commission members. A meeting that begins with a quorum shall continue to be considered to have a quorum throughout such meeting.

2. A Commission member will abstain from voting where a conflict of interest exists, as defined in the Conflict of Interest code for San Benito County.

ARTICLE VIII

Committees

1. Committees selected for specific projects or problems shall be appointed as the need arises by a simple majority vote of all Commission members present. Such committees shall terminate when their respective functions are no longer necessary.
2. Any committee that constitutes a quorum shall comply with the notice and agenda requirements otherwise applicable to the Commission.

ARTICLE IX

Staffing

1. Staff support for the Commission shall be provided by the County of San Benito or as the Commission may otherwise designate.
2. Such staff support shall consist at a minimum of providing minutes of meetings and ensuring public notice of agendas.

ARTICLE X

Amendment

These bylaws may be amended at any regular meeting of the Commission by a two-thirds (2/3) vote of all members present, provided that the proposed amendment has been submitted in writing at the previous regular meeting of the Commission.

Adopted by Commission on May 11, 2001
Revised 6/8/01
Revised by County Counsel 8/24/01
Revised by Commission on December 8, 2006
Revised by Commission on August 14, 2020