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Enriching Lives Through Effective And Caring Service



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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

32 April 28, 2015


PATRICK OGAWA
ACTING EXECUTIVE OFFICER

April 28, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**REQUEST TO AMEND THE LOS ANGELES COUNTY COMMISSION FOR OLDER ADULTS
BYLAWS**

(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

Los Angeles County Commission for Older Adults (LACCOA) was established on July 1, 2010, as the result of the merger of the Los Angeles County Commission on Aging and Area Agency on Aging Advisory Council. LACCOA has submitted, for your approval, revisions to their Bylaws which includes amendment to the relevant provisions.

IT IS RECOMMENDED THAT THE BOARD:

Approve the attached amendments to the LACCOA Bylaws to be effective July 1, 2015. The recommended action to approve the amended Bylaws will bring the Commission Bylaws up-to-date and make them consistent with the action of the Board of Supervisors on June 26, 1990 (Ordinance No. 90-0086).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended action is necessary in order for LACCOA to function effectively and accurately. With these amendments to the Bylaws, Commissioners will now be permitted to take only a one year hiatus, instead of a two year hiatus, before being eligible to apply for membership again. This will assist in filling vacancies in LACCOA in a shorter time span; LACCOA Commissioners will have the opportunity to designate Commissioners, who are no longer able to serve, to Emeritus status, honoring their dedication to seniors in Los Angeles County; and the Bylaws will update the Conflicts of Laws provisions for the Commissioners to abide by.

Performance Measures

All agencies contracting with Community and Senior Services (CSS) are required to develop benchmark criteria for each of their performance standards. LACCOA, as an advisory body, will assist CSS in conducting continuous needs assessments as well as assessing community feedback on current agencies' performance.

Implementation of Strategic Plan Goals

The activities identified in the LACCOA Bylaws support the Countywide Strategic Plan Goals: Goal #1 Operational Effectiveness, Goal #2 Children, Family and Adult Well-Being, and Goal #4 Health and Mental Health.

FISCAL IMPACT/FINANCING

The activities described in the update are financed by the federal OAA, State, and local funds. The proposed amendments to the Bylaws have no fiscal impact to the County of Los Angeles.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

LACCOA voted and approved the attached Bylaws amendments at the November 4, 2014 meeting. In addition, County Counsel has reviewed and approved the LACCOA Bylaws.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

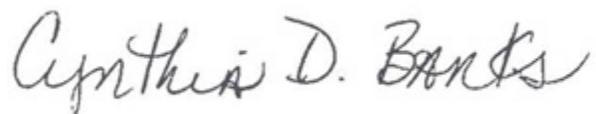
Approval of the attached LACCOA Bylaws will enable CSS to continue the smooth operation of the Commission which is tasked to advise and assist the Area Agency on Aging to continue with its home- and community-based long-term care initiatives and programs. These programs provide opportunities for functionally impaired and older adults to live their lives with maximum independence and dignity in their own homes and communities.

The Honorable Board of Supervisors

4/28/2015

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Respectfully submitted,

A handwritten signature in cursive script that reads "Cynthia D. Banks".

CYNTHIA D. BANKS

Director

CDB:OS:LCSCK:A

A:gm

Enclosures

c: Chief Executive Office
County Counsel
Executive Officer, Board of Supervisors



LOS ANGELES COUNTY COMMISSION FOR OLDER ADULTS

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BYLAWS

ARTICLE I - NAME

This Commission shall be known as the Los Angeles County Commission for Older Adults (LACCOA). All members of the body will be referred to and identified as Commissioners.

ARTICLE II - AUTHORITY

LACCOA is established pursuant to the requirements of the Older Americans Act as amended in 2006, Motion of the Los Angeles County Board of Supervisors dated June 22, 2009, and Los Angeles County Code Section 3.78.010 — 3.78.120.

ARTICLE III - VISION

Los Angeles County will be one of the best communities for older adults in the nation.

ARTICLE IV - MISSION

The mission of LACCOA shall be to advocate, advise and make recommendations regarding the needs and welfare of Los Angeles County seniors 60 years of age and older, to the Los Angeles County Board of Supervisors and departments of County government and other entities that provide services to seniors regarding their needs, health, well-being, and rights.

To accomplish this mission, LACCOA will:

- Assist the County in preparing for the significant increase expected in the senior population.
- Review existing programs and activities by Community and Senior Services (CSS), Seamless Senior Services (S3), other appropriate County departments, commissions, and task forces in identifying and recommending new programs and services that will benefit the well-being of seniors.
- Network and collaborate with all entities that are in Los Angeles County that are interested in and concerned about aging populations.
- Develop methods of communications which enhance the welfare and status of seniors.

ARTICLE V - PURPOSE

The general purpose of LACCOA shall be to:

- Advise Area Agency on Aging (AAA) on the development, implementation, and evaluation of the Area Plan for Program Service Area (PSA) 19.
- Preserve and enhance the general well-being of the senior population living in Los Angeles County.

LACCOA BYLAWS (Continued)

- Increase awareness of the Board of Supervisors regarding issues, conditions and needs that face senior persons of Los Angeles County and make recommendations as to how adverse conditions might be remedied.
- Ensure that the Board of Supervisors is aware of the many contributions made by the seniors in Los Angeles County.

ARTICLE VI - MEMBERSHIP

Section A: Composition, Qualifications, and Appointment

1. The Commission shall include individuals and representatives of community organizations who will help enhance the leadership role of AAA in developing community-based systems of services. The Commission shall be made up of:
 - (a) more than 50 per cent older individuals, including minority individuals who are participants or who are eligible to participate in AAA programs;
 - (b) representatives of older persons;
 - (c) representatives of health care provider organizations;
 - (d) representatives of supportive services providers organizations;
 - (e) persons with leadership experience in the private and voluntary sectors;
 - (f) local elected officials; and
 - (g) the general public.

Ethnic distribution should be representative of the population served.

2. LACCOA members must be residents of Los Angeles County.
3. The number of Commissioners shall be 50: 25 appointed directly by the Board of Supervisors and 25 selected by LACCOA. Each vacancy will be filled accordingly.

Section B: Term and Vacancies

Staggered Terms: The initial term of the Commission began on July 1, 2010. In order to stagger the terms served by Commissioners, the initial term will require the Commissioners to be divided into three groups (Groups A, B, and C). Commissioners shall be assigned to each group by a random drawing. Group A, consisting of 17 Commissioners, will have an initial term of two years. Group B, consisting of 17 Commissioners, will have an initial term of three years. Group C, consisting of 16 Commissioners, will have an initial term of four years. Renewal terms may be added at the end of initial terms for Groups A and B only. The term served by Groups A and B may be renewed for an additional three years. The term for Group C cannot be renewed.

1. Each term after the initial staggered term will be three years. No member of the Commission may serve more than two consecutive three-year terms.
2. Commissioners who have served either the maximum initial term or two consecutive three-year terms are eligible for reappointment or reelection after a minimum one-year hiatus from the Commission.

LACCOA BYLAWS (Continued)

Section C: Attendance

Commissioners are required to attend all regular meetings of the Commission. Commissioners who are absent for three consecutive LACCOA Meetings or 50 per cent of such meetings in a twelve month period, without being excused, will be notified by mail of possible dismissal from LACCOA. Commissioners who fail to attend the next LACCOA Meeting indicated in the letter of notification without explanation will be subject to dismissal by the Executive Board. Commissioners so removed may appeal in writing to the Executive Board within two weeks of the date of notification. The appeal letter must indicate the reason why the Commissioner considers the removal inappropriate and unfair. Appeals will be processed within 60 days from the date of receipt of the appeal and the member in question will be notified in writing of the final decision.

Section D: Emeritus

Emeritus status will be given to past members who have made significant contributions to LACCOA and its predecessors. The Membership Committee will recommend such members to the Executive Board. The Executive Board will make a final recommendation to the LACCOA Membership for final vote. The Emeritus designation does not carry a vote or hold a seat on the Commission.

Section E: Conflict of Interest

This Commission will be governed by and comply with applicable state conflict of interest laws (Government Code § 87000 et seq.; and 1090 et seq.).

ARTICLE VII - OFFICERS

The officers of LACCOA shall be:

- President
- First Vice President
- Second Vice President
- Secretary
- Fiscal Officer
- Sergeant-at-Arms
- Parliamentarian
- Past President

ARTICLE VIII - DUTIES OF OFFICERS AND TERM OF OFFICE

In addition to the duties prescribed by the parliamentary authority adopted by LACCOA, the duties of the officers shall also include the following:

Section A - President:

- Shall preside at all meetings of LACCOA.
- Shall preside at all Executive Board Meetings and may not vote on any issue before the Executive Board unless a vote is needed to make or break a tie.
- Shall appoint the Chairperson for the California Senior Legislature's (CSL) Election Committee, the Sergeant-at-Arms, and the Parliamentarian.
- Shall be the LACCOA Representative at Triple A Council of California (TACC) Meetings.

LACCOA BYLAWS (Continued)

- Shall be an ex-officio member of all committees except the Nominating Committee.
- Shall represent LACCOA as its spokesperson.
- Shall have no authority to act unilaterally on any issue that may require formal action by LACCOA or the Executive Board unless otherwise provided for in these Bylaws.
- Shall call emergency meetings of the Executive Board.

Section B - First Vice President:

- Shall perform such duties as requested or assigned by the President and shall perform the duties of the President during the absence of the President.
- Functions as liaison to all Chairpersons of Ad Hoc Committees and Special Task Forces.

Section C - Second Vice President:

- Shall perform such duties as requested or assigned by the President, function as liaison to all Chairpersons of the Standing Committees, and perform the duties of the President when both the President and the First Vice President are unable to attend LACCOA Meetings.
- Ensures all Committee Reports are properly completed in a timely manner.

Section D -

In the absence of the President, First and Second Vice-Presidents, LACCOA Meetings shall be presided over by a member of the Executive Board designated by the President.

Section E - Secretary:

- Shall review and edit the minutes of each meeting and be prepared to administratively assist the President during LACCOA Meetings.
- Shall draft letters and other written communications at the request of the President and/or Executive Board.

Section F - Fiscal Officer:

Shall be responsible for maintaining LACCOA'S Budget and ensuring that disbursements are approved by LACCOA and in support of their projects.

Section G - Sergeant-at-Arms:

- Shall keep order at all LACCOA General Meetings.
- Shall be the official timekeeper at all LACCOA General Meetings.

Section H - Parliamentarian:

- Shall attend all LACCOA General Meetings.
- Shall attend Executive Board Meetings as a non-voting member.
- Shall rule on proper compliance with parliamentary procedures and LACCOA Bylaws.

LACCOA BYLAWS (Continued)

Section I - Past President:

Shall provide information, assist with updates, and other related activities during the term of his/her service as President.

Section J - Term of Office:

Officers shall be elected by written ballot for a term of one year coinciding with the fiscal year and may succeed themselves once for each given office. The term of office will coincide with the fiscal year July 1 to June 30 if reelected by LACCOA.

ARTICLE IX - ELECTIONS

A Nominating Committee shall be elected by the LACCOA membership at the regular February meeting of LACCOA each year and shall consist of five Commissioners. The Chairperson will be elected by members of the Nominating Committee. This committee will present a Slate of Nominations for Officers to LACCOA in April.

Nominations may also be made from the floor on the day that the slate is announced or at the time of the election provided that assurance of a candidate's acceptance can be given. The election, conducted by the Chairperson of the Nominating Committee, shall be held in May. LACCOA members must be present to vote. A plurality of 50 per cent plus one of votes cast will apply to all LACCOA elections. In the event of a tie, a run-off election shall be held. The order of voting shall start with the President and descend in the order described in the above Article VII.

The installation of new officers will take place in June of each year.

ARTICLE X - MEETINGS

LACCOA General Meetings shall be held monthly on the first Monday of each month at a designated location and time. All meetings shall be open to the public. Written notice of General Meetings shall be mailed to all members in advance.

A quorum of this body of fifty shall consist of one-half plus one of the current membership.

All meetings of LACCOA, including the Executive Board and Standing Committees, shall comply with the requirements of the Brown Act.

ARTICLE XI - EXECUTIVE BOARD

The officers designated in Article VII - OFFICERS, shall constitute the Executive Board, with the exception of the Sergeant-at-Arms. Committee Chairs may be invited to present on specific issues as the President deems necessary.

The Executive Board shall meet monthly at a designated location and time.

The Executive Board will act as the governing body of LACCOA and include the following duties:

LACCOA BYLAWS (Continued)

1. Conduct any business for LACCOA between regular meetings and shall take emergency or urgent action when indicated and report all its activities at the next regular meeting of the Commission.
2. Review and approve, prior to distribution, the agenda for the monthly LACCOA General Meetings.
3. Maintain liaison with the Los Angeles County AAA Director and the CSS Executive Liaison.
4. Recommend, as appropriate, the establishment of Ad Hoc Committees and Special Task Forces by LACCOA.
5. Serve as the action point (for either final action or recommendation for final action,) in the matter of unexcused absences and/or unacceptable behavior by LACCOA members.
6. Weigh, take action, or make recommendations regarding such matters brought before it by the President, any member of the Committees, any Commissioner, or the Director of Los Angeles County AAA.
7. Report all actions to the full Commission at the first available opportunity.

ARTICLE XII - COMMITTEES

Section A

1. Each LACCOA member is required to serve on at least one Standing Committee and observe attendance requirements.
2. The committees of LACCOA shall be composed of only LACCOA members. Only assigned members of a committee can vote on committee issues.
3. Each committee shall elect its own chairperson and recorder.
4. All Standing Committees shall provide all reports to the Executive Board in writing.

Section B

The following shall comprise the seven (7) Standing Committees:

1. **Executive Board:** The primary duty of the Executive Board is to provide leadership and guidance to LACCOA in their support to the Los Angeles County AAA.
2. **Area Plan:** The Area Plan Committee shall consider all matters pertaining to the Los Angeles County AAA Area Plan and shall make recommendations to the Executive Board. The Area Plan Committee shall also consider matters pertaining to Veteran Affairs, Employment, and Fraud and Elder Abuse.
3. **Communications:** The Communications Committee shall consider all matters pertaining to communications and shall make recommendations to the Executive Board. The Communications Committee shall also consider matters pertaining to LACCOA's Newsletter, Speaker's Bureau, and the Annual Report.
4. **Health, Nutrition, and Long-Term Care:** The Health, Nutrition, and Long-Term Care Committee shall consider all matters pertaining to health and well-being and shall make recommendations to the Executive Board.
5. **Housing and Transportation:** The Housing and Transportation Committee shall consider all matters pertaining to Housing and Transportation and shall make recommendations to the Executive Board. The Housing and

LACCOA BYLAWS (Continued)

Transportation Committee shall also consider matters pertaining to On the Move Riders Club.

6. **Legislative and Advocacy:** The Legislative and Advocacy Committee shall consider all matters pertaining to Legislation and shall make recommendations to the Executive Board. All legislative and advocacy efforts are to be coordinated with the County's Intergovernmental Relations Section.
7. **Membership:** The Membership Committee shall consider all matters pertaining to membership and shall make recommendations to the Executive Board.

All Standing Committees should consider general needs within aging populations such as diversity, geographical areas, women's issues, and baby boomer's impact; also, the state and federal laws relating to AAA programs.

Section C

Standing Committees may be established or disbanded by the Executive Board. Ad Hoc Committees and Special Task Forces may be established to address specific issues as deemed necessary by the Executive Board. Ad Hoc Committees and Special Task Forces will be disbanded when their purpose is completed and such groups should not function longer than one year.

ARTICLE XIII - LEAD COMMISSIONERS

The Commissioners in each of the five Supervisorial Districts annually shall select a Lead Commissioner for their respective District who will serve for a one-year term in this role. A Lead Commissioner so selected may serve an additional consecutive one-year term if requested by a majority of the Commissioners in their respective District.

Lead Commissioners shall be selected at the General Meeting held in June each year and shall not be considered as officers of LACCOA.

Lead Commissioners shall schedule and organize meetings as needed with the Commissioners of their Districts and may act as a spokesperson with their respective Board of Supervisor's deputies when requested by their District Commissioners.

ARTICLE XIV - COMPENSATION

Members of LACCOA shall serve without compensation except for mileage reimbursement for meeting attendance and any actual and necessary traveling expenses incurred in connection with their duties, including transportation, meals, and lodging. All reimbursements and compensation are in accordance with the Los Angeles County Guidelines.

ARTICLE XV - AMENDMENTS AND REVIEW

Pending final approval by the Board of Supervisors, the Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by two-thirds vote of the entire LACCOA membership at any regular or special meeting, provided that at least 30 days written notice is given of this intention.

LACCOA BYLAWS (Continued)

ARTICLE XVI - PARLIAMENTARY PROCEDURES

A Parliamentarian shall be appointed by and serve at the discretion of the President. It shall be the responsibility of the Parliamentarian to rule on proper compliance with parliamentary procedures and LACCOA Bylaws.

The Parliamentary Authority contained in the newly revised edition of The Robert's Rules of Order shall govern LACCOA in all cases in which they are applicable and consistent with these Bylaws.