

# RIVERSIDE COUNTY ADVISORY COUNCIL ON AGING BYLAWS COMMITTEE MEETING

Location: 3610 Central Avenue, Suite 102  
Riverside, California

Date: September 25, 2024 Time: 10:00am – 12:00pm

Facilitator: Renne Sanchez, Supervising Program Specialist

## Agenda Items

1. First Order of Business Barbara Mitchell, Interim Committee Chair

1.1 Call to Order **10:03am**

1.2 Establish Quorum

**Roll Call: 4/5 Quorum reached**

Teresa Chappell, Committee Chair	<b>Absent</b>	Barbara Adams, Member	✓	Tyler Cobb, Member	✓
Sterlon Sims, Member	✓	Barbara Mitchell, Member	✓		

1.3 Self-Introductions

1.5 ADA Guideline Requests

1.6 Invocation

1.7 Pledge of Allegiance

1.8 Public Comments – **None.**

1.9 Chair Reports and Reminders

2. Discussion and Action Items Barbara Mitchell, Interim Committee Chair

2.1 Committee Purpose and Goals

Description: Members will review the purpose and goals of the Bylaw Committee.

Discussion: **Due to an unexpected emergency, Committee Chair Teresa Chappell, was unable to attend meeting, Barbara Mitchell served as interim chair. Barbara Mitchell requested to seek advisement from County Counsel regarding consecutive terms. Suggested Chair should be allowed to continue as an executive consultant post term. Recommended to seek advisement from County Counsel regarding consecutive terms.**

Public Comments: None

Motion:

Second:

**Roll Call:**

Teresa Chappell, Committee Chair		Barbara Adams, Member		Tyler Cobb, Member	
Sterlon Sims, Member		Barbara Mitchell, Member			

2.2 Committee Meeting Schedule

Description: Members will decide on a committee meeting schedule for the FY 25 council year.

Discussion: **Barbara Mitchell went over availability of members and schedules to best depict upcoming meetings.**

Public Comments: **None**

Motion: **Sterlon Sims – Motion for bi-monthly meetings every second Wednesday of the month at 9:00am, This is set to commence starting November 13<sup>th</sup> at 9:00am.**

Second: **Barbara Adams**

**Roll Call: 4/5 Vote Passes**

Teresa Chappell, Committee Chair	<b>Absent</b>	Barbara Adams, Member	✓	Tyler Cobb, Member	✓
Sterlon Sims, Member	✓	Barbara Mitchell, Member	✓		

2.3 Focus Areas for Bylaws Revisions

Description: Members to share areas of focus for bylaw revisions.

Discussion: **Barbara Mitchell requested Article IV Section 4 be updated to reflect members are required to attend 80% of meetings. Tyler Cobb requested to keep last sentence in Section 4. Members also suggested to add subsection E, “Unexpected Emergencies” to bylaws.**

Public Comments:

Motion:

Second:

**Roll Call:**

Teresa Chappell, Committee Chair	<b>Absent</b>	Barbara Adams, Member		Tyler Cobb, Member	
Sterlon Sims, Member		Barbara Mitchell, Member			

3. Adjourn

Teresa Chappell, Chair

Motion to Adjourn: **Barbara Adams**

Second: **Tyler Cobb**

**Roll Call:**

Teresa Chappell, Committee Chair		Barbara Adams, Member	✓	Tyler Cobb, Member	✓
Sterlon Sims, Member	✓	Barbara Mitchell, Member	✓		

Adjourned at: **10:30am**

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