

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.41
(ID # 23861)**

MEETING DATE:
Tuesday, April 30, 2024

FROM : OFFICE ON AGING:

SUBJECT: OFFICE ON AGING: Ratify and Approve the revised Advisory Council on Aging Bylaws; All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve the proposed set of revisions to the Advisory Council on Aging bylaws.

ACTION:Policy

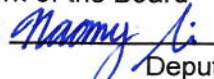
Jewel Lee, Director of Office on Aging

4/16/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Gutierrez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: April 30, 2024
xc: Office on Aging, COBLW

Kimberly A. Rector
Clerk of the Board
By:  Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: N/A			Budget Adjustment:	No
			For Fiscal Year:	23/24

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Advisory Council on Aging (Advisory Council), as mandated by Federal and State statutes (Older Americans Act and Older Californians Act) is a volunteer leadership body comprised of 17 members, whose purpose is to advise the Riverside County Office on Aging (RCOoA) and the Board of Supervisors on all matters related to the development of the RCOoA Strategic Plan, the administration of the plan, and operations conducted under the plan. Bylaws are a statutory requirement for an Advisory Council to exist and they must be reviewed each year by the Advisory Council Bylaws Committee. The Advisory Council has determined that revisions to its bylaws are necessary to strengthen its governance and effectiveness. These revisions were approved by the Advisory Council on March 13, 2024. Prior to this, the Bylaws were last revised in 2019.

In accordance with Board Policy A-21, Resolution No. 2005-148, Uniform Rules and Procedures for Advisory Committees, Boards and Commissions of the County of Riverside, and the Council's bylaws, the Council respectfully requests the Board of Supervisors approve the proposed revisions to its bylaws.

Impact on Residents and Businesses

The Riverside County Advisory Council on Aging is a diverse group of community leaders who are committed to identifying relevant issues, recommending solutions, and advocating for positive change on behalf of Riverside County older adults, persons with disabilities, and caregivers. In partnership with government and community liaisons, the Advisory Council is committed to improving and expanding services and supports for older adults and persons with disabilities throughout the County.

For the Advisory Council to function at its highest capacity, the bylaws must reflect rules and guidance to steer its members with clarity and purpose. It is anticipated these revisions will have a positive impact on the Advisory Council, and in turn, the Riverside County community.

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA

ATTACHMENTS:

ATTACHMENT A. BYLAWS REVISIONS – SUMMARY

ATTACHMENT B. BYLAWS – AS REVISED


Brianna Lontajo, Principal Management Analyst 4/23/2024


Gregg Gu, Chief of Deputy County Counsel 4/17/2024

RIVERSIDE COUNTY OFFICE ON AGING

ADVISORY COUNCIL ON AGING

BYLAWS

ARTICLE I

Name and Purpose

SECTION 1. Name

The name of this organization is the Advisory Council on Aging herein called "Council."

SECTION 2. Purpose

The Council is formed pursuant to Resolution 82-327 adopted by the Riverside County Board of Supervisors and Section 9250 et seq. of the Welfare and Institutions Code (WIC) of California. In connection therewith, the Council shall endeavor to advocate that older persons within the planning and service area of the County have full and free enjoyment of the opportunity to achieve an adequate income in retirement; have access to the best possible physical and mental health services, have suitable housing; have access to appropriate institutional care; have the opportunity for employment; be able to pursue meaningful activity within the widest range of civic, cultural and recreational opportunities; have efficient and coordinated community service which provide assistance in achieving these goals; have information about research which can sustain and improve health and happiness; and have freedom and independence in the exercise of individual initiative in planning and managing their own lives. Nothing within WIC shall be construed as limiting in any way the ability of the Council to serve as an advocate for all older persons and adults with disabilities.

Any matter not explicitly addressed herein is governed by Board Policy A-21. In instances where existing advisory group by-laws, policies, or procedures are inconsistent with Board Policy A-21 or any other County policy, Board Policy A-21 and other applicable County policies shall take precedence.

ARTICLE II

Functions

SECTION 1. Functions

The Council shall:

- A. Be advisory to the Riverside County Office on Aging and Board of Supervisors on all matters for which they are required and empowered to perform by law and as directed by the Board of Supervisors.
- B. Study, review, evaluate and make recommendations to the Board of Supervisors relative to any and all matters affecting older persons and adults with disabilities in the County, including, but not limited to, health, education, employment, housing, transportation and recreation.
- C. Assess and report on the nature and extent of the unmet needs of older persons and adults with disabilities, develop a County-wide 4-year Strategic Plan with annual updates that prioritized and addresses ways to meet those needs.
- D. Identify the various public and private services available to older persons and adults with disabilities in the County.
- E. Form a By-Laws Committee at the first meeting of the new term of Office. The Parliamentarian shall serve as Chairperson of the By-Laws Committee. The Council Chairperson shall appoint two (2) members from the Executive Board and two (2) members from the Council to serve as the committee.
- F. Adopt and follow by-laws concerning, but not necessarily limited to:
 1. Terms of membership and office,
 2. Selection of officers,
 3. Frequency and notice of meetings,
 4. Accessibility of meetings to members of the general public,
 5. Rules regarding the conduct of Council and Council Committee meetings,
 6. Removal of members and officers and the filling of vacancies.
 7. Establish and delineate functions on an annual basis during the September meeting for standing and ad hoc committees comprised of Council members to assist the Council in fulfilling its functions.

- G. Establish membership attendance requirement.
- H. Prescribe duties for officers.
- I. Delineate any other functions not inconsistent with any relevant Resolution, ordinance, or statute provisions.

The Council shall have no administrative functions.

ARTICLE III

Reports & Formal Communications

SECTION 1. Annual Report

The Council shall by June 30 of each year file with the Board of Supervisors an annual report of its activities, may file a special report whenever the Council deems desirable to do so, and shall file a report when requested to do so by the Board of Supervisors. A draft shall be submitted annually by the end of December.

All reports shall be submitted through the County Executive Office for placement on the Board of Supervisors' agenda in accordance with Board Policy A-5, as may be amended from time to time in the conduct of County business.

The Council shall also file its annual report with the Office on Aging, California Department of Aging, California Commission on Aging, the Senate Sub-Committee on Aging and Long-Term Care and insofar as resources permit, all other interested parties, a copy of the Council's annual report.

SECTION 2. Special Reports

The Council may file a special report with the Board of Supervisors whenever it deems desirable to do so, and shall file a report(s) when requested by the Board of Supervisors.

SECTION 3. Formal Communications

Formal communications to the Board of Supervisors shall be dated and signed by an officer of the Council and shall fairly and accurately represent the position of the Council as formally reflected in meeting minutes.

ARTICLE IV

Reports & Formal Communications

SECTION 1. Composition of Membership

Council membership shall consist of seventeen (17) members and be composed of:

- A. A majority of persons sixty (60) years of age or older,
- B. Service providers,
- C. Members who reflect the Districts established by the Board of Supervisors or the geographic, racial, economic, and social complexities of the Planning and Service Area,
- D. At least one (1) member who represents the interest of the disabled,
- E. The Director of the Office on Aging, or his/her designee, who shall serve as ex officio member,
- F. Each member shall be a resident of Riverside County or be employed within the County,
- G. Five (5) members shall be appointed by the Board of Supervisors and such membership appointments shall include one (1) person from each Supervisorial district,
- H. The Council shall appoint the remaining twelve (12) members,
- I. To comply with the composition as prescribed above, the Director of the Office on Aging shall be responsible for making appointee recommendations to the Board of Supervisors and Council.

SECTION 2. Terms of Membership and Office

The term of office of members shall be for a three (3) year period commencing on the first day of July. Advisory Council members whose terms are expiring are required to complete a three (3) year evaluation and request to remain on the Council. Evaluations will be reviewed by the Membership Committee and will forward its recommendation to the Council for action at the next regular meeting. This reappointment procedure does not include the 5 members appointed by the Board of Supervisors. If the reappointment is approved by the Council, the information shall be transmitted to the Riverside County Board of Supervisors for review and final approval.

If appointed other than on July 1 to fill a vacancy, the term shall be considered as a full three-year term if appointed prior to the mid-point of the vacancy to which the member is appointed. If the appointment is after the mid-point, the term shall not be considered a full term and the member

shall be eligible to serve one full term following this appointment to fill a vacancy. The Council may on the recommendation of the Membership Committee, reappoint members with the exception of supervisorial appointees.

SECTION 3. Membership Duties

Members shall:

- A. Attend all Council Meetings.
- B. Serve and actively participate on at least one (1) Committee.
- C. Actively participate in advocacy, act as a local and County-wide Ambassador, attend and assist at Council conferences and other events.
- D. Act as a liaison.
- E. Be able to travel to meetings and community events throughout the County.

It is the responsibility of each appointee and member of the Advisory Council to respect and uphold County policies, practices, protocols, and procedures. It is the responsibility of each appointee and member to conduct themselves at all times with appropriate civility, respect, and decorum, mindful that their conduct before the public reflects upon the integrity of the County and the Board of Supervisors. The Council officers and members, shall not represent the County to any state, County, city, special district, school district, agency, or commission, nor to any other organization or members of the public, on any matter unless specifically authorized to do so by the Board of Supervisors.

SECTION 4. Absences

In the event that a member fails to attend two (2) consecutive meetings or who has three (3) absences within the year without giving a written and/or verbal excuse to the Chairperson, the Chairperson will contact the member to discuss the responsibilities of a member.

The Advisory Council defines an excused absence as follows:

- A. Illness of the member or a member of family,
- B. Religious holidays,
- C. The death of a family member or a person close to the member,
- D. Inclement weather or other conditions that prevent travel to a given meeting.

SECTION 5. Leave of Absence

Leave of Absence requests are to be submitted in the event that a Council member will not be able to fulfill his/her duties on the Advisory Council for any length of time.

- A. Request must be submitted in writing/email to Advisory Council Chair must include the following:
 - 1. Start Date
 - 2. End Date
 - 3. Reason for Request
- B. Requests for leave will not exceed six (6) months,
- C. Requesting Council member will be encouraged to keep Council Chair or staff updated on ongoing status of leave,
- D. Request will be reviewed by Council Chair and submitted to full Advisory Council for approval,
- E. Member will continue to receive meeting notices, information, and updates.

SECTION 6. Membership Vacancies

Vacancies shall exist under the following conditions:

- A. The expiration of a term.
- B. The written resignation, death, or loss of residence requirements of an incumbent.
- C. When a member fails to attend three (3) consecutive meetings of the Council, such absence is not excused by the Council, those facts are reported by the Council Secretary to the Board of Supervisors, and said Board declares the vacancy.

Vacancies shall be filled by the Board of Supervisors for the unexpired term of the prior incumbent. If more than one vacancy exists, the appointing authority may specify the vacant position and term there being filled by each appointee. Otherwise, the longest unexpired term shall be filled by the person first appointed and in successive order to the shortest term. Vacancies shall normally be filled in accordance with the Maddy Local Appointive List Act of 1975.

SECTION 7. Removal of a Member

Members of the Council serve at the pleasure of the Board of Supervisors. Notwithstanding a specified length of a term for a member, the Board may remove any member at any time for any reason.

SECTION 8. Reimbursement of Expenses

Each member shall serve without compensation or reimbursement of expenses unless otherwise provided in accordance with statute, ordinance or resolution authorizing the same and specifying the details thereof.

- A. Reimbursement of Expenses. Reimbursement, at the current rate paid by the County according to Ordinance 440, Section 11 (e), shall be made for the member's actual and necessary mileage for attendance at regular monthly meetings of the Council. Actual expenses incurred during the performance of approved department activities, including travel, mileage, meals and lodging, will be reviewed and reimbursed at the discretion of the Office on Aging, and in accordance with Board Policy D-1: Reimbursement for General Travel and Necessary Expenses.

ARTICLE V

Officers

SECTION 1. Appointed Officers

The members of the Council shall appoint one of its members to serve as Chair, Vice Chair, and Parliamentarian. This shall be done at least annually at the first meeting on or after June 1. As stated in Board Policy A-21, to limit the length of consecutive terms an individual may serve as Chair or Vice Chair, and to provide a rotation system that allows for an orderly selection process consistent with the intent of Board Policy A-3, as may be amended from time to time in the conduct of County business, Council shall appoint officers as follows:

- A. Whenever possible and appropriate, the Vice Chair from the previous year shall be automatically nominated as Chair for the subsequent year.

- B. Neither the Chair nor Vice Chair shall occupy the same office for more than one year at a time, nor a person who serves as Chair one year shall not serve as Vice Chair the following year.
- C. Appointed officers serve at the pleasure of the remaining members, who may remove them as officers at any time by affirmative vote of a quorum.
- D. In the event the Chair vacates that office for any reason, the Vice Chair automatically assumes the office of Chair, and shall call for a selection at the next meeting of the Council to fill the office of Vice Chair in the manner specified above.
- E. Chair is eligible to serve or be nominated once (1) within a three (3) year period.

SECTION 2. Term of Office

The Chair, Vice Chair, and Parliamentarian shall serve for a term of one year commencing the first day of July immediately following the selection. The Chair, Vice Chair, and Parliamentarian may be appointed to the same office for two (2) full terms only. Any Chair, Vice Chair, or Parliamentarian appointed to serve more than six (6) months of a vacated office shall be considered to have served a full one (1) year.

SECTION 3. Officer Nominations and Appointments

- A. The Nominating Committee shall consist of five (5) active members. The Chair of the Council shall appoint the Chair of the Committee, four (4) members, and one (1) alternate member at the January meeting the year selections are to take place and shall be approved by the Council. Committee members who do not attend the first meeting shall be permanently replaced by the alternate(s). Committee members shall have been Council members for at least six (6) months.
- B. Nominees for selected and appointed offices shall have been Council members in good standing for not less than one (1) year.
- C. The Nominating Committee shall present names of candidates for appointed offices to the Executive Board by the end of April and notify Council members prior to the June appointment. Nominations from the floor, with nominee's consent to serve, may be made at the appointment meeting in June.

- D. Sixty (60) percent of members in good standing must be present in order to hold a selection. A majority vote shall appoint. The Council, by unanimous consent, may dispose with the ballot when there is but one (1) candidate for each office.
- E. Advisory Council selections shall be open, and member votes shall be disclosed in a public meeting.

SECTION 4. Removal of Officers

The Chair, Vice Chair, and Parliamentarian may be removed during his/her term of office for cause by the members of the Council. In the event of such removal, the members shall select another member to serve during the unexpired term of the prior office holder.

SECTION 5. Duties of Officers

Aside from executing official correspondence of the Council, the appointed officers shall have no executive or administrative authority. The duties of the officers and members generally are as follows:

A. **Chair.** It is the responsibility of the Chair to:

1. Be thoroughly familiar with the Council's rules of order, bylaws, enabling resolutions, and relevant County policies, practices, protocols, and procedures, including this resolution;
2. Inform the members, when necessary or referred to for that purpose, on pertinent points of order or practice;
3. Open and call official meetings of the Council to order;
4. Announce the business of the day;
5. Recognize members entitled to the floor;
6. State, call for and put to vote all questions moved or necessary in the course of the proceedings, and to announce the results of the vote;
7. Expedite business in every way compatible with the rights of the members;
8. Restrain members engaged in debate within the rules of order; and
9. Enforce on all occasions the observance of civility, order and decorum among the members and others in attendance.
10. Serves as ex officio member of all Council committees, with the exception of the Membership Committee.

11. Appoint Special Committees with the concurrence of the Executive Committee of by majority vote of the Council.
12. Call special meetings of the Council and the Executive Committee when indicated.

B. Vice Chair. It is the responsibility of the Vice Chair to preside in the Chair's absence. In cases of the Chair's illness, resignation, or death the Vice Chair is first in line to assume the office of Chair for the remainder of the unexpired term. Council shall nominate and select a Vice Chair who is both competent and willing to perform the duties of the chair.

C. Parliamentarian. It is the responsibility of the Parliamentarian to:

1. Act as an advisory to the Council on parliamentary procedure;
2. Shall be the Chair for the Bylaws committee;
3. In the absence of the Chair and Vice Chair, supervise the selection of a Chair pro tempore.

D. Secretary. It is the responsibility of the Secretary to:

1. Keep the official records of the Council;
2. Record in the formal minutes the actions of the Council;
3. Keep a roll of the members and call roll when required;
4. Post notice of public meetings in accordance with the Brown Act;
5. Format, compile, prepare, post, and distribute meeting agendas and materials to the members of the Council in accordance with the Brown Act;
6. Post signage for meeting locations;
7. Conduct correspondence for the group as necessary and appropriate;
8. Maintain in good order the Council's rules of order, bylaws, enabling resolutions; and
9. Be familiar with relevant regulations, policies, practices, protocols, and procedures, including pertinent Board Policy A-21, as may be amended from time to time in the conduct of County business. Furthermore, in the event of a disturbance or circumstance that, in the Secretary's sole judgement, constitutes a risk to security, safety, or public order, the Secretary shall be responsible and have the authority to take such measures deemed necessary at the time.

ARTICLE VI

Meetings

The Council and its members shall conduct themselves in accordance with the Brown Act. Robert's Rules of Order may be used as a general guide for the conduct of the Council.

SECTION 1. Quorum

Quorum requirements for Advisory Council meetings will align with procedures set by Board Policy A-21. Thus, a quorum for Advisory Council meetings shall consist of a majority of the total number of members of the Council established by the Board of Supervisors, whether filled or vacant. Any action of the Council shall require affirmative votes of not less than a quorum. Council cannot give unanimous consent when a quorum is not present. Formal actions taken when a quorum is not present are not valid. If a quorum is not present at the noticed meeting time, the Chair or Vice Chair shall wait a few minutes before taking the chair. The only business Council shall transact in the absence of a quorum is to:

1. Take measures necessary to obtain a quorum;
2. Fix the date and time to which to adjourn;
3. Adjourn or take a recess; and/or
4. Continue the entire agenda to the next meeting.

SECTION 2. Standing Rules

Standing Rules are adopted or suspended by a majority vote of the Council membership and may be repealed by two-thirds (2/3) vote of those members present.

SECTION 3. Meetings

The Council shall hold a minimum of ten (10) monthly regular meetings each calendar year within Riverside County at such place therein and at such time as shall be fixed by standing order of the Council. The calling, giving notice and conduction of meetings shall be in accordance with the Ralph M. Brown Act (Section 54950 et seq. of the Government Code) and the Robert's Rules of Order, Revised, provided, however, in the event of a conflict as between the provisions of the

Ralph M. Brown Act and the Robert's Rules of Order, Revised, the provisions of the Ralph M. Brown Act shall prevail.

- A. **Date and time.** Council shall establish by standing order dates and times for their regular meetings. Council shall choose dates and times to avoid conflicts with County holidays and other official standing meetings of the County that would prohibit or limit participation. Meetings shall begin promptly at, but no sooner than, the publicly noticed meeting time. The Council shall attempt to hold a minimum of ten (10) monthly regular meetings each calendar year within Riverside County at such place therein and at such time as shall be fixed by standing order of the Council.
- B. **Canceling meetings.** Council may dispense with any regular meeting by an affirmative vote of a quorum of the Council made at any preceding regular meeting.
- C. **Location.** In order to assure the safety of and consistent accessibility by the public, Council shall establish by standing order one or two locations at which to hold their regular meetings. These locations shall be within the County of Riverside and on the grounds of publicly maintained facilities, such as County offices or administrative centers, public libraries, or public schools. Meetings of Council should not be held in any location or facility that requires, or which good manners would imply, that attendees purchase goods or services (including meals or refreshment) as a condition of attending the meeting, unless with the prior unanimous consent of the Council and the concurrence of the department with which they are affiliated. No one attending such a meeting of a Council shall be compelled, nor made to feel compelled, to patronize the establishment before, during or after the meeting. All meeting locations must meet the safety requirements stated below.
- D. **Safety.** Pursuant to Board Policy C-12, as may be amended from time to time in the conduct of County business, in the conduct of County business it is the goal of the Board of Supervisors to assure, as far as possible, safe, accessible, and healthful working conditions for County staff, members of Council, and the general public. Consequently, all regular and special meetings of Council and their subcommittees shall be held at such locations and in such a manner to assure the safety of and provide the greatest possible accessibility feasible to all attendees. This includes adequate and accessible parking, accessibility from parking to the meeting rooms, adequate and accessible restroom facilities available to both men and women, and meeting rooms of adequate size and

seating with multiple exits easily accessible and available in an emergency to all attendees. No person shall be allowed to stand or sit in such a way that blocks doorways or exits. Consistent with Board Policy A-2, as may be amended from time to time in the conduct of County business, smoking in the meeting room of any Council is strictly prohibited before, during and after Council meetings.

E. **Agenda.** The Secretary shall be responsible for formatting, compiling, preparing, posting, and distributing the agenda of each Council meeting in accordance with the Brown Act. The agenda shall contain the following elements in the simplest format possible to communicate most efficiently and effectively with the public:

1. The name of the Council;
2. The date, time, and place of the meeting;
3. A sequentially numbered list of brief general descriptions of each item of business to be transacted or discussed at the meeting. In order to facilitate efficient compiling and preparing of the agenda and agenda packet, and subsequent preparation of the meeting minutes, the Secretary may choose to establish forms and formats in which submittals to the agenda must be made.

F. **Restrictions on non-agenda items.** The Brown Act generally prohibits any action or discussion of items not on the agenda, with three exceptions:

1. When a majority makes a finding of an “emergency situation” as defined under the Brown Act;
2. When two-thirds of the members present (or all members if less than two-thirds of the members are present) make a finding there is a need for immediate action which arises after the agenda is posted; or
3. When an item appeared on and was continued from a meeting held not more than five days earlier. Within the provisions of the Brown Act, Council may briefly respond to comments or questions from members of the public, provide a referral to staff or other resources for factual information, or request that an issue be placed on a future agenda.

G. **Closed sessions.** There should be no circumstances in which Council will need to hold closed sessions as provided for under the Brown Act. Any such need must adhere strictly to the provisions of the Brown Act in conducting such meetings when so authorized by the Board and approved in advance by County Counsel.

- H. **Taking items out of order.** Council may, on passage of a motion, take any matter on their agenda out of the order listed on that agenda.
- I. **Abstentions.** If Council is unable to make a decision on any matter when presented because of an abstention vote, the Council shall adjourn consideration of the matter until their next regular meeting.
- J. **Conflicts of interest.** Consistent with the provisions of Board Policy A-2, as may be amended from time to time in the conduct of County business, an Council member who has a financial, economic, or direct personal interest in a governmental decision before them, upon identifying a conflict of interest or potential conflict of interest, immediately prior to consideration of the matter shall:
1. Publicly identify the financial, economic, or direct personal interest that gives rise to the conflict of interest or potential conflict of interest in sufficient detail to be understood by the public, except that disclosure of the exact street address of a residence is not required; and
 2. Rescue themselves from discussing, voting, and officiating on the matter; and,
 3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded; and,
 4. Notwithstanding the above, may speak on the issue in the same manner as a member of the audience during the time that the general public speaks on the issue. In accordance with the spirit of the Political Reform Act (Government Code Section 87100, et seq.), a vote to abstain is not appropriate in matters in which an Council member has, or has reason to know they have, a financial, economic, or direct personal interest. No Council member shall count toward a quorum, nor shall they in any way make, participate in making, nor use their appointment to influence the making of a governmental decision in which they have, or have reason to know they have, a financial, economic, or direct personal interest. Governmental decisions include, but may not be limited to, decisions of the Council on which they serve, of County staff, or of the Board of Supervisors.
- K. **Minutes.** The Secretary shall be responsible for taking, preparing and keeping the formal written minutes of all meetings. The minutes shall contain the following elements:
1. The kind of meeting (such as regular or special);

2. The name of the Council;
3. The date and place of the meeting;
4. The fact of the presence and names of the Chair presiding and the Secretary, or their substitutes;
5. Whether the minutes of the previous meeting were approved;
6. Points of order and appeals, whether sustained or lost, and all motions (except those withdrawn) including the name of the maker and second of the motion and names of those voting for, against and abstaining; and,
7. The times the meeting started and adjourned. In consideration of the use of County resources and in keeping with recognized rules of order, transcriptions of the deliberations or discussions of a meeting shall not be required as part of official meeting minutes. The Secretary shall forward a copy of the minutes to the Clerk of the Board of Supervisors promptly after the minutes are prepared and signed by the Secretary; it shall not be necessary to await approval of the minutes by the Council.

L. **Public communications.** Any member of the public wishing to speak to Council on an agenda item before a vote is taken may notify the Secretary in writing of their request to speak. Any member of the public may also speak to Council during the time designated on the Council's agenda for oral communications from the audience. If they choose, they shall be allowed to communicate with assistance, such as a translator. The Chair may use discretion in limiting the time allotted each speaker as necessary to maintain order and/or expedite the business of the Council. Any member of the public may also submit comments in writing on any agenda item before a vote is taken.

M. **Decorum.** The Council Chair shall maintain decorum, focus and civil discourse in the conduct of public business while a Council meeting is called to order.

N. **Removal from meetings.** Consistent with Board Policy A-2, as may be amended from time to time in the conduct of County business, the Council Chair shall order removed from the meeting room any person who commits the following acts in respect to a regular or special meeting of the Council:

1. Disorderly, contemptuous, or insolent behavior toward the Council, any member thereof, or of staff, that disrupts the orderly course of such a meeting; or,

2. A breach of the peace, boisterous conduct, or violent disturbance that tends to interrupt the due and orderly course of such a meeting; or,
 3. Disobedience of any lawful order of the chair, which shall include an order to be seated, or to refrain from addressing the Council; or,
 4. Any other unlawful interference with the due and orderly course of such a meeting. Any person so removed shall be excluded from further attendance at the meeting from which they are removed, unless permission to attend is granted by a motion adopted by a majority vote of the Council.
- O. **Adjourning meetings.** Council shall conclude all regular meetings by adjourning to a location, time, and date certain, which may be either before or after the date of the next meeting of the Council.

SECTION 4. Standing Committees.

Members must serve a minimum of one (1) year before being eligible to serve on standing committees. Only one (1) member of the executive committee shall be able to serve on any other Ad Hoc Committee. Standing committees are considered a legislative body and subject to Brown Act requirements.

The Council shall have the following committees:

- A. **Executive Committee.** Composed of the Chair, Vice Chair, and Parliamentarian. Shall conduct an internal hearing with the membership to establish program for committee work to educate the public and advocate and support senior issues as identified by Council's four-year Area Plan on Aging and any new emerging needs.
- B. **Bylaws Committee.** Composed of the Parliamentarian and four (4) additional members. Shall conduct an internal review of the adopted bylaws to align with the Riverside County Area Plan.
- C. **Ad Hoc Committees.** Shall be determined on an as-needed basis to help with the Advisory Council's goals and objectives and to align with the four-year Area Plan on Aging.

ARTICLE VII

Financial Interest

SECTION 1. Financial Interest Prohibited.

No member of the Council shall make, participate in making, or in any way attempt to use his/her membership position to influence any action or decision by the Council in which he/she knows, or has reason to know, he/she has a financial interest.

SECTION 2. Financial Interest Prohibited.

Any member of the Council has a financial interest in a decision or action within the meanings of Section 1 of this Article VII, if it is reasonably foreseeable that the decision or action will have a material financial effect, distinguishable from its effect on the public generally, on:

- A. Any business entity or real property in which the member has a direct or indirect investment worth more than one thousand dollars (\$1,000);
- B. Any source of income, other than loans by a commercial lending in the regular course of business, aggregating two hundred fifty dollars (\$250) or more in value received by or promised to the member within twelve (12) months prior to the time when the decision or action is made; or
- C. Any business entity in which the member is a director, officer, partner, trustee, employee, or holds any position or management.

For the purposes of this section, indirect investment or interest means any investment or interest owned by the spouse or dependent child of a member, by an agent on behalf of a member, by any business entity controlled by the member or by a trust in which he/she has substantial interest. A business entity is controlled by a member if the member, his/her agents, spouse and dependent children hold more than fifty percent (50%) of the ownership interest in the entity. A member has a substantial interest in a trust when the official his/her spouse and dependent children have a trust when the official, his/her spouse and dependent children have a present or future interest worth more than one thousand dollars (\$1,000).

ARTICLE VIII

By-Laws Amendments

SECTION 1. Effective date of By-Laws

These Bylaws shall be reviewed and approved as to form by County Counsel and submitted to the Executive Office for approval by the Board of Supervisors in accordance with Board Policy A-5, as may be amended by from time to time in the conduct of County business.

SECTION 2. Amendments to By-Laws

- A. The By-Laws shall be reviewed every four (4) years or the first (1) year of the planning year to align with the Riverside County Area Plan. Amendments, repeals, and new bylaws may be adopted at any regular meeting of the Council, subject to the approval of the Riverside County Board of Supervisors, by majority vote of members.
- B. These Revised By-Laws were approved by the Board of Supervisors on April 30, 2024