

COMMISSION SERVICE AND BYLAWS LODI SENIOR CITIZENS COMMISSION

I. PURPOSE, ROLE, SCOPE AND FUNCTION

A. THE FUNCTIONS OF THE SENIOR CITIZENS COMMISSION SHALL BE TO;

1. Advise the City Council and the City Staff on all matters relating to policies and programs which will serve all senior citizens of this community and shall include:
 - a) Identify the needs of the aging of the community and create a citizen awareness of these needs.
 - b) Advise the City Council on all matters affecting the aging in the community.
 - c) Render advice and assistance to other City boards and commissions, to City departments and to private agencies on matters affecting the aging.
 - d) Explore improved standards of services to the aging and explore establishment of needed new services for the aging, both public and private, and in so doing encourage coordination among organizations providing services to the aging in the community and provide advice and assistance thereto; in cooperation with other agencies collect, maintain and interpret information and statistics on the aging for the use of citizens and organizations in the City; encourage preparation of publications and results of study and research pertaining to the aging.
 - e) Perform such other functions and duties as may be directed by the City Council.

II. THE COMMISSION/COMMISSIONER SERVICES

A. MEMBERSHIP

1. The Membership shall consist of seven (7) members appointed by the Mayor and approved by the City Council.

B. TERM OF OFFICE OF MEMBERS

1. Commissioners are appointed for a four-year (4) term of office providing they meet meeting and participation requirements. The terms of office for all members of the Commission shall run from January 1 of each year. Each member shall serve at the pleasure of the Mayor and the City Council until his/her successor is appointed and qualified.

C. VACANCY

1. Vacancies on said Commission, from whatever cause, shall be filled by the City Council.
2. Any member appointed to fill the vacancy occurring prior to the expiration of the term for which his or her predecessor was appointed shall be appointed for the remainder of such term.

III. THE COMMISSION/COMMISSIONER

A. OFFICERS OF THE COMMISSION

1. The Lodi Senior Citizens Commission shall, at its first regular meeting of each calendar year, select one of its members as Chairperson and one of its members as Vice Chairperson. The Chairperson shall serve for a period of one (1) year, and the Vice Chairperson shall serve for

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a period of one (1) year. Members so selected may serve in such positions for a maximum of two consecutive years.

B. SECRETARY TO THE SENIOR CITIZENS COMMISSION

1. The City Manager shall appoint an officer or an employee of the City who shall act as Secretary to the Senior Citizens Commission.

C. STATEMENTS OF ECONOMIC INTEREST

1. Pursuant to the State of California Political Reform Act, appointees to the Lodi Senior Citizens Commission are required to file with the City Clerk of the City of Lodi, Statements of Economic Interests.
2. Filings must be made annually, at the time of assuming office and at the time of leaving office. All filings are to be made with the City Clerk, are public information and are available for inspection by the public.

IV. MEETING TYPES/PROCEDURE

A. REGULAR MEETINGS

1. The Lodi Senior Citizens Commission shall hold its regular meetings at 8:00 A.M. on the first Thursday of each month in the Hutchins Street Square, 125 S Hutchins Street, Lodi, California, provided, however, whenever the Commission, at a regular meeting, sets a different time and place for its meeting, such meeting shall constitute a regular meeting for all purposes. An Agenda for said meetings(s) shall be forwarded to the City Clerk for posting 72 hours prior to said meeting(s).

B. SPECIAL MEETINGS

1. Special meetings may be called at any time by the Chairperson of the Commission, or by a majority of the members of the Commission, by serving notice 24 hours in advance of the time, place, and purpose of the meeting upon each member of the Commission and by posting an Agenda 24 hours prior to the special meeting.

C. ADJOURNED MEETING

1. Any regular or special meeting may be adjourned to a time and place specified in the order of adjournment.

D. CALL TO ORDER

1. The Chairperson shall take the chair at the time and place appointed for the meeting, and shall call the Commission to order. In the absence of the Chairperson and Vice Chairperson, the Recreation Manager of Parks and Recreation shall call the Commission to order, whereupon a temporary Chairperson shall be appointed from the members present. Upon the arrival of the Chairperson or Vice Chairperson, the temporary Chairperson shall relinquish the chair at the conclusion of the business then before the Commission.

E. THE BROWN ACT

1. All meetings of the Commission shall be subject to the provisions of the Ralph M. Brown Act (California Government Code Section 54950 et seq.).

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F. ORGANIZATIONS AND PROCEDURE

1. The Commission may make and alter all rules and regulations governing its organization and procedure not inconsistent with this article or any other Ordinance of the City.

V. MEETINGS AND RULES OF ORDER

A. ROLL CALL

1. Before proceedings with the business of the Commission, the Secretary shall call the roll of members, and the names of those present shall be entered in the minutes.

B. QUORUM

1. A majority of the Commission constitutes a quorum for the transaction of business (4 of 7 members).

C. ATTENDANCE

1. A member absent without excuse for three consecutive regular meetings of the Senior Citizens Commission shall forfeit such office as a Commissioner, unless absence is due to illness.

D. MINUTES

1. The appointed officer or employee of the City is responsible for keeping the official transcript of the Commission. The minutes of the Commission shall be for that purpose with a record of each particular type of business transacted set up in paragraphs with proper subheadings, provided, however, that the Secretary shall be required to make record only of such business as was actually acted upon by the Commission, and shall not be required to record any remarks of members or any other person except at the special request of a member, and provided, further that a record shall be made of the names and addresses of persons addressing the Commission, the title of such matter to which the remarks are related, and whether they spoke in support of or in opposition to the matter.
2. Unless the reading of the minutes of the meeting is requested by such member, such minutes may be approved without reading as each member has previously been furnished a copy thereof.

VI. GENERAL ORDER AND CONDUCT OF BUSINESS

A. AGENDA

1. All reports, communications and other documents or matters to be submitted to the Commission at their regular meeting shall be delivered to the Secretary not later than seven days prior to the regular scheduled meeting. The Secretary shall prepare an Agenda of all such matters according to the Order of Business and shall furnish each member of the Commission and their staff with a copy of the same prior to the Commission meeting.
2. The Secretary or his/her designee shall forward a copy of the Agenda to the City Clerk for posting 72 hours prior to said meeting, No item may be added to the Agenda subsequent to the post of same.

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B. ORDER OF BUSINESS

1. Roll call
2. Minutes
3. Comments on non-agenda items
4. Action items
5. Regular agenda
6. Correspondence
7. Reports
8. Announcements
9. Adjournment

VII. RULES OF DEBATE

A. CHAIRPERSON MAY DEBATE AND VOTE

1. The Chairperson may move, second, and debate from the chair, subject only to the limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a member by reason of his/her acting as Chairperson.
2. Getting the Floor; Improper References: Every member desiring to speak shall address the chair and, upon recognition by the Chairperson, shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.
3. Interruptions: A member, once recognized, shall not be interrupted when speaking unless it shall be to call him/her to order or as otherwise specifically provided. If a member, while speaking, shall be called to order, he/she shall cease speaking until the question of order has been determined, and, if in order, he/she shall be permitted to proceed.

B. RULES OF ORDER

1. Robert's Rules: Except as otherwise specifically provided in these rules, Robert's Rules of Order as last revised shall guide the proceedings of the Commission in the conduct of meetings thereof.

C. VOTING

1. A vote by Roll Call shall not be required unless a Commissioner specifically request a Roll Call after a motion is made and before the Chairperson calls for the vote. All members present shall vote. Unless a member of the Commission audibly states he/she is not voting, his/her silence shall be recorded as an affirmative vote. An audible abstention shall be recorded as an abstaining vote. A member may abstain from voting only if said member has a conflict of interest.

D. ADDRESSING THE COMMISSION

1. General: Any person desiring to address the Commission shall first secure the permission of the Chairperson and upon permission, give his/her name and address in an audible tone of voice prior to his/her testimony. Any person addressing the Commission shall speak only on items which are within the subject matter jurisdiction of the Commission.

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E. TIME

1. Each person addressing the Commission shall limit his/her time as may be directed by the Chairperson. The Commission reserves the right to establish reasonable time limits for discussion or debate.

F. SPOKESPERSON FOR GROUPS

1. Whenever any group of persons wishes to address the Commission on the same subject matter, it shall be proper for the Chairperson to request that a spokesperson be chosen by the group to address the Commission and in the event additional matters are to be presented by other persons in the group, to limit the number of persons so addressing the Commission so as to avoid unnecessary repetitions.

G. DISCUSSIONS

1. No person, other than a member and the person addressing the Commission shall be permitted to enter into any discussion with the person addressing the Commission without the permission of the Chairperson. No Agenda items shall be discussed nor shall action be taken on same unless a majority of the Commission votes that the need to take action arose subsequent to the Agenda being posted. If the need to take action did not arise subsequent to the Agenda being posted, the item shall be referred to Staff and/or it shall be placed on the next meeting's Agenda for discussion and action.

H. DECORUM

1. By Members
 - a) When the Commission is meeting, the members shall preserve order and decorum and no member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission nor disturb any member while speaking or refuse to obey the orders of the Commission or Chairperson, except as provided in these rules.
2. By Other Persons
 - a) Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous while addressing the Commission, shall be forthwith, by the Chairperson, barred from further audience at such meeting, unless permission to continue shall be granted by majority vote of the Commission.

I. COMMISSION DIRECTIVES

1. The Commission shall, from time to time, by directives issued by it, establish procedures for the processing of the business of the Commission within the guidelines established by the City Council of the City of Lodi.