

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF KERN, STATE OF CALIFORNIA**

In the matter of:

Resolution No. 2023-065

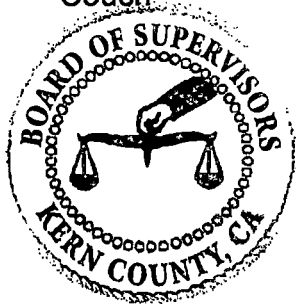
**AMENDMENTS TO THE BYLAWS
OF THE COMMISSION ON AGING**

I, KATHLEEN KRAUSE, Clerk of the Board of Supervisors of the County of Kern, State of California, certify that the following resolution, on motion of Supervisor Peters, seconded by Supervisor Scrivner, was duly passed and adopted by the Board of Supervisors of the County of Kern at a regular meeting on the 28th day of March, 2023, by the following vote:

AYES: Peters, Scrivner, Flores, Perez

NOES: None

ABSENT: Couch



KATHLEEN KRAUSE
Clerk of the Board of Supervisors
County, of Kern, State of California

Deputy Clerk

RESOLUTION

Section 1. WHEREAS:

(a) Recognizing the need for an organized approach to the problems of aging and the aged in Kern County, on June 18, 1984, this Board adopted Resolution No. 74-335, thereby establishing the Kern County Commission on Aging (hereinafter the "Commission"); and

(b) On September 16, 1975; March 4, 1980; May 26, 1981; April 21, 1987; February 25, 2003; August 11, 2009; and November 13, 2018 this Board adopted resolutions (Numbers 75-443, 80-107, 81-1104, 87-286, 98-406, 2003-066, 2009-273, and 2018-286 respectively) amending Resolution No. 74-335 in order to change the organization structure of the Commission; and

(c) The Commission on Aging at their February 27, 2023 meeting recommended and approved the following changes:

Victim Witness Program added as an Ex-Officio Member; Adds that elected Officers shall serve for two years and not to exceed four years; Chairperson may appoint all Operating Committee and Ad Hoc Committee members and Chairpersons, without further approval of the general members; removes the requirement for the Secretary to file a copy of all meeting minutes with the Clerk of the Kern County Board of Supervisors, adding the requirement to post a copy of all meeting minutes on the Aging and Adult Services website; Replaces "Standing Committee" with "Operating Committee"; Adds that the Secretary will contact the Commission Appointment Committee regarding Commissioner attendance, including the process to be followed for reporting and tracking attendance; Slate of Officer Nominees presented by the Nomination Committee requires only one "second" and the Chairperson of the COA may declare the slate of officers elected in the event there are no further nominees from the floor; Replaces "Special Committee" with "Ad Hoc Committee"; Aging Disability Resource Connection (ADRC) Advisory Committee is added to the Ad Hoc Committee listing; Executive Committee Members will serve as the ADRC Advisory Committee; Specifies the meeting frequency and responsibilities of the ADRC Advisory Committee; Adds reference to the link to the California Senior Legislature (CSL) website.

Section 2. IT IS RESOLVED by the Board of Supervisors of the County of Kern, State of California, as follows:

1. The Bylaws of the Kern County Commission on Aging are hereby amended in accordance with the Bylaws, which is attached hereto.
2. The Clerk of this Board shall transmit copies of this Resolution to the following:

County Administrative Office
Office of County Counsel
Commission on Aging

Email to: timmermanm@kerncounty.com
juarezlau@kerncounty.com

#26L3124-BCW

COPIES FURNISHED:
<i>see above</i>
<i>3/30/2023 SR</i>

By Laws

Kern County Commission on Aging

PREAMBLE

The Kern County Commission on Aging (hereinafter referred to as the “Commission”) was established by the Kern County Board of Supervisors by Resolution No. 74-335, adopted June 18, 1974. The Commission was created in order to provide an organized approach to the problems of aging and the aged in Kern County. The Commission also serves as the advisory council to the Area Agency on Aging for Planning and Services Area 33 (Kern County). The Board of Supervisors has amended the organizational structure of the Commission in order for it to better perform its duties. The powers, responsibilities and organizational structure of the Commission are described in Resolution No. 811104, adopted by the Board of Supervisors on May 26, 1981, and supplemented by these Bylaws.

ARTICLE I

Establishment of Commission on Aging

Pursuant to the authority granted under California Government Code Section 31000.1 and California Welfare and Institutions Code Section 9000 et seq., and in order to ensure participation by older persons in the planning and operation of Federal, State and local programs and services that may affect them, the establishment of the Kern County Commission on Aging is hereby reaffirmed. The organization, duties and responsibilities of the Commission shall be as provided for in these By-Laws and any amendments thereto.

ARTICLE II

BYLAWS

I. General Members

- A. The Kern County Commission on Aging shall be composed of at least fifteen (15) and not more than twenty-five (25) general members. The Board of Supervisors of the County of Kern shall appoint at least five (5) and not more than ten (10) general members from the public; selected in such a manner that to the greatest extent practicable, each Supervisorial district shall be equally represented on the Commission. Each agency providing nutrition and/or social services to the aged pursuant to a contract with the County of Kern (hereinafter referred to as “service providers”) shall appoint one general member. The Director of the Kern County Aging and Adult Services Department shall appoint at least one (1) and no more than two (2) members, with the approval of the Commission Executive Committee. The approval of the Director’s appointed members will occur at an Executive Commission on Aging meeting and requires a majority vote.

B. The two persons representing the California Senior Legislature (Senior Senator and Senior Assemblyperson) are encouraged to serve on the Kern County Commission on Aging.

C. General members shall be selected and appointed by the Board of Supervisors. Member selected by service providers and the Director of the Kern County Aging and Adult Services Department will be approved by the Commission Executive Committee. This will occur at an Executive Commission on Aging meeting with a majority vote. The composition of the general membership of the Commission shall be as follows:

- 1) Number of general members shall, to the extent possible, reflect the geographic, racial, economic, and social complexion of Kern County, with particular emphasis on Hispanic individuals to meet the ethnic composition of the community.
- 2) Eighty percent (80%) of the general membership will be persons sixty (60) years of age or older.
- 3) Consist of older persons with the greatest economic or social needs.
- 4) Consist of older persons who are participants in programs operated pursuant to the Older Americans Act.
- 5) Consist of at least one (1) member who represents the interests of the disabled.

D. General members shall serve two-year terms.

E. General members may be removed at any time by the agency that appointed them for non-attendance or other good cause.

ARTICLE III

I. Ex-Officio Members

A. The following officers (or their designated representatives) shall serve as non-voting ex-officio members of the Commission:

- 1) Kern County Department of Human Services Director
- 2) Kern County Public Health Officer
- 3) Kern County Veterans Services Director
- 4) Kern County Parks and Recreation Director
- 5) Kern County Employers' Training Resource Executive Director
- 6) Kern County Planning and Natural Resources Director
- 7) Kern Behavioral Health and Recovery Services Director
- 8) Independent Living Center Director
- 9) Kern County Victim Witness Program
- 10) Honorary Members – to be selected by the Commission on Aging to reflect the past and present support of the Commission.

ARTICLE IV

I. DUTIES AND RESPONSIBILITIES OF THE COMMISSION

A. The Commission shall be the advisory council to the Area Agency on Aging for Planning and Service Area No. 33 (Kern County). As the advisory council to the Area Agency on Aging, the Commission shall

perform those duties set forth in Section 9402 of the California Welfare and Institutions Code. Those duties require the Commission to:

- 1) Act as an independent advocate for older persons, taking positions on matters pertaining to Federal, State and local policies, programs and procedures, and any legislation affecting older persons.
- 2) Actively seek advice from community councils on aging, senior advocacy organizations, local aging commissions, elected officials, and the general public for the purpose of advocating for and making formal presentations on issues of concern to older persons.
- 3) Inform local senior advocates and organizations on specific legislation pending before local, State and Federal government.
- 4) Disseminate information of interest and concern to older persons.
- 5) Be actively involved in the development, implementation, and monitoring of the Area Plan; and hold public hearing on Area Plan. The Chairperson, or designee, shall sign the Area Plan once the COA has approved the Area Plan with a majority vote.
- 6) Hold California Senior Legislature (CSL) election every four (4) years during a public meeting.
- 7) Annually prepare a report containing recommendations to improve the lives of older persons, and a summary of its activities for the previous year.
- 8) Advise the Board of Supervisors on matters relating to aging and the aged and perform other appropriate duties as may, from time to time, be requested by the Board of Supervisors or required by federal or State law or local ordinance, regulation or resolution.

ARTICLE V

I. STAFF SUPPORT AND REIMBURSEMENT OF EXPENSES

- A. The Aging and Adult Services Department shall provide clerical services and other staff assistance to the Commission as reasonably required.
- B. The Director of the Aging and Adult Services Department or a staff person from that office will be designated by the Director and shall serve as secretary of the Commission.
- C. Commission members shall serve without compensation. General members shall, however, be reimbursed their actual and necessary expenses incurred while performing their official duties, in amounts not in excess of the reimbursement schedule applicable to employees of the County of Kern.

ARTICLE VI

I. MEMBERS, COMMITTEES, MEETINGS, PROCEDURES, AND BYLAWS

- A. The Commission shall:
 - 1) Establish its own rules and procedures.
 - 2) Choose its own officers except the office of secretary who shall be the Director of the Aging and Adult Services Department or a staff person from that office designated by the Director.
 - 3) Create and establish any necessary committees.
 - 4) Schedule its own meetings, provided it meets at least ten (10) times a year within Kern County and that all meetings are open to the public.
 - 5) Adopt and amend its own bylaws, subject to the approval of the Board of Supervisors of Kern County.

B. Members

The Members shall:

- 1) Serve for two years.
- 2) Elect a Chairperson, Vice-Chairperson, and Parliamentarian. The Director of the Aging and Adult Services Department, or his/her designee, shall serve as Secretary of the Commission. Officers shall serve for two years and not to exceed four years.
- 3) Attend all meetings. If unable to attend a meeting, members must report their absence to the Chair and/or Secretary.

C. Chairperson

The Chairperson shall:

- 1) Have responsibility for the general supervision, direction and control of the business and affairs at Commission meetings.
- 2) Preside at all meetings of the Members.
- 3) Have such other powers and duties as may be prescribed from time to time by vote of the Commission.
- 4) Have the power to limit comment and discussion to items appearing on the agenda to five (5) minutes.
- 5) Appoint all Operating and Ad hoc Committee members and chairpersons.
- 6) Preside at all meetings and at all public hearings called by the Commission. He/she may select a Moderator to preside at public hearings when he/she deems it desirable and necessary. Such a Moderator need not be a member of the Commission.
- 7) Call special meetings as needed.

D. Vice-Chairperson

The Vice-Chairperson shall:

- 1) Perform all the duties of the Chairperson and in so acting shall have all of the powers of the Chairperson (in the absence or disability of the Chairperson).
- 2) Have such other powers and perform such other duties as may be prescribed from time to time by the Commission.

E. Secretary

The Secretary, or a designated staff person, shall:

- 1) Keep a full and complete record of the proceedings of the Commission.
- 2) Send notices as may be necessary or proper.
- 3) Supervise the keeping of the records of the Commission.
- 4) Keep the minutes of all Commission meetings.
- 5) Post a copy of the minutes on Aging and Adult Services Department (AASD) website.
- 6) Contact the Commissioner Appointment Committee regarding Commission Member's attendance.

F. Parliamentarian

The Parliamentarian shall:

- 1) Rule on matters pertaining to parliamentary procedure, if any, when a ruling of the Chairperson is questioned.

- 2) Use as a reference, the text of Robert's Rule of Order. The text will govern in all matters of order not specifically covered by these Bylaws or the Board of Supervisors Resolution establishing the Commission and identifying its powers and responsibility.

ARTICLE VII

I. OPERATING COMMITTEES

A. The Chairperson shall appoint all Operating Committees and Ad hoc Committees. Persons serving on Ad hoc Committees need not be members of the Commission. The Operating Committees shall serve for two years, July 1 to June 30. Each Member must serve on at least one (1) committee, and no more than three (3) committees. The Operating Committees are as follows:

1. Bylaws Committee

- a) The Bylaws Committee is responsible for maintaining the COA's Bylaws. The Committee meets and discusses any necessary changes to the Bylaws. The procedures for updating the Bylaws are as follows:
 - 1) Provide Commission Members with a draft copy of the revised Bylaws for review, revisions, and/or approval.
 - 2) Submit approved draft Bylaws to County Counsel (via AASD) for review/approval.
 - 3) Discuss revisions with COA Members for approval to modify Bylaws according to suggestions by County Counsel (if any).
 - 4) Revise draft Bylaws and have COA Chair, AASD Director/COA Secretary, and two COA members review and sign revised Bylaws before submitting for approval.

- 5) Add as an “Action Item” on the regular meeting agenda for approval to accept revised COA Bylaws.
- 6) On approval by Commission, submit to Board of Supervisors for review/adoption of revised Bylaws.

2. California Senior Legislature (CSL)

- a) The CSL Committee (Senior Senator and Senior Assemblyperson) represent the Commission on Aging and the seniors in the community in matters related to Legislation being proposed. They attend meetings in Sacramento to discuss senior issues. They also take part in submitting proposals for Legislation.

3. Commissioner Appointment

- a) The Commissioner Appointment Committee works with Aging and Adult Services Department on appointment of Commissioners when there is a vacancy or when the Commissioner’s two-year term has expired. This entails contacting the appointing agency or Board of Supervisors by letter, email, or phone to encourage them to appoint the existing person, or finding a new person that may be interested in being appointed to the Commission on Aging.

4. Employee Recognition

- a) The Employee Recognition Committee is responsible for organizing events or activities designed to recognize Aging and Adult Services employees. The Commission on Aging Foundation (as the funding source for the event) must approve all activities and/or events before they are held.

5. Executive

- a) The Executive Committee consists of the Chairperson, Vice Chairperson, Parliamentarian, Immediate Past Chairperson and three (3) general members selected by the Chairperson. Confer with and advise The Aging and Adult Services Department Director through regular meetings held at least bi-monthly and otherwise perform duties ordered by the Commission.

6. In-Home Supportive Services (IHSS) Advisory

- a) One Commissioner serves on this Committee in an advisory capacity to the IHSS Advisory Committee of AASD. This committee member attends regularly scheduled bi-monthly IHSS Advisory Committee meetings and reviews issues, regulations, and other necessary IHSS items.

7. Long Term Care

- a) The Long Term Care Committee visits Long Term Care facilities as decided on by the Chair, which is usually the Long Term Care Ombudsman. The members report their findings to the Ombudsman, who will take action if necessary. These visits are also shared at the Commission on Aging meetings.

8. Marketing and Orientation

- a) The Marketing and Orientation Committee provides information about the Commission on Aging and the Foundation to new member and updates the Orientation manual as needed. The committee also works on marketing the Commission on Aging to the community. This may include, but not limited to, developing a website and keeping it updated, developing and updating a brochure, ensuring that

Commissioners are visible at senior events such as Senior Day at the Fair, Senior Games, and Senior Resource Fairs.

9. Nomination

- a) The Nomination Committee consists of three (3) members appointed by the Chairperson. Officer nominations and elections are held every two (2) years. One (1) individual shall be designated Chairperson. Prior to the May meeting during the year in which an election is to be held, this Committee will be charged with selecting and presenting a slate of officers from the body of Commissioners who have indicated their acceptance to the post if elected. The slate will be presented at the May meeting, for the election which is to be held at the annual meeting in June every two years. The Chairperson will read the nominees to the membership for the election in June. Nominations may be presented from the floor prior to and up to the Election Day. Each person nominated must have one second and each nominee must state acceptance to the post for which nominated. If the nominee is unable to be present at the June meeting, his/her nomination must be submitted in writing, witnessed by his/her second, and stating that if elected they will serve. Once the slate of Officers is presented by the Chair of the Nomination Committee, the Chair of COA will then open nominations to the floor by reading each Office. If there are no nominations, the COA Chair states: "Hearing no further nominations for the Office of the Chair, Vice-Chair, and Parliamentarian, the slate is closed and the slate of Officers are elected (no voting needed)."

- b) Each office will be voted in turn, and a defeated nominee may be nominated for any subsequent Office by the procedures stated above. Hearing no nominations from the floor, the slate presented is automatically elected and the COA Chairperson will so state. This committee will also assume the responsibilities of designing, monitoring, and implementing the election of California Senior Legislature (CSL) Officers every four (4) years as outlined in Parts VIII of 2. A. of ELECTION RULES AND PROCEDURES. The CSL office will notify each PSA office six months prior to the election. (<http://4csl.org/media/RMPartIII.pdf>). Also outlined in Article VIII, Parts II and III of these Bylaws.

10. Senior Center Advisory

- a) The Senior Center Advisory Committee visits various senior centers throughout the County to see if they have any needs. They advise the Commission and its Foundation on requests made by senior centers. Committee members will review the request to determine if the request can be filled. If a decision can be made without a visit, a recommendation from this committee will be made to the Commission on Aging, who will take a vote on what to present to the Foundation. They may also visit the center making the request to determine what their recommendation may be.

11. Sunshine

- a) The Sunshine Committee sends cards to Members and others involved in the Commission on births, illnesses, deaths, etc., and determines whether flowers/plant should be sent and ask Commissioners to contribute. This committee also keeps track of the funds that are donated, including expenditures.

12. The Area Agency on Aging Counsel of California (TACC)

- a) The TACC Committee attends meetings in Sacramento to provide reports on events and activities related to Commission on Aging and seniors in Kern County (PSA 33).

13. Transportation

- a) The Transportation Committee consists of one (1) Member and one (1) Alternate and shall serve on the Social Service Transportation Advisory Committee, which is a committee from Kern COG (Council of Governments). These meetings include other users of public transportation. They discuss issues and unmet needs of disabled persons and seniors in the community as it relates to transportation. These meetings are usually held every three months.

14. Volunteer Recognition

- a) The Volunteer Recognition Committee helps to plan and organize events at various senior centers in appreciation to the senior nutrition volunteers. Each senior nutrition volunteer is recognized during the regular Commission on Aging meetings throughout the year.

All other committees are Ad hoc Committees.

II. AD HOC COMMITTEES

A. Senior Day at the Fair

- 1) One (1) Commissioner will organize and ensure that Commissioners are greeters during Senior Day at the Fair, which is determined by the Kern County Fair Board.

B. Senior Celebration

- 1) A Senior Celebration will be held at a senior center or appropriate venue. This celebration usually includes a free dinner, dance, opportunity drawings, and vendors. The Chair and five (5) to six (6) Members are on this committee.

C. Aging and Disability Resource Connection (ADRC) Advisory Committee

- 1) The Executive Committee members will also be the ADRC Advisory Committee.
- 2) The Committee will meet at least quarterly.
- 3) Responsibilities include planning tasks and operations or technical issues of the ADRC as well as providing recommendations to ADRC partners.

D. Senior Celebration

- 1) A Senior Celebration will be held at a senior center or appropriate venue. This celebration usually includes a free dinner, dance, opportunity drawings, and vendors. The Chair and five (5) to six (6) Members are on this committee.

ARTICLE VIII

CALIFORNIA SENIOR LEGISLATURE (CSL) ELECTION RULES AND PROCEDURES

Refer to CSL website for incorporated references and updates 4csl.org/media/Final-Process-11-8-2021.pdf or more recent version of CSL Manual.

I. ELIGIBILITY

A. Voter

Only members of the Area Agency on Aging (AAA) Advisory Council for each Planning and Service Area (PSA) are eligible to vote.

B. Candidate

1. 55 years of age or older on election day of CSL member(s).
2. Registered voter.
3. Resides in the PSA for which the election is held.

II. APPLICATION PROCESS

The process to apply as a candidate for a CSL vacancy is as follows:

- A. If the PSA has designed subdivisions or districts, candidates shall file only in the district in which they reside.
- B. Candidates should go to the CSL website (4CSL.org) to obtain the application package. The completed application package must be submitted to the local AAA by March 31st.

III. ELECTION DATE

Election of members to the CSL will be held every four (4) years from May 1st to June 25th. Election results must be in to the CSL Office by 5 p.m. on June 30th.

IV. TERM OF OFFICE

Members to the CSL will be elected every four (4) years. Newly elected members will serve as Members Elect until the Annual Session (Oct.-Nov.).

A. Election Committee

1. The AAA designates the Kern County Commission on Aging's Nomination Committee to serve as the Election Committee. They will be notified six (6) months prior to the election, and their responsibility will be to design and monitor the election process. The CSL Office will notify each PSA office six (6) months prior to the election.
2. No member of the Election Committee may be a candidate in the election or a campaign worker for any qualifying candidate, nor may they endorse any candidate. CSL members may not serve on the Election Committee.

V. ELECTION PROCEDURES

AAA Council Members will be the electing body of CSL Members. A quorum of AAA Advisory Council members is required to be in attendance when CSL elections are conducted.

A. One ballot will be given to each voter.

1. The voter will deposit their vote in the sealed ballot box.
2. Should the voter make an error in marking the ballot, she/he may obtain another ballot providing the marked ballot has not been deposited into the sealed ballot box. The voter will hand the spoiled ballot to a member of the Nomination Committee and a new ballot will be issued. The Nomination Committee member will mark "VOID" across the spoiled ballot and place it (along with any other VOID ballots) in an envelope marked "VOID" and return it to the location where ballots will be counted, along with the sealed ballot box.

VI. ELECTION RESULTS

- ##### **A. Advisory Council will share the election results with the AAA.**

- B. The AAA will notify the CSL office in writing of the election results within seven (7) calendar days following the election but no longer than June 30th.
- C. A plurality of one (1) vote constitutes a winner. Should there be a tie, the winner will be determined by a flip of a coin with both candidates in attendance.

VII. CONTESTED ELECTIONS

- A. Any candidate contesting the election results must file a written complaint with the CSL JRC within five (5) working days following the announcement of the election results.
- B. A copy of the challenger's written complaint will be sent by the CSL JRC to the AAA Director within ten (10) days of receipt of such complaint.
- C. The AAA Director will respond to CSL JRC in writing within ten (10) days after receipt of the written complaint.
- D. Final resolution will be made by majority vote of the CSL JRC.
- E. Candidate agrees that the final decision made by the CSL JRC is final and binding.

VIII. COMMISSION ON AGING

The two persons representing CSL (Senior Senator and Senior Assemblyperson) are encouraged to serve on the Kern County Commission on Aging. **Refer to CSL website for incorporated references and updates 4csl.org/media/Final-Process-11-8-2021.pdf or more recent version of CSL Manual.**

ARTICLE IX

I. MEETINGS

- A. Meetings shall be conducted in accordance with Section 54950, et seq. of the California Government Code. Regular meetings shall be held on the third Monday of each month or on such other day of the month at a

time and place to be designated by the Chairperson. Special meetings may be called by the Chairperson or by a majority of the General Members provided written notice of such meetings and their agenda are delivered, personally or by mail, at least seventy-two (72) hours advance notice by telephone of any meeting to all General Members. The Commission shall meet at least ten (10) times a year.

ARTICLE X

I. ATTENDANCE

- A. All Commission members, who, by reason of illness, family illness or important personal reasons, are unable to attend a Commission meeting, shall report their absence to the Commission Secretary. The Secretary to the Commission will refer all absences to the Commission Appointment Committee for further review. The Appointment Committee Chairperson shall refer recommendations to the Executive Committee for further action.
- B. When a Commissioner is not responding to the Secretary of the Commission whether or not they will be attending the monthly meeting, a member of the Commission Appointment Committee will contact the Commissioner via telephone to get a confirmation and/or give them a deadline to respond (EXPLANATION: whether they will be attending affects whether or not there is a quorum and it is important when we are having lunch as this affects the Senior Center).
- C. The Secretary of the Commission will contact the Chair of the Commissioner Appointment Committee monthly with attendance of the Commission members. The Committee will meet at least bi-monthly to review the absences to see if there is an ongoing pattern of lack of attendance to ensure that Commissioners are attending 85% of the ten

meetings per year. The Committee will discuss what action to take. This could consist of a telephone call or letter. The Committee will determine whether or not the Commissioner is interested in remaining on the Commission, if there are health issues that have prohibited them from attending and the duration of health issues, if there are other obstacles such as transportation or extended vacation, family issues, or other extenuating circumstances. This Committee will then report their findings to the Executive Committee. These findings should include a recommendation on whether or not the Commissioner should remain on the Commission.

- D. Absences not accounted for in the above manner will be reviewed by the Executive Committee for accountability. Arbitration of decisions concerning attendance shall go before the full Commission. After three (3) missed meetings, attendance will be reported to the appointing agency for consideration of a replacement.

ARTICLE XI

I. VACANCY

- A. A vacancy of any Commission Officer as a result of death, resignation, removal, disqualification or otherwise shall be filled by a special election at a regular meeting following notice to all General Members. The Chairperson or the Vice- Chairperson, in their absence, shall designate the Election Day to take place not later than the second regular meeting following the creation of the vacancy.
- B. A vacancy of a General Member created by the death, resignation, removal, disqualification, or otherwise shall be filled after the required

posting of “Notice of Vacancy,” by the entity responsible for the appointment of the person whose position is vacant.

ARTICLE XII

I. QUORUM AND VOTING POWERS

- A. A majority of the General Members currently holding office must be present to constitute a quorum for the transaction of business. Each General Member shall have one vote and shall vote in person. Voting by proxy shall not be permitted.

ARTICLE XIII

I. AGENDA

- A. The Aging and Adult Services Department staff will prepare an agenda for all meetings. Items to be considered must be received by The Aging and Adult Services Department in writing at least eight (8) working days prior to the scheduled meeting.
- B. The Agenda must be posted within 72 hours of the meeting to comply with provisions of the Brown Act.

I. AMENDMENT TO BYLAWS OR BOARD RESOLUTIONS

- A. An amendment to these Bylaws may be proposed to the Commission by a petition signed by three (3) members of the Commission and delivered to the Aging and Adult Services Department at least eight (8) working days prior to the next scheduled meeting. The Aging and Adult Services Department shall then place that item on the agenda under New Business of that scheduled meeting. The proposers shall then be called upon to explain the merits and reasons for the changes being proposed.

- B. All amendments to these Bylaws shall require the naming of a Bylaws Committee consisting one commissioner appointed by the Chairperson to head the Bylaws Committee, and two additional commissioners selected by the commissioner appointed by the Chairman. In those instances, where the Bylaws Committee is being named specifically due to a petition by three (3) members of the Commission, those members shall be named as an additional three (3) members of the Bylaws Committee.

- C. Upon a two-thirds (2/3) majority vote of all the Commission members, the Commission may present to the Board of Supervisors for their approval amendments to the resolution affecting the Commission.

ARTICLE XV

I. CONFLICT OF INTEREST

- A. No member shall cast a vote, or participate in the discussion or deliberation leading up to a vote, on any matter which he or she has a financial and/or conflict of interest.

CERTIFICATE OF SECRETARY

I certify that:

1. I am the secretary of the Kern County Commission on Aging.
2. The attached Bylaws are the Bylaws of the Commission on Aging, approved by the Commission Members on February 27, 2023 by their unanimous written consent.

Dated: 02/27/2023



Jeremy Oliver, Secretary
Kern County Commission on Aging