

SENIOR CITIZENS ADVISORY COMMISSION BY-LAWS

Amended December 9, 2015

PREAMBLE

The Anchorage Senior Citizens Advisory Commission was created and is governed by Anchorage Municipal Code 4.60.110, Senior Citizens Advisory Commission; AMC 4.05, Conditions of Board and Commission Appointments; these By-Laws; and such other subsequent ordinances as shall be passed by the Anchorage Municipal Assembly.

ARTICLE I – Purpose

The purpose of the Senior Citizens Advisory Commission is to:

- A. Advise the Mayor, the Assembly and appropriate department heads with respect to aspects of aging which bear upon the welfare of senior citizens;
- B. Conduct surveys and compile and disseminate for the benefit of senior citizens information on housing, health, nutrition, transportation, education, recreation, legal services and social/mental health services;
- C. Carry out educational and public relations programs designed to create public awareness of the needs of senior citizens and the community services which senior citizens can provide: and
- D. Assist and provide programs that alert elderly persons of the resources and services available to them.

ARTICLE II - Membership

The Senior Citizens Advisory Commission shall consist of nine (9) members, each of whom shall serve for a three-year term. Membership shall be composed of citizens from the Municipality of Anchorage interested in and actively engaged in promoting the health, welfare and general improvement in the quality of life for older persons. Members are appointed by the Mayor and confirmed by the Assembly. Recommendation to fill vacancies may be made to the Mayor by the Commission. Members shall meet the qualifications prescribed in AMC 4.05.035.

ARTICLE III - Officers and Duties

- A. The officers shall consist of a Chair and a Vice-Chair. The officers shall be nominated and elected by the body of the Commission and serve a one (1) year term. Officers shall serve no more than three (3) consecutive terms in any one office.
- B. The Chair shall preside over all meetings of the Commission and perform such additional duties as required by the Commission. The Chair shall appoint such members to ad hoc committees, task forces and standing committees as are

necessary to carry out the powers of the Commission: be an ex-officio member of all committees; and may appoint a parliamentarian who is versed in the rules and procedures of parliamentary law. The Chair shall act as the official spokesperson for the Commission.

- C. In the absence of the Chair, the Vice-Chair shall preside at meetings and perform such additional duties as are required by the Commission and necessitated by the absence of the Chair. The Vice-Chair may sit on any committee except the nominating committee.
- D. The Municipal Liaison shall prepare the official record of Commission meetings and prepare Commission correspondence as necessary and as drafted by the Chair/Commission. (See Article VI, Administrative support) Commission meeting minutes shall record the vote of each member upon every question formally presented to the Commission for its consideration unless it is a unanimous vote which is stated as such.
- E. In the absence of all officers, the Commission shall appoint a Chair pro tem to preside at the meeting and perform such additional duties as are required by the Commission and necessitated by the absence of the elected officers.
- F. In the event a vacancy should occur in the office of the Chair, the Vice-Chair shall succeed to the office of Chair. In the event a vacancy should occur in the office of Vice-Chair, the Commission shall elect a successor to fill the unexpired term. Service given in fulfilling an unexpired term shall not be counted toward the initial one year term in that office.

ARTICLE IV - Committees

The **Executive Committee** shall consist of the Chair, Vice-Chair, and one member appointed by the Chair. The Executive Committee is empowered to act for the Commission between meetings but may not modify any action taken by the Commission. Any action taken by the Executive Committee will be reported and ratified by the Commission at its next regular meeting.

B. The Commission may choose to designate **Standing Committees**. The Chair shall appoint Standing Committee chairs from among the Commission membership. Standing Committees shall submit regular written reports to the Commission. Such committees may include but are not limited to housing, health care, transportation, financial security, legislative, community services, nominating, and media.

C. **Ad Hoc Committees** may be formed by the Commission as required to address specific issues, and may be comprised of both Commission and public members. Ad Hoc Committee chairs shall be appointed by the Chair and may be from the Commission or the public. Ad Hoc committees shall submit written reports to the Commission.

ARTICLE V - Rules and Procedures

A. Meetings. The Commission shall meet at a regularly scheduled time and place as determined by a majority of the members. Special meetings may be held at the call of the Chair or request of a majority of the members with twenty-four (24) hour prior notice. Meetings shall be conducted by Robert's Rules of Order, Newly Revised, and other rules as adopted by the Commission. These By-Laws take precedence over the Operating Rules and Procedures. A majority of the appointed members of the Commission shall constitute a quorum for the transaction of business. In the absence of a quorum for the transaction of business, any number less than a quorum may recess a meeting to a later time or date.

B. Vacancies. A Commission seat shall be deemed to be vacant if the incumbent:

- (1) Ceases to meet the qualifications prescribed in AMC 4.05.035;
- (2) Resigns;
- (3) Dies;
- (4) Is judicially determined to be incompetent;
- (5) Is convicted of a felony;
- (6) Is removed from office for breach of the public trust;
- (7) Is absent from three regular meetings without excuse during any twelve month period while in office;
- (8) Is absent from six regular meetings during any twelve month period while in office;
- (9) Fails to attend two-thirds majority of the regular meetings. For the period of their term.

Commissioner appointed to fill a vacancy shall serve the unexpired term of his/her predecessor.

C. Elections. Nominations for the Chair and Vice-Chair may be submitted to or recommended by the Executive Committee or a Nominating Committee, if there is one, and accepted from the floor at the meeting which elections are held. Elections shall be held at the first regular meeting following **January 15** of each year. Separate elections shall be held for each position and shall be conducted by secret ballot in contested elections. Officers will be elected by a simple majority of those voting.

D. Amendment of By-Laws. By-Laws may be amended by a two-thirds vote of the appointed Commission members and shall take effect immediately upon passage.

ARTICLE VI- Administrative Support

Administrative support shall consist of a person assigned by the Municipality of Anchorage to be an ex officio member (Municipal Liaison) of the Commission for the

purpose of furnishing the Commission with technical advice and information, distributing minutes of the Commission meetings and mailing correspondence, establishing and maintaining Commission files and otherwise providing administrative support as may be necessary. The ex officio member will inform the Commissioners as to when and where the meetings will be held, and will publicize the meetings in accordance with Municipal procedures. The ex officio member is not entitled to vote on any question to be determined by the Commission, nor is the ex officio member a member for the purpose of establishing a quorum of the Commission.