

SENIOR CITIZENS ADVISORY COMMISSION OPERATING RULES AND PROCEDURES

Revised December 9, 2015

The Anchorage Senior Citizens Advisory Commission is governed by all applicable Municipal rules, regulations, codes, ordinances, legal interpretations and opinions, especially:

- Anchorage Charter
- AMC 1.15 Conflict of Interest
- AMC 1.25 Public Meetings
- AMC 4.05 Appointments, Meetings and Procedures
- AMC 4.60.110 Senior Citizens Advisory Commission

Additionally, the Anchorage Senior Citizens Advisory Commission has adopted the following operating rules and procedures.

Officers and Duties

1. The officers shall be 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.
2. The Chair:
 - Shall preside over all meetings of the commission and perform such additional duties as required by the commission;
 - Shall be an ex-officio member of all committees; and
 - May appoint a parliamentarian who is versed in the rules and procedures of parliamentary law.
3. The Chair or in the absence of the chair, the vice-chair, shall act as the official spokesperson for the commission.
4. 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.
5. In the absence of both officers at any meeting, the commission shall select a Chair pro-tern. by majority vote 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.
6. 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.

Elections

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

Committees

1. The Executive Committee shall consist of the chair, the vice-chair, and one (1) member appointed by the chair with the approval of the commission. 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 to and ratified by the commission at its next regular meeting.
2. The commission may choose to designate standing and ad hoc committees. The commission chair shall appoint committee chairs and members from among the commission membership, subject to approval by the commission. Committees shall submit written reports to the Commission. The chair may appoint public members to ad hoc committees.
3. Members of the community may be invited to attend committee meetings to share their expertise and provide their input.

Voting

Voting may be recorded individually when voting on the minutes of meetings. Votes shall be recorded individually when votes are divided, substantive issues, or at the request of any member.