

**CITY OF DUBLIN
SENIOR CENTER ADVISORY COMMITTEE
BYLAWS AND RULES OF PROCEDURE**

**ARTICLE I
GENERAL ROVISIONS**

Section 1. These Rules of Procedure shall be known as the Bylaws and Rules of Procedure of the Dublin Senior Center Advisory Committee of the City of Dublin. A copy of these Rules and amendments thereto, shall be filed in the offices of the City Clerk for examination by the public.

Section 2. These Rules and any amendments hereto shall be effective on the date of the adoption hereof, and shall govern the meetings and activities of the Advisory Committee.

**ARTICLE II
COMMITTEE COMPOSITION AND METHOD OF APPOINTMENT**

Section 1. The Advisory Committee shall be composed of five members (“members” or “Committee Members”) and two alternate members (“alternates” or “Alternate Committee Members”). One alternate shall be designated as first alternate or “A1.” The other alternate shall be designated as second alternate or “A2.” The Mayor shall make all appointments to the Commission, with the approval of the City Council.

Section 2. Committee members and alternates may resign at any time giving written notice to the Mayor, City Clerk, and Senior Center Staff.

Section 3. One member of the Parks and Community Services Commission shall serve as a liaison to the Advisory Committee.

**ARTICLE III
TERM OF OFFICE AND REMOVAL**

Section 1. Committee members shall be appointed for terms which run four years. Alternates shall be appointed for a term of two years. Terms shall begin in January following even-numbered election years and end in December of an even-numbered election year (or until successors are appointed). At the end of a Committee member's or alternate's term, the Committee member or alternate may be reappointed to the Committee in the same manner as the initial appointment. Committee members shall be eligible to serve a maximum of eight years with two four-year terms. No term limit shall apply to alternates.

Section 2. Any member or alternate of the Advisory Committee may be removed from office with the approval of a majority of the City Council. Removal and appointment of Advisory Committee Members and Alternate Committee Members shall be made only at a regularly scheduled meeting of the City Council.

Section 3. Committee Members and Alternate Committee Members should endeavor to attend all regular and special meetings of the Advisory Committee. The Secretary to the Advisory Committee shall provide the Mayor with quarterly reports on Committee Members and

Alternate Committee Members attendance. After the third absence from a regularly scheduled Committee meeting within any 12-month period, said Committee Member's or Alternate Committee Member's office shall be automatically declared vacant.

Section 4. If a Committee Member or alternate ceases to reside in the City of Dublin, said Committee Member's or alternate's office shall be automatically declared vacant.

ARTICLE IV **VACANCIES**

Section 1. Vacancies on the Advisory Committee occurring other than by expiration of term shall be filled for the unexpired portion of the term in the same manner as the original appointment. In the event of a Commission vacancy, alternates will be considered without submitting a new application unless alternate notifies the Clerk that he or she does not want to be considered for appointment to the vacancy.

ARTICLE V **OFFICERS**

Section 1. Election and Term of Office. The Chairperson and Vice Chairperson are elected by the majority of the Advisory Committee for a one-year term and hold office until their successors are elected, or until their terms as members of the Advisory Committee expire. The officers are elected at the first meeting of the Advisory Committee each year. Elections, whether regular or to fill vacancies shall be held only if a simple majority of the Advisory Committee Members are present. The Advisory Committee shall, unless no Committee Members meet the criteria, elect Committee Members to the positions that have not previously served in the position and that have not declined the appointment, with the intent that no one should serve in the position for more than two consecutive years. Alternates are not eligible to serve as Chairperson or Vice Chairperson.

Section 2. The secretary to the Advisory Committee will be the City Manager or his/her designee.

Section 3. Vacancies. In case of any vacancy in the office of Chairperson or Vice Chairperson, the vacancy shall be filled by an election held at the first regular meeting after the occurrence of such vacancy. The person so elected shall serve the balance of the term.

Section 4. Duties of Officers. The Chairperson performs the following duties:

- (a) Presides at all meetings of the Advisory Committee.
- (b) Appoints sub-committees and chairpersons of sub-committees as necessary.
- (c) Signs correspondence on behalf of the Advisory Committee.

(d) Represents the Advisory Committee before the Parks and Services Commission and City Council or designates a representative.

(e) Performs other duties necessary or customary to the office.

In the event of the absence of the Chairperson or his/her inability to act, the Vice- Chairperson presides in place of the Chairperson. In the event of the absence of or the inability to act of both the Chairperson and the Vice-Chairperson, the remaining members shall elect one of their members to act as temporary Chairperson.

Section 5. The Sub-Committees. The Advisory Committee or the Chairperson, upon direction of the Advisory Committee, may appoint several of its members, but less than a quorum, to serve as a Sub-Committee. On certain occasions, such as when a particular kind of expertise or public representation is desirable, the Advisory Committee may appoint non- members to the Sub-Committee. Sub-Committees make recommendations directly to the Advisory Committee.

A Sub-Committee may not represent the Advisory Committee before the Parks and Community Services Commission and the City Council or other bodies unless it has first received the authorization of the Advisory Committee to do so.

ARTICLE VI **MEETINGS**

Section 1. The Advisory Committee shall hold regular meetings at a designated time and place, which shall be fixed and determined by the Advisory Committee and entered upon its minutes. The Advisory Committee shall endeavor to hold at least four meeting per year (February, May, August, November). All meetings of the Advisory Committee shall be open to the public. Special meetings of the Advisory Committee may be called by a majority of the members thereof, or by the Chairperson thereof. Notice of any such special meeting shall be given as required by law.

Section 2. A majority of the voting members of the Advisory Committee shall constitute a quorum for the purpose of transacting business. The secretary shall keep minutes of all regular and special meetings of the Advisory Committee, and these shall be sent to all members and administrative officers in advance of the meeting in which they are to be approved.

Section 3. Advisory Committee Members and Alternate Committee Members shall attend all regular and special Committee meetings in person. Committee Members will not be permitted to use teleconferences as an option to attend Committee meetings.

ARTICLE VII **GENERAL RESPONSIBILITIES OF THE COMMITTEE**

Section 1. The Advisory Committee shall consider and make recommendations, as it deems necessary to the City Parks and Community Services Commission, City Council, and City Staff in all matters pertaining to the operation and maintenance of an effective, efficient, and adequate Senior Center for Dublin citizens. Such recommendations would include, but are not limited to the following: recommendations for the development, improvement and/or modification of senior services and facilities; future senior needs; conduct of persons using the Senior Center; and rules for the use of the Senior Center by the public. A majority vote of voting members is required

to take action.

Section 2. Alternates shall participate in all Committee matters except that alternates shall vote only in the event of an absence of a member or of a vacancy on the Committee. In such event, the first alternate shall participate as a voting member for the duration of the first occurring absence or vacancy. The second alternate shall participate as a voting member for the duration of the second occurring absence or vacancy or for the duration of the first occurring absence or vacancy if the first alternate is vacant or absent.

ARTICLE VIII
DUTIES OF COMMITTEE TO BE ADVISORY ONLY

Section 1. It is intended that the Advisory Committee shall be an advisory body to the Parks and Community Services Commission and City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council or the Administrative Staff of the City or any other agency in their supervision, or authority over property or personnel which are under their respective jurisdictions. Each Committee Member and Alternate Committee Members is expected to serve the City and the residents of the City of Dublin with professionalism and respect.

ARTICLE IX
STAFF ASSISTANCE

Section 1. The City Manager shall provide the Advisory Committee with such information and Staff assistance as the Advisory Committee may, from time to time request, subject to the limitations imposed by the City Council.

ARTICLE X
AMENDMENTS

Section 1. These Bylaws and Rules of Procedure may be amended in the same manner as originally adopted.