

Policy Memorandum

Advisory Council – III-B

MEMBERSHIP SELECTION

Date Effective: 03/01/1993
Date Revised: 08/25/2008,
10/12/2011, 09/11/2013,
03/12/2014

Director's Signature: _____
Advisory Council Chair
Signature: _____

Wetzel
Nancy Cowie

Policy:

The policies and objectives applicable to membership selection of the Ventura County Area Agency on Aging Advisory Council as specified in the By-Laws will be followed.

Purpose:

The purpose of this policy is to outline the steps necessary for VCAAA staff to ensure that Advisory Council members are placed on the council in a timely manner while meeting the requirements of the By-Laws. As dictated in the approved by-laws, membership is made up of twenty (20) local council on aging representatives (two from each city), six (6) supervisorial appointees, three (3) California Senior Legislature representatives, two service providers representatives, immediate past chair and special population representatives.

Procedure:

Advisory Council members will be selected using the following procedures:

Council on Aging/City Representatives

1. In February of each year, the Director will mail each senior center or entity responsible for filling the seat(s) a letter informing them which member(s) term is ending and their options. These options include whether the person is eligible to be reappointed or if the appointment of someone new is warranted. They are also notified of additional requirements and considerations such as ethnicity, income level, and residency.
2. Each Senior Center Director/City Representative should be mailed the Council on Aging Election Guidelines with a cover letter stating the reason for election and the date for final submittal of the names of persons nominated (Policy and Procedure III-F).

3. Cities will notify the VCAAA in writing of who the member is along with the length of term and the VCAAA membership roster will be updated accordingly.

Supervisory Appointments

1. Annually the Director will review the list of Supervisory Appointments and determine which if any of the seats need to be filled.
2. The Director will work with the Supervisor on notifying the public of the open application period for Board appointments. When requested by the Supervisor, press releases, notices to senior service groups and agencies, and applications should be distributed at least 45 to 60 days prior to the deadline for submitting applications and nominations. The application period should be closed several weeks prior to the seating of new members, which occurs during the first Advisory Council meeting of each fiscal year.
3. The Director will notify the Board of Supervisors of the applications for each seat and work with each individual Supervisor to fill the vacancy in their district
4. Once the Board of Supervisors has officially made the appointments, the Director will mail all applicants a letter notifying them of their appointment status.

Service Provider Appointments and Special Population Seats

1. Annually the VCAAA Director will review the list of service provider and Special Population Seats (disabled representative, family caregiver representative, LGBT representative, Military Veteran Representative, Mental Health Issues of Seniors Representative) and determine which if any of the seats need to be filled.
2. The VCAAA Director will notify the public of the open application period for appointments. Press releases, notices to senior service groups and agencies, and applications should be distributed at least 45 days prior to the deadline for submitting applications and nominations. The application period should be closed several weeks prior to the seating of new members, which occurs during the first Advisory Council meeting of each fiscal year.
3. Following a sufficient period of publicity which invites applications, the Nominating Committee shall be convened to review all applications submitted. All applicants must be interviewed by the nominating committee.
4. Where there are multiple applicants for a seat, the nominating committee will forward at least two qualified names to the full Advisory Council as nominees for election at the June meeting of the Advisory Council. The Committee shall also advise the Advisory Council of all other applicants. For the Service Provider

seats a minimum of three names needs to be forwarded to the Advisory Council for election.

5. The vote of the full Advisory Council shall include the recommended applicants, and nominations from the floor by any Council member. Nominees are expected to attend the meeting and answer a set of predetermined questions prior to the election.
6. The representatives are elected based on total number of points received. Each Advisory Council member is allowed one vote for each vacant seat. The individuals with the most votes are elected as representatives.

Procedure for Re-election

1. If the current representatives are eligible for re-election, the Nominating Committee may choose to recommend their re-election for a second or third term. As with the other Advisory Council members, these individuals are elected for two (2) year terms and may be re-elected for two (2) additional two-year terms.
2. If the re-election is not favored by the Advisory Council, the Area Agency will again publicly solicit applications.

California Senior Legislature

California Senior Legislature members will be elected in accordance with the procedures as dictated in policy and procedure III-D.

Mid-Year Vacancies

For any position (except immediate past chair) where there is a mid-year vacancy, the Advisory Council will follow the policies and procedures contained within to fill the seat via a requirement process and election.