

Policy Memorandum

AAA Advisory Council – III-F

GUIDELINES FOR THE ELECTION OF REPRESENTATIVES FROM COUNCILS ON AGING OR CITY REPRESENTATIVES

Date Effective: 03/1993
Date Revised: 08/01/2008
3/12/2014

Director's Signature 
Advisory Council Chair
Signature: 

Under the By-Laws of the Ventura County Area Agency on Aging (Article V, Section 2 and Article V, Section 5), every city having a Council on Aging elects two members to serve a two-year term on the Area Agency on Aging's Advisory Council.

The following guidelines are suggested to standardize the process of electing members:

1. Election of the Area Agency on Aging member(s) should occur at a regularly scheduled Council on Aging meeting.
2. At least thirty (30) days public notice of the election meeting must be given in the local community.
3. The regular election procedure of each local Council on Aging should be utilized to elect the member(s). These names must be submitted to City Councils for ratification.
4. Should the person(s) elected not be ratified by the City Council, the Council on Aging membership shall elect other persons. This process shall continue until the two (2) bodies agree upon a member(s).
5. The names of the elected member(s) of each local Council on Aging must be certified in writing by the City Council and sent to:

Director
Ventura County Area Agency on Aging
646 County Square Drive, Suite 100
Ventura, CA 93003

The names should be forwarded to the Area Agency on Aging no later than June 30 of each year.

6. At the conclusion of a two year term and if the incumbent is interested and willing to serve a second or third term, the City can reappoint the member without following the above mentioned election process.

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Representatives