



SENIORS IN ACTION ADVISORY COUNCIL BYLAWS



ARTICLE I NAME

- A. The entity name is Seniors in Action (SIA) Advisory Council.

ARTICLE II SIA PLEDGE

- A. *The SIA Advisory Council pledges to assist in all ways possible with the staff of the Pacifica Senior Center to enhance the quality of life of seniors in Pacifica by providing the best possible services and programs--thus enabling them to live dignified and independent lives.*

ARTICLE III SIA COUNCIL DUTIES

- A. The Advisory Council shall assist the Senior Services staff:
1. Create goals to be worked on at the beginning of each term
 2. Suggest ways of utilizing the Center and community resource.
 3. By acting as an advocate for seniors by creating good will and in developing relationships between the Center and the community.

ARTICLE IV SIA COUNCIL MAKEUP

- A. Members in the Advisory Council shall consist of two (2) categories:

Categories I A	Voting Members
Categories II A,B,C,D,E	Non-Voting Members

1. Category I
 - A. Council Members
 - i. Elected by SIA members annually
 - ii. 2-year term
 - iii. The number of category I A members shall never be less than five (5) and shall always be greater than the total of Category II A
2. Category II
 - A. Senior Housing Representatives
 - i. Each Senior Housing in Pacifica shall be invited to appoint, elect or nominate one (1) representative from its housing unit to serve on council.

- ii. Current Senior Housing in Pacifica includes:
 - a. Ocean View
 - b. Casa Pacifica
 - c. Pacific Oaks
 - d. Oceana Terrace
- B. Senior Services Staff
- C. PB&R Commissioner(s)
- D. San Mateo County Commission on Aging
- E. Community persons
 - i. The Recreation Manager, with the advice of the Advisory Council, shall invite such persons to be a part of the regular meetings of the council to advise, give guidance and support the philosophy and goals of this council and the Center.
- F. Committee chairs

3. SIA Advisory Council Officers

- A. The Executive Officers (elected) of the council shall be:
 - President
 - Vice-President
 - Nominating Chair
 - 2 members at large (one of which may or may not act as secretary)
 - i. Board members for the above positions are voted on annually during the start of the July SIA Council meeting
 - ii. Council Members will be elected by majority vote
 - iii. Serve two-year terms and ability to serve consecutive terms if so elected
- B. Positions of Secretary (could be one member at large Sunshine Chair and Trips/Travel shall be appointed by the Senior Services coordinator and approved by SIA President prior to the July meeting.

ARTICLE V VACATED POSITION(S)

- A. If the office of President shall become vacant during the year, the Vice-President shall serve the remainder of the term
- B. If the office of Vice-President or Nominating Chair become vacant during the year the council shall elect, by majority vote, one of its members to fill that vacancy at the next regular SIA meeting following the notification of the vacancy
- C. In the event, of a vacancy of Category IA- SIA Council member occur during the year the following shall occur by person/persons stated above.
 - Nominations may also be made by any SIA Council member.
 - i. The consent of the nominee shall have been obtained before the name is submitted for consideration.
 - Elections shall take place at the next regular convened council meeting and voted in by the majority.
 - That person so elected shall serve until the next elections when that council seat shall be declared vacant.

ARTICLE VI COMMITTEES

A. Composition of Committee

1. The President, with the approval of the council, shall appoint the Bylaws Committee chairperson.
2. The President shall be ex-officio member of all committees.
3. The Assistant Supervisor Senior Services shall be consulted regarding committee appointments and shall be ex-officio of all committees including the nominating committee.

B. Standing Committee

1. Executive Committee

- a. This committee consists of the Executive Officers (President, Vice President, Nominating Chair)
- b. The Executive Officers may be called together by the Recreation Manager, Assistant Supervisor Senior Services or the President when a decision must be made on matters which cannot be held over for the next monthly council meeting.
- c. Decisions made by this committee shall be compatible with the philosophy and goals as stated in these by-laws.
- d. There shall be a written report of the Executive Committee meetings at the next regular monthly meeting.

2. Nominating Committee

- a. This Nominating Committee consists of the Nominating Chair and two other SIA Council members.
- b. The Nominating Chair shall select two Committee Chairs from the SIA Council to assist and be directly responsible to the Advisory Council as a whole.
- a. Nominating Committee duties shall be:
 - i. Shall prepare a list of names for council positions in Category I A where terms of office will expire on the date of the next election
- b. Shall present its list of names to the Advisory Council at its February SIA meeting
 - i. For the making of the ballot
 - ii. Asking Council for recommendations
 - iii. Nomination Chair will appoint her committee
 - iv. When nominations are being gathered for election to the Nominating Committee; committee members shall not solicit votes or display any encouragement for any one candidate. Questions about nominees shall be answered without showing favoritism.

3. Bingo Committee:

Purpose: To provide an activity that crates socialization opportunities for seniors and in an affordable fundraising effort at the Center.

- The Bingo Committee helps with money transactions between the participants and the Assistant Supervisor Senior Services keeping paperwork and finances in order. (This includes supplies)

- Overseeing positions (see Position Duty Sheet located in Bingo Binder) to make the game run smoothly.
- Setting up for the game and keeping the bingo supplies in order.
- Encourage seniors to invite their friends and family
- Keep a welcoming and safe environment.

Regarding the “City of Pacifica Bingo Permit” which needs to be renewed every year.

- The Seniors in Action Advisory Council is permitted to operate bingo games at the below listed location as defined by California Penal Code Section 326.5 and Pacifica Municipal Code, Title 3, Chapter 1, Article 7.
- The names of the Bingo Committee will be listed on the Bingo License located in the Bingo Manuel in the Assistant Supervisor Senior Services’ office.

4. Reporting Committees

- SIA Membership
- Rummage
- Big Bucks Bingo
 - The Seniors in Action Advisory Council is permitted to operate bingo games at the below listed location as defined by California Penal Code Section 326.5 and Pacifica Municipal Code, Title 3, Chapter 1, Article 7.
 - The names of the Bingo Committee will be listed on the Bingo License located in the Bingo Manuel in the Assistant Supervisor Senior Services’ office.
- Gift Shop
- Fundraising
- Travel

5. Special Committees

- Special committees shall be appointed by the President and approved by the council as special needs arise. These committees’ hall be disbanded when the need is met.

ARTICLE VII ELECTIONS

A. Nominees

A. The Nominating Committee shall preside over the election.

- All SIA members will receive notice of opportunity to run for SIA Advisory Committee election
 - Assistant Supervisor Senior Services, in collaboration with Nominating Chair will include announcement in March & April Senior Tidings newsletter
 - Nominating Chari will announce during the first week of April during Congregate Lunch program
- Prospective candidates will complete a Nominee Submission Form

- i. Forms will be turned in to Assistant Supervisor Senior Services or Nominating Chair
 - ii. Nominating Chair will bring Nominee Submission Form to the April SIA Council meeting for SIA Council approval
3. Assistant Supervisor Senior Services shall prepare the ballot containing the names of SIA approved candidates as submitted by the Nominating Chair
 - i. Ballot will be included in the May & June *Senior Tidings* Newsletter
 - ii. Additional ballots will be available from Assistant Supervisor Senior Services
 - iii. Ballot may include one “Write-in” space for individuals to utilize if desired
 - iv. Only SIA members can vote
4. SIA members will drop completed ballot in Ballot Box located at the Senior Centers' reception desk and sign voter log.
 - i. The Assistant Supervisor Senior Services will place the Ballot Box at the front Reception area from the beginning of first Monday of May to the second Friday of June
 - a. Monday - Friday from 9:30 am to 12:30pm.
 - b. The Ballot Box will then be placed in a secured area by the Assistant Supervisor Senior Services
5. *Ballots will be counted* in the presence of the Assistant Supervisor Senior Services by Nominating Chair, (1) member from Category 1 and (1) member from Category 2 *by the following Friday.*
6. Nominating Chair shall notify the SIA President
 - i. All nominees will be notified by the standing SIA President
 - ii. *Results will be shared to the affected nominees one week prior to the June SIA Meeting, SIA Council members are invited to attend coffee social to Thank “outgoing” and welcome the “incoming” Council Members in July. Offices shall be elected by majority vote at August meeting.*

ARTICLE VIII SIA COUNCIL RULES

- A. Category IA and I B
 - i. SIA Council members must have a current SIA membership
 - ii. Shall be sixty (60) years of age or be a spouse of same
 - iii. Must be interested in the services and programs provided by Pacifica Senior Services and have a concern for the welfare and well-being of all Pacifica senior citizens
 - iv. When a member has had three (3) consecutive absences, the Assistant Supervisor Senior Services shall speak with that member and with the Council the advisability of that member’s continuing on the Council
 - v. Each member must serve on at least one committee.
 - a. These special committees shall be appointed by the President and approved by the council as special needs arise i.e.; Fundraisers, SIA Membership Drive, SIA Election, etc.
 - b. These committees shall be disbanded when the need is met
- B. Category 1A (Only)
 - a. Members shall vote on all issues properly brought before the Advisory Council.

ARTICLE IX MEETINGS

A. Regular Meetings

1. Will be held on the third Monday of each month, unless that Monday falls on a holiday, then it would be the fourth Monday.
2. Meeting will start at 1pm.
3. There will be no meeting in December.

B. Special meetings

1. When warranted, special meetings may be called by the SIA-President, Recreation Manager or Assistant Supervisor Senior Services.
2. Special meetings may also be requested in writing, stating the purpose of the meeting and submitted to the SIA President or Senior Services supervisor by three (3) council members
3. There shall be a minimum of one (1) working day between the time of notification and the date of the special meeting.
4. All council members shall be notified of this meeting by the SIA President or the Vice-President

ARTICLE X QUORUM AND MAJORITY

- A. Quorum- Five voting (5) members present at a meeting shall constitute a quorum for the transaction of business.
- B. Majority- Decisions shall require a majority (50% plus 1) vote of members present at a meeting.

ARTICLE XI BYLAWS

A. Amendments to the By-Laws

1. Amendments to the By-Laws proposed by the By-Laws Committee shall be presented to the Advisory Council for its approval by a two-thirds (2/3) vote.

ARTICLE XII ROBERTS RULES OF ORDER SHALL BE THE AUTHORITY IN MATTERS OF PROCEDURE.