

**City of Manhattan Beach
SENIOR ADVISORY COMMITTEE
GUIDELINES AND BY-LAWS**

ARTICLE I: NAME

The name of this group shall be the City of Manhattan Beach Senior Advisory Committee (hereinafter referred to as “SAC”).

ARTICLE II: HISTORY

SAC was established by the City of Manhattan Beach Parks and Recreation Department, January 2007.

ARTICLE III: PURPOSE

The purpose of SAC is to provide ongoing input to the City of Manhattan Beach on the provision and delivery of recreational, social, educational, health and community services (via The Older Adult Program or OAP) to Manhattan Beach residents aged 55+.

ARTICLE IV: OBJECTIVES

The SAC's main objectives are to:

1. Advise the staff of the Parks and Recreation Department regarding the delivery of Older Adult Programs, facility use and planning, activities, services and policies.
2. Appoint sub-committees, as necessary, to provide preliminary review for recommendations prior to being presented to the full SAC.
3. Receive and evaluate input from the community on issues relevant to older adults.
4. Act as a liaison for older adult issues to other governmental, non-profit and private organizations.
5. Serve as a resource for the City on older adult issues.
6. Promote effective communication among the staff, senior clubs/Older Adult Program participants and the older adult community at large.

ARTICLE V: MEMBERSHIP

- A. The SAC shall consist of nine community representatives who meet the following qualifications:
 - 18 years of age or older (excluding the Manhattan Beach

Unified School District representative);

- Have the ability to take an active role in SAC meetings and projects;
- Not currently serving on a City commission; and
- Live, work or are active in the City of Manhattan Beach or have professional expertise relating to senior issues.

B. Older adults meeting the qualifications and interested in serving on SAC shall complete the appropriate application form. An application filing period will be announced publicly in order to solicit applications when vacancies exist. SAC members will be involved in the recruitment and selection of new at-large members. They will vote their choices and send their recommendations to the Parks and Recreation Director, who will make the final decision regarding new members.

C. SAC will have **nine** voting members.

- **Nine** seats will be represented by the older adult community at large.
- When possible, **one** seat (non-voting) will be occupied by a student representative appointed by the Manhattan Beach Unified School District.

D. Members at-large will serve a two-year term from **July 1 to June 30**.

- New applicants shall follow the procedures as stated in Article V(B). Incumbents wanting to reapply shall update their applications as necessary.
- Replacement of at-large members who resign during a term will be determined by SAC recommendations to the Parks and Recreation Director.
- The student representative will serve a one-year term from July 1 to June 30.

E. Members wishing to resign from SAC must provide a written resignation. Once the resignation is received by the Parks and Recreation Director, the application process for filling the vacancy will be followed, if practical. If the vacancy is of a Senior Club representative, the Senior Club will choose a new replacement to recommend to the Parks and Recreation Director.

ARTICLE VI: LIAISON

The City Council may appoint a member of the Parks and Recreation Commission to serve as a liaison between the SAC and the Parks and Recreation Commission.

The Manhattan Beach School District may appoint a member to serve as a liaison between SAC and the younger population of Manhattan Beach to encourage intergenerational programming and interaction.

ARTICLE VII: SAC ORGANIZATION

- A. Meetings will be held monthly. Additional meetings may be scheduled as deemed necessary by the SAC Chair or by Department staff.
- B. Quorum: A majority of voting members in good standing shall constitute a quorum for the purpose of action on any issue or agenda item.
- C. Members shall notify the Chair or Older Adults Program Supervisor in the event of an anticipated absence from a regularly scheduled meeting. Continued absences may result in the committee member being replaced.
- D. Agenda Minutes & Correspondence
 - 1. Agendas: A written agenda for each meeting shall be developed by the Chair with input from SAC members and City staff and shall be delivered to all SAC members at least 72 hours in advance of SAC meeting.
 - 2. Minutes: Written summary minutes shall be recorded by the SAC secretary and distributed to all SAC members prior to the following meeting. Copies of approved minutes will be forwarded to the Parks and Recreation Director, City Council members and to the Parks and Recreation Commission.
 - 3. Written Correspondence/Verbal Communication: All written official correspondence and verbal communication on behalf of the SAC or any SAC member that is directed to any outside agency, organization or person shall have the consent of the SAC or Older Adult Program supervisory staff.
 - 4. Agendas and minutes shall be posted by staff at appropriate sites in the community.

B. Officers

SAC shall elect a Chair, Vice Chair and Secretary from among its members following the annual appointment of new members. Term of office is one year. Elections also shall be held to fill vacancies in these positions as they occur, or as soon thereafter as practical.

1. Chair Shall preside at all meetings of the SAC; decide on all points of order; serve as SAC liaison to the Parks and Recreation staff and City Staff ; call special meetings; coordinate agenda preparation with staff; encourage active participation of members.
 2. Vice Chair: Shall preside at all meetings in the absence of the Chair.
 3. Secretary: Shall record the minutes of all meetings and present these for approval at the following SAC meeting.
- C. Staff: Two "non-voting" city staff (Parks and Recreation Director, Recreation Services Manager and/or Older Adults Program Supervisor) will serve to provide professional expertise, and program and budget advice. Staff shall arrange for selections and for filling vacancies; prepare agendas in consultation with Chair; provide information necessary for SAC work; and lend professional expertise.

ARTICLE VIII: POWERS OF SAC:

- A. SAC members may recommend and establish sub-committees as deemed necessary. Each sub-committee should have at least one member from the SAC to chair the committee. Sub-committees may consist of persons not on SAC and may be of any size. Sub-committee Chairs will be elected by the sub-committee membership if there is more than one SAC member. Sub-committee members will be appointed either for single task force assignments or as an ongoing standing sub-committee. Nonresidents may serve on sub-committees as long as they do not constitute a majority of the sub-committee. Sub-Committees may research, review or provide recommendation for policy direction on programs, facilities or service prior to being presented to the full SAC.
- B. SAC will submit recommendations to the Parks and Recreation Department in writing, as approved by a majority of the SAC.
- C. SAC may establish annual goals and action plans consistent with City Council policies and direction.

ARTICLE IX: AMENDMENTS

Any proposed amendment to these bylaws must be approved by a majority vote of SAC.