

# Kern County Commission on Aging

## STANDING RULES

Revised March 6, 2024, Approved September 16, 2024

1. The Commission on Aging (COA) shall hold 10 regularly scheduled meetings annually and these may either be by teleconference in case of an emergency or at a time and place designated by the COA. Notice of meetings with agendas shall be posted in the Kern County Aging and Adult Services Department (KCAASD) office and on the website and mailed or emailed no less than 72 hours prior to meetings. All notices of meetings and agendas must meet the provisions of the “Brown Act.”
  - A. If Kern County Aging and Adult Services Department is closed, such as during a pandemic, we will not hold a meeting.
  - B. The COA will not meet on Federal, State, and County recognized holiday observances.
  
2. VACANCIES in the California Senior Legislature (CSL) :
  - A. When a vacancy is created during the term by a senior legislator by:
    1. Moving out of the planning and service area or district in which he or she was elected to serve, or
    2. Through death, resignation, recall, or an invalid election
  - B. The Area Agency on Aging (AAA) Advisory Council will notify the California Senior Legislature (CSL) Joint Rules Committee (JRC) that it is pursuing one of the methods below:
    1. Senior Senator Vacancy
      - a. Leave the seat vacant until the next election if less than six (6) months remains prior to the election for a new term.
      - b. One Applicant  
Appoint a Senior Assemblymember to the vacant position of Senior Senator after receiving approval from the CSL JRC.
      - c. Multiple Applicants conduct an election to fill the vacancy following procedures outlined in Appendix B.

## 2. Senior Assemblymember Vacancy

- a. Leave Vacant - Page 4 of Part VIII CSL Resource Manual February 2018  
Leave the seat vacant until the next election if less than one (1) year remains prior to the election for a new term.
- b. One Applicant  
Appoint an applicant to the vacant position of Senior Assemblymember after receiving approval from the CSL JRC.
- c. Multiple Applicants conduct an election to fill the vacancy following procedures outlined in Appendix B.

## **ETHICS TRAINING MONITORING PROCEDURES**

The Secretary and the Parliamentarian of the Commission on Aging (COA) will be responsible for monitoring Ethics Training of the Commissioners. Per County and State statutes, Commissioners are to complete Ethics training every two years. Once the training is completed, the Commissioner is responsible for turning a Certificate of Completion to the COA Secretary.

Responsibilities of COA Secretary and Parliamentarian:

1. The Secretary of the COA will publish a list at least semi-annually that will include the due date for each Commissioner to complete their Ethics training.
2. The COA Secretary will notify the Parliamentarian within 30 days if the Commissioner has not completed the required training.
3. The COA Parliamentarian will contact the Commissioner by email, phone, or letter to remind them to complete and inquire if they need assistance in completing the training. A deadline of 30 days will be given to the Commissioner to complete the training. The COA Chairperson and Secretary will be included in this exchange.
4. The COA Secretary will notify the Parliamentarian when the Certificate of Completion is received or notify the Parliamentarian that no Certificate has not been received.
5. The COA Parliamentarian will prepare a letter to the Commissioner from the COA Chair informing them they will not be in good standing with the COA if the training is not completed within 2 weeks. This letter will be approved by the Executive Committee prior to the mailing.
6. If the Commissioner does not respond to the letter, the COA Chair will write a letter to the appointing agency or Board member of the Commissioner to inform them the Commissioner is not in good standing with the Commission on Aging and will not be allowed to vote.