

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF KERN, STATE OF CALIFORNIA**

In the matter of:

Resolution No. 2025-222

**AMENDMENTS TO THE BYLAWS OF
THE COMMISSION ON AGING**

I, NANCY ANDERSON, Clerk of the Board of Supervisors of the County of Kern, State of California, certify that the following resolution, on motion of Supervisor Flores, seconded by Supervisor Couch, was duly passed and adopted by the Board of Supervisors of the County of Kern at a regular meeting on the 21st day of October, 2025, by the following vote:

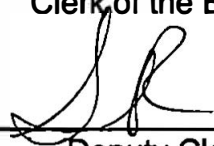
AYES: Peters, Parlier, Flores, Couch, Perez

NOES: None

ABSENT: None



NANCY ANDERSON
County Administrative Officer
Clerk of the Board



Deputy Clerk

RESOLUTION

Section 1. WHEREAS:

(a) Recognizing the need for an organized approach to the problems of aging and the aged in Kern County, on June 18, 1984, this Board adopted Resolution No. 74-335, thereby establishing the Kern County Commission on Aging (hereinafter the "Commission"); and

(b) On September 16, 1975; March 4, 1980; May 26, 1981; April 21, 1987; February 25, 2003; August 11, 2009; November 13, 2018; and March 28, 2023 this Board adopted resolutions (Numbers 75-443, 80-107, 81-1104, 87-286, 98-406, 2003-066, 2009-273, 2018-286, and 2023-065 respectively) amending Resolution No. 74-335 in order

to change the organization structure of the Commission; and

(c) The Commission on Aging at their September 15, 2025 meeting recommended and approved the following changes:

Added the Mission Statement; Changed membership requirements from eighty percent of general membership to the majority of general membership will be individuals sixty (60) years of age or older; Removed policies and procedures throughout the Bylaws as these will instead be placed in the Commissioner's Policies and Procedures handbook; Added requirements for ethics training every two years as required by law; Added requirement for Commissioners to hold ten regular meetings annually and that they may be held by teleconference in the event of an emergency; Added the Parliamentarian is responsible for monitoring ethics training compliance with the assistance of the Secretary; Added the Centenarian Recognition Committee as an Ad Hoc committee; Added instructions for vacancies and resignations; Added instructions for revising the Bylaw, after approval of Commissioner, County Counsel will review revisions and then will be sent to the Board of Supervisors for approval and resolutions prepared by the Secretary.

Section 2. IT IS RESOLVED by the Board of Supervisors of the County of Kern, State of California, as follows:

1. The Bylaws of the Kern County Commission on Aging are hereby amended in accordance with the Bylaws, which is attached hereto.

2. The Clerk of the Board of Supervisors shall transmit copies of this Resolution to the following:

County Administrative Office
County Counsel
Commission on Aging- Email to: juarezlau@kerncounty.com

#28A0959-KSR

COPIES FURNISHED:
<i>See above</i>
<i>10/23/2025 DR</i>

By Laws

Kern County Commission on Aging

PREAMBLE

The Kern County Commission on Aging (hereinafter referred to as the “Commission”) was established by the Kern County Board of Supervisors by Resolution No. 74-335, adopted June 18, 1974. The Commission was created in order to provide an organized approach to the problems of aging and the aged in Kern County. The Commission also serves as the advisory council to the Area Agency on Aging for Planning and Services Area 33 (Kern County). The Board of Supervisors has amended the organizational structure of the Commission in order for it to better perform its duties. The powers, responsibilities and organizational structure of the Commission are described in Resolution No. 811104, adopted by the Board of Supervisors on May 26, 1981, and supplemented by these Bylaws.

ARTICLE I

Establishment of Commission on Aging

Pursuant to the authority granted under California Government Code Section 31000.1 and California Welfare and Institutions Code Section 9000 et seq., and in order to ensure participation by older persons in the planning and operation of Federal, State and local programs and services that may affect them, the establishment of the Kern County Commission on Aging is hereby reaffirmed. The organization, duties and responsibilities of the Commission shall be as provided for in these By-Laws and any amendments thereto.

ARTICLE II

MISSION STATEMENT

The Kern County Commission on Aging services in an advisory capacity to the Aging and Adult Services Department and the Kern County Board of Supervisors in all issues relating to the needs of the older adults and adults with disabilities population in Kern County. They will serve as advocates for all older adults and adults with disabilities. They will ensure there are programs that will meet their needs and are available in the community.

ARTICLE III

BYLAWS

I. General Members

- A. The Kern County Commission on Aging shall consist of at least fifteen (15) and no more than twenty-five (25) general members. The Board of Supervisors of the County of Kern shall appoint a minimum of five (5) and a maximum of ten (10) general members from the public; selected in a manner that, to the greatest extent practicable, ensures equal representation from each Supervisorial district. Each agency providing

nutrition and/or social services to the aged pursuant to a contract with the County of Kern (hereinafter referred to as “service providers”) shall appoint one general member. The Director of the Kern County Aging and Adult Services Department shall appoint one (1) or two (2) members, subject to approval by the Commission’s Executive Committee. Approval of the Director’s appointees will occur at an Executive Commission on Aging meeting and requires a majority vote.

B. The two individuals representing the California Senior Legislature (Senior Senator and Senior Assemblyperson) are encouraged to serve on the Kern County Commission on Aging.

C. Membership Requirements:

- 1) The majority of the general membership will be individuals sixty (60) years of age or older, in accordance with Older Americans Act requirements for eligibility.
- 2) The Commission shall include older adults with the greatest economic or social needs.
- 3) The Commission shall include participants in programs operated under the Older Americans Act.
- 4) The Commission shall include at least one (1) member who represents the interests of individuals with disabilities.
- 5) The composition of the general membership of the Commission shall, to the extent possible, reflect the geographic, racial, economic, and social diversity of Kern County, with particular emphasis on Hispanic individuals to align with the ethnic composition of the community.

D. General members shall serve two-year terms.

- E. General members may be removed at any time by the agency that appointed them for non-attendance or other good cause.

ARTICLE IV

I. Ex-Officio Members

- A. The following officers (or their designated representatives) shall serve as non-voting ex-officio members of the Commission:
 - 1) Kern County Department of Human Services Director
 - 2) Kern County Public Health Officer
 - 3) Kern County Veterans Services Director
 - 4) Kern County Parks and Recreation Director
 - 5) Kern County Employers' Training Resource Executive Director
 - 6) Kern County Planning and Natural Resources Director
 - 7) Kern Behavioral Health and Recovery Services Director
 - 8) Independent Living Center Director
 - 9) Kern County Victim Witness Program Representative
 - 10) Honorary Members – to be selected by the Commission on Aging to reflect the past and present support of the Commission.

ARTICLE V

I. DUTIES AND RESPONSIBILITIES OF THE COMMISSION

- A. The Commission shall serve as the advisory council to the Area Agency on Aging for Planning and Service Area No. 33 (Kern County). In this advisory capacity, the Commission shall fulfill the duties outlined in

Section 9402 of the California Welfare and Institutions Code. These duties require the Commission to:

- 1) Act as an advocate for older adults and adults with disabilities by taking positions on matters related to Federal, State, and local policies, programs, procedures, and any legislation affecting older adults and adults with disabilities.
- 2) Actively seek advice from community councils on aging, senior advocacy organizations, local aging commissions, elected officials, and the public to advocate and make formal presentations on issues of concern to older adults and adults with disabilities.
- 3) Inform local older adults and adults with disabilities advocates and organizations on specific legislation pending before the local, State and Federal government.
- 4) Disseminate information of interest and concern to older adults and adults with disabilities.
- 5) Actively participate in developing, implementing, and monitoring the Area Plan and hold public hearings on the Area Plan. The Chairperson, or designee, shall sign the Area Plan following its approval by a majority vote of the Commission.
- 6) Hold California Senior Legislature (CSL) elections every four (4) years during a public meeting.
- 7) Prepare an annual report containing recommendations to improve the lives of older adults and adults with disabilities and a summary of the previous year's activities.
- 8) Advise the Board of Supervisors on matters relating to older adults and adults with disabilities, and perform additional duties as may be requested by the Board of Supervisors or required by Federal, State, or local laws, ordinances, regulations, or resolutions.

ARTICLE VI

I. STAFF SUPPORT AND REIMBURSEMENT OF EXPENSES

The Aging and Adult Services Department shall provide clerical services and other staff assistance to the Commission as reasonably required.

- A. The Director of the Aging and Adult Services Department, or a designated staff person, shall serve as Secretary of the Commission.
- B. Commission members shall serve without compensation. However, general members shall be reimbursed actual and necessary expenses incurred while performing their official duties, not exceeding the reimbursement schedule applicable to employees Kern County.

ARTICLE VII

I. MEMBERS, COMMITTEES, PROCEDURES, AND MEETINGS

The Commission shall:

- 1) Establish its own rules and procedures.
- 2) Elect a Chairperson, Vice-Chairperson, and Parliamentarian, except for the Secretary, who shall be the Director of the Aging and Adult Services Department or a designated staff member from that office. Officers shall serve for two (2) years, not to exceed four (4) consecutive years.
- 3) Create and establish necessary committees.
- 4) Schedule its meetings, provided it meets at least ten (10) times annually within Kern County and that all meetings are open to the public.
- 5) Adopt and amend its bylaws, subject to the approval of the Kern County Board of Supervisors.
- 6) Members will complete Ethics Training every two (2) years as required by law.

Meetings:

- 1) Commissioners will attend all meetings. If unable to attend a meeting, members must report their absence to the Chair and/or Secretary.
- 2) The Commission on Aging (COA) shall hold ten (10) regularly scheduled meetings annually and these may either be by teleconference **in case of an emergency**, pursuant to Section 54953 of the California Government Code, 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 KCAASD is closed, such as during a pandemic, the COA will not hold a meeting.
 - b. The COA will not meet on Federal, State, and County recognized holiday observances.
- 3) Meetings shall comply with Section 54950 et seq. of the California Government Code. Regular meetings shall occur on the third Monday of each month or on a designated date as determined by the Chairperson. Special meetings may be called by the Chairperson or a majority of General Members, with written notice of the meeting and agenda provided at least seventy-two (72) hours in advance. The Commission shall meet at least ten (10) times pers year.

ARTICLE VIII

I. DUTIES OF OFFICERS

The Chairperson shall:

- 1) Oversee the general supervision, direction, and control of the business and affairs of the Commission meetings.
- 2) Preside over all meetings of the Members.
- 3) Exercise other powers and duties as prescribed by the Commission.

- 4) Limit discussion on agenda items to five (5) minutes per individual.
- 5) Appoint all Operating and Ad hoc Committee members and chairpersons.
- 6) Preside at all meetings and public hearings called by the Commission. The Chairperson may appoint a Moderator to preside over public hearings when deemed desirable and necessary. Such a Moderator need not be a member of the Commission.
- 7) Call special meetings as necessary.

The Vice-Chairperson shall:

- 1) Perform all duties of the Chairperson in the Chairperson's absence or inability to serve.
- 2) Exercise other powers and perform additional duties as prescribed by the Commission.

The Secretary, or a designated staff person, shall:

- 1) Keep a complete record of the proceedings of the Commission.
- 2) Send necessary or appropriate notices.
- 3) Supervise the maintenance of the Commission records.
- 4) Keep minutes of all Commission meetings.
- 5) Post a copy of the minutes on the Aging and Adult Services Department (AASD) website.
- 6) Contact the Commissioner Appointment Committee regarding member attendance.

The Parliamentarian shall:

- 1) Rule on matters of parliamentary procedure when a ruling by the Chairperson is questioned.
- 2) Refer to *Robert's Rule of Order* in all matters not specifically covered by these bylaws or by the Board of Supervisors resolution establishing the Commission and its responsibilities.
- 3) Monitor Ethics Training compliance with the assistance of the Secretary.

ARTICLE IX

II. OPERATING COMMITTEES

A. The Chairperson shall appoint all Operating and Ad hoc Committees. Individuals serving on Ad hoc Committees need not be members of the Commission. Operating Committees serve for two (2) year terms, from July 1 to June 30. Each Member must serve on at least one (1) committee and no more than three (3) committees. The Operating Committees are as follows:

1. Bylaws Committee

- a) Responsible for maintaining the COA's Bylaws. The Committee meets to discuss and propose necessary changes to the Bylaws.
- b) The Committee meets to discuss bylaws and board resolutions.

2. California Senior Legislature (CSL) Committee

- a) Represented by the Senior Senator and Senior Assemblyperson, this committee advocates for seniors in the community on legislative issues. Members attend meetings in Sacramento to discuss senior issues and participate in submitting legislative proposals.

3. Commissioner Appointment Committee

- a) Works with Aging and the Adult Services Department on the appointment of Commissioners when vacancies arise or terms expired. This includes contacting the appointing agency or Board of Supervisors to encourage reappointment or the appointment of new individuals. Review all absences of Commissioners with assistance of the Secretary.

4. Employee Recognition Committee

- a) Organizes events or activities to recognize employees of Aging and Adult Services Department. The Commission on Aging Foundation, as the funding source, must approve all activities and/or events before they are held.

5. Executive Committee

- a) Composed of the Chairperson, Vice-Chairperson, Parliamentarian, Immediate Past Chairperson, and three (3) general members selected by the Chairperson. This committee confers with and advises the Aging and Adult Services Department Director through regular bi-monthly meetings and performs other duties as ordered by the Commission.

6. In-Home Supportive Services (IHSS) Advisory Committee

- a) Includes one (1) Commissioner who serves in an advisory capacity to the IHSS Advisory Committee of AASD. This member attends bi-monthly IHSS Advisory Committee meetings and reviews issues, regulations, and other IHSS matters.

7. Long Term Care Committee

- a) Visits long-term care facilities as determined by the Chair, often involving the Long-Term Care Ombudsman. Findings

are reported to the Ombudsman, who takes action if necessary. Visits are also discussed at Commission on Aging meetings.

8. Marketing and Orientation Committee

- a) Provides information about the Commission on Aging and the Foundation to new members and updates the Orientation manual as needed. The committee works on community outreach, including website updates, brochures, and visibility at senior events like Senior Day at the Fair, and Senior Resource Fairs.

9. Nomination Committee

- a) Consists of three (3) members appointed by the Chairperson to handle officer nominations and elections every two (2) years. At the May meeting, this committee will select and presents a slate of officers who have agreed to serve if elected.
- b) The committee also oversees the election of the California Senior Legislature (CSL) Officers every four (4) years.

10. Senior Center Advisory Committee

- a) Visits senior centers throughout Kern County to assess needs. The committee advises the Commission and its Foundation on requests made by senior centers and may recommend funding decisions based on observations.

11. Sunshine Committee

- a) Sends cards for significant events (births, illnesses, deaths, etc.) to Members and others associated with the

Commission. The committee may send flowers or plants and manage related funds.

12. The Area Agency on Aging Counsel of California (TACC) Committee

- a) Attends meetings in Sacramento to report on events and activities relevant to the Commission on Aging and seniors in Kern County (PSA 33).

13. Transportation Committee

- a) Consists of one (1) Member and one (1) Alternate and shall serve on the Social Service Transportation Advisory Committee, which is a committee from Kern COG (Council of Governments). These meetings include other users of public transportation. They discuss issues and unmet needs of disabled persons and seniors in the community as it relates to transportation. These meetings are usually held every three months.

14. Volunteer Recognition Committee

- a) Organizes events at senior centers to honor senior nutrition volunteers. Each volunteer is recognized during regular Commission on Aging meetings throughout the year.

B. AD HOC COMMITTEES

1) Senior Day at the Fair

- a. One (1) Commissioner will organize and ensure that Commissioners are greeters during Senior Day at the Fair, which is determined by the Kern County Fair Board.

2) Senior Celebration

- a) A Senior Celebration may be held at a senior center or appropriate venue. The Chair of the committee and five (5) to six (6) members are on this committee.

3) Aging and Disability Resource Connection (ADRC) Advisory Committee

- a. The Executive Committee members will also be the ADRC Advisory Committee.
- b. The Committee will meet at least quarterly.
- c. Responsibilities include planning tasks and operations or technical issues of the ADRC as well as providing recommendations to ADRC partners.

4) The Centenarian Recognition Committee

- a. Celebrating our Centenarians is designed to recognize our Kern County citizens who reach the age of 100 years or more. The Commissioner will receive nominations from the committee and ensure certificates of recognition are prepared and delivered to the Centenarian.

ARTICLE X

I. VACANCY

- A. A vacancy of any Commission Officer due to death, resignation, removal, disqualification, or other reasons, shall be filled by a special election at a regular meeting following notification to all General Members. The

Chairperson, or in their absence, the Vice-Chairperson shall designate an Election Day within the second regular meeting after the vacancy is created.

- B. A vacancy of a General Member, whether due to death, resignation, removal, disqualification, or other reasons, shall be filled after posting the required "Notice of Vacancy," by the entity responsible for the appointment of the person whose position is vacant, except for service provider appointments.
- C. If the vacancy is due to death, disqualification, or removal for cause, the Secretary will contact the appointing entity to notify them of the vacancy.
- D. If the Commissioner resigns or no longer wishes to serve after their term expires, a letter or an email will be sent by the Commissioner to their appointing entity, the Chairperson, and the Secretary to notify them of same.

ARTICLE XI

I. QUORUM AND VOTING POWERS

- A. A majority of the currently serving General Members must be present to constitute a quorum for the transaction of business. Each General Member is entitled to one vote which must be cast in person. Proxy voting is not permitted.

ARTICLE XII

I. AGENDA

- A. The Aging and Adult Services Department staff will prepare an agenda for all meetings. Items to be considered must be received by the Aging and

Adult Services Department in writing at least eight (8) working days prior to the scheduled meeting.

- B. The Agenda must be posted within 72 hours of the meeting to comply with the provision of the “Brown Act”.

ARTICLE XIII

I. AMENDMENT TO BYLAWS OR BOARD RESOLUTIONS

- A. All amendments to these bylaws shall be reviewed by the Bylaws Committee consisting of a Chair and two members selected by the Chairperson. The committee will present the amended bylaws after their review to the Executive Committee. Upon approval by the Executive Committee, the proposed amendment(s) will be submitted to the entire Commission for their approval.
- B. Upon a majority vote of Commissioners, the bylaws will be presented to the Kern County Counsel for review and then to the Board of Supervisors for their approval.
- C. Amendments to the bylaws require proposed resolutions which are prepared by the Secretary.

ARTICLE XIV

I. CONFLICT OF INTEREST

- A. No member shall cast a vote or participate in the discussion or deliberation leading up to a vote, on any matter in which he or she has a financial and/or conflict of interest.

CERTIFICATE OF SECRETARY

I certify that:

1. I am the secretary of the Kern County Commission on Aging.
2. The attached Bylaws are the Bylaws of the Commission on Aging, approved by the Commission Members June 16, 2025, by their unanimous written consent.

Dated: 06/16/2025



Jeremy Oliver, Secretary

Kern County Commission on Aging