

BY-LAWS

CITY OF SAINT PAUL ADVISORY COMMITTEE ON AGING

ADOPTED BY THE COMMITTEE SEPTEMBER 14, 2005

Amended, February 2009; Amended February 2025

Article I. NAME. The name of this committee is the City of Saint Paul Advisory Committee on Aging.

Article II. CHARGE. The charge of this committee is to promote the dignity and independence of older residents in Saint Paul. Specifically, the Committee will:

- 1) Research issues that affect Saint Paul's older population.
- 2) Identify major older adult needs within Saint Paul.
- 3) Provide feedback on existing city programs and recommend changes, improvements, or additions to city services to meet the identified needs of Saint Paul's older adult residents.
- 4) Advise the Mayor, city council, and city departments on ordinances, policies and procedures which impact Saint Paul's older adult population.
- 5) Promote community-wide awareness and understanding of the diverse cultural needs and issues facing Saint Paul's older adult residents.
- 6) Advocate for older adult rights.

Article III. CITY LIAISON. The City Liaison shall be housed through a city department as designated by the Mayor or City Council.

- 1) The City Liaison shall provide administrative support to the committee.

Duties include:

- a. Being the main contact person
- b. Sending reminder emails and meeting notes to committee members
- c. Assisting with recruitment and onboarding of new committee members

Article IV. MEETINGS.

Section 1: Regular and special meetings of the Committee shall be open to the public.

Section 2: Regular meetings of the Committee shall be held from 9:00-10:30a.m. on a regular monthly cadence. The schedule is subject to change at the discretion of the committee.

Section 3: The Committee shall make suggestions about meeting locations for the following year at its November meeting. These locations will be subject to facility availability and their relevance to topics under consideration at the time.

Article V. MEMBERSHIP.

Section 1. The Committee shall be composed of up to 15 members representing the cultural diversity of the city and having a broad representation of geographic neighborhoods. Members should have a special interest in aging, and so far as practicable, shall include persons affiliated with educational, health, housing, human services, industry, labor, , public safety, recreation, religion, nutrition, and advocacy. One of the individuals shall be a youth and at least 60% of the members shall be 50 years or older.

Section 2. Appointments shall be made by the Mayor and approved by the City Council.

Section 3. Appointments will be made on a rolling basis. Term length is for two (2) years, with an option for reappointment.

Section 4. Decisions shall be made by a majority of Committee members present at any scheduled committee meeting.

Section 5. Member responsibilities shall include:

- A. Reviewing written materials prior to the meeting.
- B. Bring concerns, ideas, and updates to the committee
- C. Notifying the City Liaison in advance of an absence.
- D. Notifying the City Liaison of a long-term inability to serve.
- E. Being available to serve on subcommittees.
- F. Attend a minimum of 7 meetings per year
- G. With reference to Chapter 100 of the Administrative Code, making a declaration of conflict of interest verbally at a Committee or special committee meeting before deliberation on the issue to which the conflict pertains begins.

Section 6. After a member's second unexcused absence, the member will receive an email from the City liaison, inquiring about what has prevented the member from attending. If there is another unexcused absence, then the member's appointment will be subject to a recommendation to terminate membership.

Article VI. OFFICERS.

Section 1. Committee officers shall include Chair, Vice Chair, Past Chair and Secretary or 2 Co-Chairs, Secretary and Past Chair.

Section 2. The Chair or Co-Chairs shall serve a two-year term for no more than two consecutive or non-consecutive terms.

Section 3. Nominations for executive positions will be made by the Nominating Committee and accepted from the floor at the regular meeting one month prior to the annual election meeting. Nominations shall be in January, Elections in February. The Nominating Committee will determine whether a Chair and Vice Chair or 2 Co-Chairs will be elected.

Section 4. Duties of the officers shall include:

- A. In addition to duties and powers that may be added from time to time by the Committee, the Chair or Co-Chairs shall:
 - I. Preside at all meetings of the Committee.
 - II. Work with the City Liaison to create the meeting agendas.
 - ii. Make such reports to the Committee as they may deem necessary or as may be required of the chair.
- B. The Vice Chair shall (when applicable):
 - I. Perform the duties of the Chair in their absence or incapacity.
 - ii. Assume the duties of the Chair because of the death or resignation of the Chair until a new Chair is elected.
- C. The Past Chair shall serve as a resource to Committee officers and members.
- D. The Secretary shall take minutes for regular Committee meetings. If the Secretary is unavailable or the position is vacant, minutes shall be taken by the Vice Chair or a Co-Chair.

Article VII. COMMITTEES

Section 1. The Executive Committee shall consist of the Co-Chairs or Chair, Vice Chair and Past Chair.

Section 2. The Nominating Committee shall be appointed by the Chair or Co-Chairs for the purpose of presenting candidates for Co-Chairs or Chair and Vice Chair at the regular meeting prior to the annual elections meeting.

Section 3. Standing Committees appointed by the chair may include individuals not on the committee. They shall go out of existence upon completion of their specified task.

