

## Policy Memorandum

### Advisory Council – III-D

#### SELECTION OF CSL MEMBERS

Date Effective: 03/08/2006  
Date Revised: 08/25/2008,  
03/12/2014

Director's Signature: \_\_\_\_\_  
Advisory Council Chair  
Signature: \_\_\_\_\_

*Ken*  
*Nancy Power*

#### Policy:

The policies and objectives applicable to the election of California Senior Legislature (CSL) members as specified by the California Department of Aging will be followed.

#### Purpose:

The purpose of this policy is to outline the steps necessary for VCAAA staff to ensure that California Senior Legislature members are elected in accordance with the guidelines required by the California Department of Aging. The guidelines were adopted March 8, 2008, by the full Advisory Council.

#### Background:

Prior to 2006, California Senior Legislature members were elected for two-year terms. Beginning with the 2006 - 2007 California Senior Legislature Session, the VCAAA was expected to have an election or selected three representatives by May 1, 2006. In prior years the VCAAA had used several of the approved selection methods (approved by the California Department of Aging); but traditionally it has held a formal election with polling places available at senior centers. The procedure entailed a lot of work, with not much turn out and not much reimbursement from the state. There are five approved ways to select CSL representatives; on-site polling station balloting, absentee balloting, a combination of the first two, an Area Agency on Aging biennial meeting for the purpose of electing CSL members, or eligible AAA Advisory Council members electing CSL members from a list of people who have submitted their names for consideration. On January 11, 2006, the VCAAA Advisory Council was presented the information on the choice with the official voting taking place at the February 8, 2006, meeting.

#### Desirable Characteristics of CSL Members

1. Knowledgeable of state, federal and county legislative process
2. Demonstrated involvement and active in the local senior community
3. Knowledge of senior issues including those of targeted populations
4. Intermediate computer skills

Procedure:

California Senior Legislature (CSL) members will be selected using the following procedures:

1. At the March Advisory Council meeting of the year that an election is to be held (every four years), the chair of the Advisory Council will officially announce that the application period for the CSL seats is open and direct VCAAA staff to issue a press release notifying the general public. The chair will solicit a minimum of three Advisory Council members to serve on the Nominating committee. The Secretary of the VCAAA shall serve as chair of the committee.
2. The Director will notify the public of the open application period for the CSL seats. Press releases, notices to senior service groups and agencies, and applications should be distributed at least 30 days prior to the deadline for submitting applications and nominations.
3. Applicants will have a minimum of 30 calendar days to apply for the CSL positions. Incumbents are eligible to reapply unless the state elects to implement term limits to these seats. Applicants will be required to indicate which seat they wish to run for; CSL Seat A, CSL Seat B or CSL Seat C.
4. Following a sufficient period of publicity which invites applications, the Nominating Committee shall be convened to review all applications submitted. All applicants must be interviewed by the nominating committee.
5. If only one applicant applies for each seat (CSL Seat A, CSL Seat B or CSL Seat C), the committee will review the applications and submit the three names to the full Advisory Council. If more than one person applies for each seat, the committee shall select from among the applicants the candidates it feels would represent the VCAAA and the senior community and forward these names onto the full Advisory Council for consideration and voting. At a minimum, if more than one applicant applies for a seat a minimum of two names must be forwarded to the Advisory Council.
6. The Committee shall also advise the Advisory Council of all other applicants.
7. The vote of the full Advisory Council shall include only the recommended applicants. Write in candidates will be allowed.
8. The representatives are elected based on total number of votes received. Each Advisory Council member indicates three individuals on their ballot. The three individuals with the most votes are elected as CSL representatives.

### **Mid-Year Vacancies**

When there is a mid-term vacancy, the Advisory Council will follow the policies and procedures contained within to fill the seat via a recruitment process and election.

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<sup>i</sup> Older individuals living at or below the federal poverty level with particular attention to low-income minority individuals, females aged 85 and over, and older individuals residing in Piru, Santa Paula, Port Hueneme and Oxnard. Older individuals with the greatest social need with particular attention to low-income minority individuals, persons with disabilities, persons with language barriers (especially Spanish speaking seniors ages 60-64) and persons affected by cultural social or geographic insolation (especially females aged 80 and over). All county residents age 60 years or older whose needs, if not addresses now, may force them into the categories of greatest economic or social need.