

Policy Memorandum

Advisory Council – III-E

ELECTION OF ADVISORY COUNCIL OFFICERS

Date Effective: 07/01/2007
Date Revised: 03/22/2011
11/13/2013

Director's Signature: 
Advisory Council Chair
Signature: 

Policy:

The policies and objectives applicable to the election of officers of the Ventura County Area Agency on Aging Advisory Council as specified in the Bylaws will be followed.

Purpose:

The purpose of this policy is to outline the steps necessary for AAA staff to ensure that Advisory Council Officers (Chair, Vice-Chair and Secretary) are elected in a timely manner while meeting the requirements of the By-Laws.

Procedure:

Advisory Council Officers will be elected using the following procedure:

Agency staff shall:

1. At the March Advisory Council meeting the chair of the Advisory Council will officially designate the current secretary of the Advisory Council to serve as the chair of the nominating committee. That person will then be responsible for recruiting a minimum of three current advisory council members to serve on the nominating committee. This item will be agendaized on the March and May advisory council agendas.
2. Interested Advisory Council members are to fill out an Advisory Council Officer application and submit in to the Secretary of the nominating committee. In the event that the Secretary is running for office, the application is to be submitted to the Director. At the March and May meetings the nominating committee will provide orally and in writing who the applications are to be submitted to and the deadline.
3. The nominating committee will meet as needed from March – May and recruit potential officers from among the current pool of eligible members. Eligible members are those members who are in the middle of a term or who are at the end of a term and will be reappointed to another term on the Advisory Council. Someone in the last year of their 3rd term on the Advisory Council generally would not be eligible unless they are being reappointed at the discretion of the appointing authority.

4. In the June Advisory Council packet the slate of officers will be provided.
5. During the June meeting, agency staff will facilitate the election of officers. The nominating committee chair will read the name of nominees and call for nominations from the floor. Floor nominations will be accepted for only those advisory council members that are eligible to serve. If there are no contests for any of the offices, the chair of the advisory council will call for a voice vote. If there is a contest among the positions, ballots will be handed out to all members. AAA staff will distribute and collect the ballots from voting members and tabulate the results during the meeting.