

Policy Memorandum

Advisory Council – III-O

COMMITTEE MEETINGS

Date Effective: 11/13/2013

Director's Signature: 

Advisory Council Chair

Signature: 

Purpose

The purpose of committee meetings are to afford the Advisory Council the opportunity to study issues, educate members and develop action plans concerning the leadership, advocacy and visibility for person aged 60 and over within Ventura County.

General Policy

Committee meetings of the Advisory Council will be conducted in a transparent manner with a standardized format for reporting as well as a review of the report prior to placement on the Advisory Council agenda.

Procedure

1. Meeting Agendas – must be published on the agency website at a minimum 48 hours before the meeting. The agenda must follow the agency prescribed format including items for welcome and introductions, public comments and other committee involvement/notification. Sign in sheets are to be utilized.
2. All committee meeting dates are to be publicized on the agency committee calendar and included in the advisory council packet and on the agency website. As updates occur, changes will be made on the calendar. The use of last update will be utilized on the bottom of the document.
3. Agency staff will email committee members a meeting reminder a week before the meeting. Committee members are to notify the committee chair or agency staff 5 days before the scheduled meeting if they cannot make the meeting. If the business being conducted requires a quorum to be present the meeting may have to be rescheduled.
4. Conference Calls – the use of conference calls during committee meetings are allowed on items where finances are not discussed or voted on. Votes concerning fiscal issues must occur in person. The only exception is when a committee member elects to use available virtual telepresence or comparable internet or other technology tool.
5. A quorum is required for all votes in which a recommendation is being brought to the full Advisory Council for consideration.

6. Meeting reports are to be typed up by staff and circulated to committee members for comments/corrections before the item is placed in the Advisory Council agenda packet.
7. Committee reports where no action has been taken or recommendations made, will be placed on a consent agenda effective the January 2014 Advisory Council meeting. Advisory Council members are expected to read through the consent agenda items before the meeting. Items where there is a question or concern can be pulled from the consent agenda by any Advisory Council members for full discussion.
8. Meeting reports are to include the presence of a quorum at the meeting, any vote count including who made the motion and seconded it and any abstentions.

Committee Members and Establishing a Quorum

Committee membership is limited to Advisory Council members only. Community members and the public can participate on the committee but will be considered as guests. The quorum will be established based on the official Advisory Council Committee Membership list that is published in the Advisory Council packet. 51% or more of the listed members must be present at the meeting for a vote to occur. Only members of the committee have voting privileges. Visiting Advisory Council members cannot be counted toward the quorum unless they officially joined the committee a minimum of 5 days before the meeting.

Special directive relating to employed Advisory Council members

Members that have a conflict of interest with a current grantee are ineligible for sitting on the Planning and Allocation Committee or any other committee where there may be a conflict. Additionally employed council members will be excluded from any Advisory Council discussion or vote on items where the conflict of interest exists.