



**Agenda**  
**City of Scotts Valley**  
**Senior Center Board Special Meeting**  
**DATE: March 7, 2023 1:00pm**

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**CITY OF SCOTTS VALLEY**

Recreation Division  
361 Kings Village Road  
Scotts Valley, CA 95066

**MEETING LOCATION**

Scotts Valley Senior Center  
370 Kings Village Road  
Scotts Valley, CA 95066

**POSTING:**

Agenda Posted at City Hall,  
SV Senior Center and SV Parks & Rec  
on March 3, 2023

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Any documents produced by the City and distributed to a majority of the Board regarding any item on this agenda will be made available at the Parks & Rec Office, 361 Kings Village Rd., Scotts Valley, during normal business hours, Tuesdays & Thursdays, 8am to 12pm.

**Senior Board of Directors**

Ferd Bergholz, Chair  
Harvey Bustichi, Board Member  
Nancy Diaz, Board Member  
Lewis Farris, at-large Board Member

Anna Pissanetzky, Board Member  
Margaret Schraft, Board Member  
Vacant, at-large Board Member

**City Staff Members**

Chris Lamm, Public Works Director  
Ali Robinson, Recreation Division  
Manager  
Darshana Croskrey, Senior Center  
Coordinator

**Call to Order:** 1:00 PM

**Roll Call:**

**Consent Agenda:**

Approve Senior Board Special Meeting minutes of 02-7-23.

**Public Comment Time:**

This portion of the agenda is reserved for discussion by the public of items which are NOT agendized. No action may be taken by the Board except to refer the matter to staff and/or place it on a future agenda. It is in the best interest of the person speaking to the Board to be concise and to the point. All speakers are requested to sign their name at the podium so their name may be accurately recorded in the minutes of the meeting. A time limit of three minutes per individual will be allowed.

**Additions/Deletions to Regular Agenda:**

(Any person wishing to speak on the consent or regular agenda may do so by raising their hand as the item is called out by the chairperson.)

**Parks and Recreation Report Update:** PWD Lamm

**Regular Agenda**

1. Bylaws approval update – PWD Lamm
2. Bocce Court Roof presentation – Skypark Bocce Club
3. Senior Center Coordinator Report – D. Croskrey

**Future Agenda Items**

**Adjournment**

**Agenda**  
**City of Scotts Valley**  
**Senior Center Board Special Meeting**  
**DATE: March 7, 2023 1:00pm**

The City of Scotts Valley does not discriminate against persons with disabilities. The Board meeting locations are accessible facilities. If you wish to attend a Board meeting and require assistance such as sign language, a translator, or other special assistance or devices in order to attend and participate at the meeting, please call the Recreation office at (831) 438-3251 five to seven days in advance of the meeting to make arrangements for assistance. If you require the agenda of a Board meeting be available in an alternative format consistent with a specific disability, please call the Recreation office. The California State Relay Service (TDD to voice: 1-800-735-2929, voice to TDD: 1-800-735-2922), provides telecommunications devices for the Deaf and will provide a link between the TDD caller and users of telephone equipment.



**Minutes**  
**City of Scotts Valley**  
**Senior Center board special meeting**  
**DATE: February 7, 2023**

1.

<b>CITY OF SCOTTS VALLEY</b> Recreation Division 361 Kings Village Road Scotts Valley, Ca 95060	<b>MEETING LOCATION</b> Scotts Valley Senior Center 370 Kings Village Road Scotts Valley, Ca 95066	<b>POSTING:</b> Agenda Posted at City Hall, SV Senior Center and SV Parks & Rec on Feb 3, 2023
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Any documents produced by the City and distributed to a majority of the Commission regarding any item on this agenda will be made available on the City's website at the following link: <https://www.scottsvally.org/AgendaCenter/ArtsCommission>

**Senior Board of Directors**

Ferd Bergholtz, Chair  
Harvey Bustichi, Board Member  
Nance Diaz, Board Member  
Lewis Farris, at-large Board Member

Anna Pissanetzky, Board Member  
Margaret Schraft, Board Member  
Donna Silvia, at-large Board Member

**City Staff Members**

Chris Lamm, Public Works Director  
Ali Robinson, Rec Division Manager  
Darshana Croskrey, Coordinator

**Call to order:** 1:03

**Roll Call:** Present: Bergholz, Diaz, Farris, Schraft

Absent: Bustichi, Silvia (vacant) Pissanetzky w/notification.

**Consent Agenda:**

**M/S: Scharft/Farris to approve Senior Board of Directors meeting minutes of 01-3-23. Carried 3/0 Abstain: Diaz**

**Public Comment Time:**

1. Debbie Benham, Senior Center Bocce league member announced she used vinegar for weeds (suggested by Susan Taylor) with an organized group of volunteers, not sure if it's the best method and may not continue with the group spraying. It took 3 people 1 hour.
2. Cynthia Dzendzel Senior Center member since 2012, previous Senior Friday Bocce League organizer and now founder of Skypark Bocce Club told the Board about a proposed Bocce Court Roof project. She states there are many things to spend money on but Seniors can be our priority. Dzendzel distributed roof quote and photos for review. Concrete and labor quotes are a challenge - can't get a quote as a private citizen for a City project. Dzendzel shared the vision for covered bocce courts and requested the Board for the item to be put on the agenda for an in-depth discussion on Bocce improvements.

Chair Bergholtz added to future meeting agenda "Bocce Court Roof". The Board will give Senior Board recommendations to the Parks and Recreation Commission.

3. Donna Nation spoke about the December 2022 Election/All Members meeting. Nation expressed dislike of the event stating there was no beverage service, disappointed about the timeline and the meal provided. Nation asked the Board for a formal apology in the newsletter and a make-up event that is owed to the members.

Chair Bergholtz recommends a note in the newsletter plus a future event, one in the Summer.

Cynthia Dzendzel offered a suggestion of holding outdoor events for COVID safety concerns.

**Additions/Deletions to Regular Agenda:** Board member Shraft added Senior Center Rental Issues to the agenda as item 2a.

**Parks and Recreation Report Update:**

- PWD Lamm staff updates:
  - The Public Works Department kicked off the Parks Master Plan and Recreation Strategic Plan with the consultant this week. The first step is an inventory of parks and spaces, then community outreach will take place in Spring. All Advisory Bodies and stakeholders will be given the opportunity to give input.
  - The Engineering Division issued an RFP for a Facility Condition Assessment. The City has 20 structures- this study will provide an analysis on conditions to identify what state each facility is in.

**Regular Agenda**

**1. Introduced Nancy Diaz, new Board Member –**

New Board member Diaz spoke about her experience, her active involvement in organizations all over Scotts Valley and is happy to be part of the Senior Center Board.

**2. Bylaws Update –**

Staff anticipates taking the Bylaws to 3/1/23 City Council. Once the City Attorney reviews, if there are changes, they will be brought back the Senior Center Board for review at the March meeting and will not go to Council until a later meeting to allow the Board time to review and comment.

**2a. Senior Center Rentals Issues -**

Board member Schraft brought to the Boards attention that the weekend private renter did not clean and caused disruption by removing decorations. Becca, Anna, and Darshana have previously done rental walk throughs. The Board would like mandatory walk throughs. They will coordinate with Recreation Office to meet Facility Renters and will provide walk throughs between the seven of them, whoever is available. Darshana will work to get an updated checklist.

**3. Recreation Code of Conduct review-**

RDM Robinson presented the Recreation Division draft Code of Conduct. Board member Farris commented on the following: 1. “appropriate footwear” needs more definition 2. The need for a safety manual on how to appropriately deal with hazmat hazardous materials 3. Add the language “except use of RX Medication” in the drug use section.

**M/S: Farris/Diaz to approve the draft Code of Conduct with Board member Farris’s suggestions and support staff holding a public meeting to implement the policy. Carried 4/0**

**4. Staff and Volunteer front desk training-Mental Health & Difficult Customers-**

RDM Robinson informed the Board of several incidents involving community members dealing with mental health issues. Non-members are using the facility and staff and volunteers need training to handle these specific customer service confrontations.

**5. Senior Center Coordinator report-D. Croskrey.**

Coordinator updates:

- Board Member Farris and Darshana are developing senior feedback survey.
- “Soup, Salad, Let’s talk” 13-year veteran Press Banner food columnist hosting lunch in tandem with Highlands Senior Center who is hosting tea.
- Transportation Board -Different Senior Centers in the region to get together and discuss challenges

- Request help to get sign-ups for the new Genealogy class which is a robust class offering and the instructor has set a minimum requirement.
- Chair Bergholz is donating his handcrafted all natural, no dyes, natural wood colors woodwork for the Senior Center boutique and all proceeds goes to the Senior Center. Thank You!

Chair Bergholz announced details on his woodcraft.

Schraft asked the Senior Coordinator about the quilting class. Darshana explained the coordinator of the class wanted to move from nights to days. There is not daytime availability that wouldn't interfere with current programming. It is available at Highlands Park.

**Future Agenda Items:** None

**Adjournment**

Meeting adjourned at 2:25pm.

DRAFT

**City of Scotts Valley**  
**SENIOR CENTER BOARD**  
**STAFF REPORT**

**DATE:** March 7, 2023  
**TO:** Scotts Valley Senior Center Board  
**FROM:** Ali Robinson, Recreation Division Manager  
**SUBJECT:** Senior Center Board Bylaw Revisions

**SUMMARY OF ISSUE**

Background

The City of Scotts Valley's Senior Center Board is an Advisory Board to the City Council.

The Senior Board members have drafted changes to their existing bylaws over the course of the previous five years. Their version of the bylaws, with their desired changes, was submitted to the City Attorney for review before going to City Council. After the City Attorney's review, there are significant changes required to ensure the new revisions will meet the standard to which all City Advisory bodies operate.

Discussion

In following models of the other Advisory Bodies, the City Attorney has created a redline version with her edits to review what has been changed and a clean version which shows the final document. The Senior Center Board can discuss the changes and submit questions for the City Attorney to staff. In order to be in compliance as a City Advisory Body, these are the bylaws that will be required. An example of another City Advisory Body bylaws are attached for a reference.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

- Review the redline Senior Center Board Bylaws revisions from the City Attorney.

- Recommend to approve the revised Senior Center Board Bylaws and send to City Council for adoption.

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# SCOTTS VALLEY SENIOR CENTER

## BYLAWS

### ARTICLE I. NAME

- Section 1. NAME: The name of this organization is the Scotts Valley Senior Organization, hereinafter referred to as the Senior Organization.
- Section 2. PLACE OF BUSINESS: The principle place of business of this Senior Organization shall be in the Scotts Valley Senior Center located at 370 Kings Village Road, Scotts Valley, California 95066.

### ARTICLE II. PURPOSE

- Section 1. OBJECTIVES AND PURPOSE: The purposes for which this organization is formed are:
- A. The specific and primary purposes of the Senior Organization are to provide an opportunity to persons 50 years of age or older to pursue their interests in educational, recreational, and craft activities and to promote the welfare of the senior citizenry of the City.
  - B. The Senior Organization shall maintain the character of a non-profit, non-political and non-sectarian organization.
- Section 2. OFFICIAL ORGANIZATION OF CITY  
This Senior Organization shall function ~~as a nonprofit~~ **in the character of a non-profit** organization. It is nonpolitical. Consequently, no substantial part of its activities shall consist of carrying on propaganda or otherwise attempting to influence legislation. Moreover, **the** Senior Organization shall not participate or intervene in any political campaign on behalf of any candidate for public office. It is nonsectarian, hence, nothing shall be done in recognition of the establishment of a religion or in favoring one religion or sect over another. Further, this Senior Organization shall at all times be recognized as an organization of the City of Scotts Valley and the conduct of its affairs and business, the exercise of its powers and the pursuit of its objective shall be subject to applicable statutes, laws, rules and regulations governing the City of Scotts Valley.

### ARTICLE III. MEMBERSHIP MEETINGS

- Section 1. ELIGIBILITY: Any person ~~fifty~~ **50** years of age or over shall be entitled to regular/active membership.
- A. **Honorary Lifetime** membership is accorded to those who have rendered outstanding service to the Senior Organization. They shall be proposed for **Honorary Lifetime** Membership, in writing, with the endorsement of no less than ten regular members, and after approval of the board shall be placed before the membership for approval by vote. Such members shall be granted all the rights and

privileges of regular/active membership. **Lifetime membership may also be awarded to a member by the Senior Center Board at a Board meeting.**

~~B. Charter members in good standing who become eighty (80) years of age during the year will be given a life membership at the Senior Organization's fall meeting.~~

~~C. Incapacitated persons who have been members in good standing for five (5) years will have an "Emeritus Membership" status. They will pay no further dues but will be considered as active members and be eligible for all and any benefits as such.~~

Section 2. MEMBERS MEETINGS: A meeting of the membership shall be held as follows:

A. General Membership. ~~Three (3) meetings~~ **One (1) meeting** of the members shall be held yearly **in August. January, May and October on the fourth (4th) Monday of the month. The date will be determined by Need. If there is a non-appointed vacancy on the Board of Directors, the members' shall elect members** the membership will vote **to fill the vacancy on the Board at this meeting.**

~~1. January: Planning: For the upcoming year.~~

~~2. May: Budget: The board of directors shall present the proposed budget for the ensuing fiscal year.~~

~~3. October: Election: The members' shall elect members to fill vacancies on the board.~~

Section 3. SPECIAL MEETING: Special meetings of the membership may be called by written notice and posted not less **than ten (10)** ~~than fifteen (15)~~ days or no more than sixty (60) days to the date fixed for said meeting. Said notice shall specify the date, time and place of the meeting and the matters to be considered signed by the Chair ~~and secretary~~ with consent of the majority of the Board **or** by 1/3 of the total membership.

Section 4. QUORUM: Fifteen (15) members shall constitute a quorum. Any motion receiving the affirmative vote of a majority when a quorum is present shall be a binding act of the Senior Organization unless a greater number is required by law or by these bylaws.

Section 5. REPORTS: The **Chair Person** ~~treasurer~~ shall report on the Senior Organization's income and expenses for the month preceding the year-to-date comparison with the budget filed with the City Finance Department. Committees will report to the **Board** ~~board~~ and membership when appropriate.

Section 6. REVIEW OF BOARD OF DIRECTOR'S ACTION: Any action taken by the Board of Directors affecting the general policy of the Senior Organization, except matters of emergency, may be reviewed by the members and amended during the **annual General Meeting**, to be referred to the Board with appropriate directions.

~~Section 7. BUDGET: The yearly budget will be submitted by the recreation division to the Board for their approval prior to presentation to Council. The Board will review expenditures and revenues as part of the monthly meeting.~~

**ARTICLE IV. BOARD OF DIRECTORS AND OFFICERS**

- Section 1. BOARD OF DIRECTORS: The affairs of the Senior Organization shall be managed and supervised by a seven (7) member Board of Directors ~~all of five of~~ whom shall be appointed by the City Council in the manner provided for the appointment of Commissioners and Committee members in the Scotts Valley Municipal Code. Two (2) of the seven (7) appointments shall consist of members of the Senior Organization who have no residency qualifications and who are elected by the members to serve for a four (4) year term. In addition, membership of the entire Board shall be limited to persons who are qualified by age to be members of the Senior Organization with the exception that the two (2) members of the Board at any one time may be under 50 years of age.
- Section 2. TERM OF OFFICE: Each appointed Board Member shall serve for a term determined by the City Council terms. Board Members shall assume duties when directed by the City Council. ~~Other Elected~~ Board Members will ~~be elected-serve~~ for a ~~two (2) four (4)~~ year term **after being elected** by the members at **a the annual** membership meeting and take office ~~at~~ the following meeting. If a Board Member is unable to complete ~~his/her~~ their term of office, ~~he/she~~ they shall notify the Board **of Directors** in writing. The ~~Board~~ **Chair Person** shall notify the City of said vacancy.
- Section 3. OFFICERS: The officers of the **Senior** Organization shall be ~~Chairpersons, Vice-Chairperson, Secretary and Treasurer.~~ **the Chairpersons and Vice-Chairperson.** All officers shall be elected by the Board **of Directors** and shall serve a term of one year. All the aforesaid officers shall be elected by the Board of Directors from among its own ranks **at the October Board of Directors Meeting to take effect at the following January Board of Directors Meeting.**
- Section 4. NOMINATIONS: **If required,** at the ~~October~~ **annual** general membership meeting, **nominations for the two elected Board of Directors Members may be made by the Board of Directors and/or members from the floor** ~~the nominating committee appointed by the Board shall submit not less than one (1) nominee for election by the membership to the Senior Organization Board of Directors,~~ as discussed in Section 1 of Article IV. ~~Additional nominations may be made from the floor, but all~~ **All** nominees must have previously agreed to serve.
- Section 5. BALLOTING: In the event that more nominees are named than there are vacancies, secret balloting shall be conducted. Names on the ballot shall be listed in the order of a random drawing.
- Section 6. ~~ABSENTEE BALLOT: Any Senior Organization member may obtain an absentee ballot no later than fourteen (14) calendar days prior to the November annual general membership meeting. Each such ballot shall be placed by the member into a signed envelope marked "Absentee Ballot" and presented or received by mail at the Senior Center no later than one (1) full working day before the election. The nominating committee Chair Person shall keep a list of members voting by absentee ballot to be certain that such members do not vote with other members at the regular election.~~
- Section 6. PANEL OF CANDIDATES: The candidates shall also be made known to the general membership through the ~~September~~ Senior Center newsletter two months prior and the usual posted notice in the Senior Center at least two weeks prior the election.

Section 7. VOTER ELIGIBILITY: Only members having an unexpired membership card are eligible to vote.

Section 8. DUTIES OF THE CHAIR:  
**A:** The Chair shall preside at ~~all~~ meetings of the Board of Directors and at ~~all~~ members meetings. **She/he shall serve until voted out of office by the Board. The Chair** shall, with the approval of the Board of Directors appoint chairpersons of all committees; ~~shall approve payment of bills;~~ shall sign all documents on behalf of the Senior Organization as authorized by the Board and members; shall act as ex-officio member and advisor of all committees other than the nominating committee. The Chair shall exercise general supervision of the activities of the Senior Organization.  
**B: The Chair will assist the Recreation Department Manager with the preparation of the annual budget for the Senior Organization Center. She/he shall not serve for more than two successive terms of office. She/he shall serve until voted out of office by the Board.** The yearly budget will be submitted by the Recreation Division to the Board for their approval prior to presentation to Council. The Board will review expenditures and revenues as part of the monthly meeting.

Section 9. DUTIES OF THE VICE-CHAIR: The Vice-Chair, in the absence of the Chair, shall perform ~~his/her~~ **their** duties and carry out such other duties as authorized by the Board of Directors.

~~Section 11. DUTIES OF THE SECRETARY: The Secretary shall keep accurate minutes of the meetings of the Board, General Membership and any special meetings, a copy of which will be sent to the City and posted in the Senior Center, shall prepare for the use of the Chair an agenda of the business to be transacted, shall write any necessary Board correspondence and shall keep a list of the chairpersons of committees. The City may provide a scribe to take minutes upon the approval of the majority of the Board, with Board input for each agenda.~~

~~Section 12. DUTIES OF THE TREASURER: The Treasurer shall oversee the recording and depositing of all funds of the Senior Organization with the Finance Department of the City of Scotts Valley and shall keep a true record of the same and make a monthly report to both the Board and members meetings and approve all bills as authorized by the Board. All payments, other than petty cash, shall be made by City Finance Department check, following the May General membership meeting. On or before June 1, the Treasurer, with the Board of Directors approval, shall prepare an annual budget request to be presented to the City Council for approval. The budget should previously have been approved at the General Budget meeting. A copy of each proposed budget will be provided to the City Manager. The annual budget shall have no force or effect without the consent of the City Council, which shall be done by resolution. The City Council may approve, modify or disapprove the proposed budget.~~

**ARTICLE V. BOARD OF DIRECTORS**

Section 1. MEMBERSHIP: The total number of members of the Board shall not be less than seven.

Section 2. QUORUM: A majority of the total membership of the Board of Directors shall constitute

a quorum ~~(four)~~ **of four (4)** for the transaction of business. A meeting may be held but a quorum is necessary for any legitimate business.

Section 3. NOTICE OF MEETINGS

- A. Regular Meetings: The Chair is responsible to give each member of the Board of Directors seventy-two (72) hours notice, by email, mail and/or telephone, for any change in meeting time or place.
- B. Special Meetings: Notice must be posted at the Senior ~~Center~~ **Organization** and each member of the Board of Directors shall be given email and/or telephone notice of the time and place of all meetings at least twenty-four (24) hours prior to such meetings, barring cases of emergency. Provided, however, that this requirement need not be observed for regular meetings in the event the Board establishes a regular meeting date, time and place by minute motion, but must be observed for all special meetings.

Section 4. **AUTHORITY OF THE BOARD:** The Board of Directors shall be responsible for the Senior Organization's compliance with its Bylaws. The Board shall have final authority in all matters pertaining to the maintenance of the Senior Organization, its physical properties and its activities including the approval for payment of bills, exceeding ~~\$150~~ **\$5000**. The Board shall have final authority with respect to the conduct of the affairs and business activities of the Senior Organization, as well as with respect to matters of policy. The membership of the Senior Organization may make recommendations to the Board on its own initiative or at the request of the Board on any matters, provided, however, that final decision making authority shall reside with the Board.

It is specifically recognized that the authority of the Board of Directors under this Section and under these Bylaws is subject to and limited by the provisions of Resolution Nos. 1228.3, 1228.4 and 1228.5 of the City of Scotts Valley.

It is specifically recognized, notwithstanding anything to the contrary herein, that the use of any Senior Organization building that is owned by the City of Scotts Valley, shall be subject to all rules and regulations of the City of Scotts Valley and that no alteration of any such building may occur without the approval, first had and obtained, of the City Council.

**ARTICLE VI. COMMITTEES**

Section 1. **STANDING COMMITTEES:** All committees and committee members will be on a volunteer basis with prior approval of the Board after consultation with the Coordinator. Standing committees may be, but not limited to, Balloting, Entertainment, Kitchen, Membership, Property, Publicity, Senior Care, Social, Sunshine, Ways and Means or other committees as may be deemed necessary and approved by the majority of the Board. Liaisons to the Board of Directors may be appointed by the Board for any committee.

Section 2. **SPECIAL COMMITTEES:** Ad-Hoc committees may be appointed from time to time by the Chair with the approval of the majority vote of the Board.

**ARTICLE VII. ACTIVITIES**

Section 1. ESTABLISHMENT: New classes or activities may be proposed by a volunteer teacher or leader, or by a group of members, or through any other channel. Such proposals **shall may** be brought before the Board of Directors by the Coordinator or members for consideration and approval **by the direction of the Recreation Division Manager**. ~~Final approval shall be made by the Board of Directors after consultation with the Coordinator.~~

Section 2. SELECTION AND RESPONSIBILITY OF **INSTRUCTORS/LEADERS**:

**A.** Selection of **instructors/leaders** ~~or teachers~~ of activities may be by volunteer or by suggestion of those participating in the activity. Final approval **shall may** be made by the Board of Directors through the Coordinator. The ~~teacher or instructor/~~ leader shall be responsible for the conduct of the participants during the class, activity or group undertaking. ~~Participants-Instructors/leaders~~ are charged with the responsibility of leaving the Senior Center in a clean, orderly condition. ~~Chairs, tables, dishes and other center equipment should be returned to their proper place.~~ Every ~~teacher or instructor/~~leader may have an assistant.

**B. Dismissal: Dismissal of instructors/leaders shall be reserved to the Coordinator and/or Recreation Division Manager.**

Section 3. PROPERTY OF **SENIOR ORGANIZATION CENTER**: All special funds raised or equipment provided by classes or other activities shall become the property of the Senior Organization and not inure to an individual or individuals.

~~Section 4. TEACHERS AND LEADERS: Each class or activity or group undertaking may recommend the selection or dismissal of teachers or leaders.~~

~~A. Selection: The selection, however, shall not be effective until approved by the Board of Directors after recommendation of the Senior Organization **may be made by the Board of Director and/or** Coordinator.~~

~~B. Dismissal: Dismissal of leaders or teachers shall be reserved to the Board of Directors.~~

~~Section 5. REPORTS: The leader/teacher of each class or activity shall submit a report to the Coordinator upon request.~~

~~Section 6. SPECIAL RULES: Each class or project may, by a majority vote, adopt special rules for the conduct of its affairs, provided such rules are not in conflict with the bylaws of the Senior Organization. Rules so adopted shall not be effective unless and until approved by the Coordinator after consultation with the Board.~~

Section 7. MEETINGS: All meetings of classes or activities shall be held at the Senior Center unless otherwise designated.

Section 8. ACTIVITIES: All classes and activities referred to in Article VII are intended to be Senior Center **Organization** sponsored classes and activities only.

**ARTICLE VIII. ~~COORDINATOR OF SENIOR ORGANIZATION~~ COORDINATOR**

- Section 1. SENIOR ORGANIZATION COORDINATOR: The Board of **Directors** shall be consulted and help select a Senior Organization Coordinator with City approval and all such compensation as is possible and appropriate.
- Section 2. DUTIES OF COORDINATOR: The Senior ~~Center~~**Organization** Coordinator is an employee of the City of Scotts Valley and supervised by the Recreation Division Manager. The Coordinator works closely with the Board implementing Board policy. Duties include program development and planning rentals, fundraising, supervision of volunteers, fiscal management, purchasing, supervision of the facility, presentation of monthly reports to the Board, public relations and day-to-day operation of the Center.
- Section 3. ASSISTANT: The Board of Directors may appoint an assistant to the Coordinator or upon Board recommendation.
- Section 4. SEPARATION OF OFFICES: The position of Coordinator may not be filled by any current member of the Board of Directors except in temporary emergencies or vacations. In the event the position of Senior **Organization** Coordinator is filled by any member during a temporary emergency or vacation, said member shall serve without compensation.
- Section 5. APPROVAL OF CITY COUNCIL: Prior to selecting any person to fill a position for which compensation is to be paid, including, without limitation, the position of Senior Organization Coordinator, the approval of the City Council of the City of Scotts Valley with respect to the selection criteria and process and compensation to be paid and the means of funding the same, shall be first had and obtained.

**ARTICLE IX. MEMBERSHIP CARDS**

- Section 1.** A membership card ~~shall~~ **may** be issued to all members upon joining.

**ARTICLE X. FEES AND DUES**

- Section 1.** The Board of Directors is authorized to establish dues for membership in the organization and to establish fees associated with any activity or event or any other matter within the jurisdiction of the Senior Organization, whenever it is appropriate to do so, as determined by the Board of **Directors** and/or upon recommendation of the members or Senior **Organization** Coordinator.

**ARTICLE XI. MISCELLANEOUS**

- Section 1. RULES OF ORDER: Robert's Rules of Order shall be adhered to at all meetings of the Board of **Directors** and members.
- Section 2. SOLICITORS OF AGENTS: No solicitors or agents shall be allowed to display their ware, conduct or transact their business in the Senior Center at any time unless requested to do so by the ~~Senior Organization~~ Coordinator with Board of **Directors'** approval.

- Section 3. ASSESSMENTS: No assessment shall ever be levied upon members of the Senior Organization. This section does not apply to dues and/or fees, as referenced in Article X.
- Section 4. WITHDRAWAL: Any member may withdraw at any time. No refund of donations, however, will be made.
- Section 5. AMENDMENTS OF BYLAWS: These bylaws may be amended, **altered or repealed by the Board of Directors.** ~~at any regular or duly called special membership meeting by a two-thirds majority of the members present, provided notice of the proposed amendments and meeting dates have been posted in Senior Center and published in the Senior newsletter at least fifteen (15) days prior to the meeting. Provided, further,~~ **Further, that** no amendment of these bylaws shall be effective for any purpose unless and until the same is approved by the **City** ~~city~~ of Scotts Valley.

## **ARTICLE XII. DISSOLUTION CLAUSE**

The Senior Organization is dedicated to charitable purposes and no part of the net income or assets of this Senior Organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person or business. Upon the dissolution or winding up of the Senior Organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of the Senior Organization shall remain with the City of Scotts Valley for use for senior citizen purposes.

# SCOTTS VALLEY SENIOR CENTER ADVISORY COMMISSION

## BYLAWS

### ARTICLE I. NAME

- Section 1. NAME: The name of this organization is the Scotts Valley Senior ~~Organization~~Center Advisory Commission, hereinafter referred to as the Senior Organization.
- Section 2. PLACE OF BUSINESS: The ~~principle~~principal place of business of this Senior Organization shall be ~~in~~ the Scotts Valley Senior Center located at 370 Kings Village Road, Scotts Valley, California 95066.

### ARTICLE II. PURPOSE

- Section 1. OBJECTIVES AND PURPOSE: The purposes for which this organization is formed are:
  - A. The specific and primary purposes of the Senior Organization are to advise the City Council on issues affecting the senior population of the City of Scotts Valley and to provide an opportunity to persons 50 years of age or older to pursue their interests in educational, recreational, and craft activities and to promote the welfare of the senior citizenry of the City.
  - ~~B. The Senior Organization shall maintain the character of a non-profit, non-political and non-sectarian organization.~~

### ~~Section 2. OFFICIAL ORGANIZATION OF CITY~~

~~This Senior Organization shall function as a nonprofit in the character of a non-profit organization. It is nonpolitical. Consequently, no substantial part of its activities shall consist of carrying on propaganda or otherwise attempting to influence legislation. Moreover, the Senior Organization shall not participate or intervene in any political campaign on behalf of any candidate for public office. It is nonsectarian, hence, nothing shall be done in recognition of the establishment of a religion or in favoring one religion or sect over another. Further, this Senior Organization shall at all times be recognized as an organization of the City of Scotts Valley and the conduct of its affairs and business, the exercise of its powers and the pursuit of its objective shall be subject to applicable statutes, laws, rules and regulations governing the City of Scotts Valley.~~

### ARTICLE III. MEMBERSHIP MEETINGS

- Section 1. ELIGIBILITY: Any person fifty ~~50~~ years of age or over shall be entitled to regular/active membership.
  - ~~A. **Honorary Lifetime** membership is accorded to those who have rendered outstanding service to the Senior Organization. They shall be proposed for **Honorary Lifetime** Membership, in writing, with the endorsement of no less than ten regular members, and after approval of the board shall be placed before the membership for approval by vote. Such members~~

~~shall be granted all the rights and privileges of regular/active membership. **Lifetime membership may also be awarded to a member by the Senior Center Board at a Board meeting.**~~

~~B. Charter members in good standing who become eighty (80) years of age during the year will be given a life membership at the Senior Organization's fall meeting.~~

~~C. Incapacitated persons who have been members in good standing for five (5) years will have an "Emeritus Membership" status. They will pay no further dues but will be considered as active members and be eligible for all and any benefits as such.~~

~~Section 2. MEMBERS MEETINGS OF THE SENIOR ORGANIZATION: The Senior Organization shall hold meetingsA meeting of the membership shall be held as follows:~~

~~A. General Membership Annual Meeting. Three (3) meetings One (1) -meeting of the members Board of Directors shall be held yearly in August. January, May and October on the fourth (4th) Monday of the month. The date will be determined by Need. If there is an at-large member non-appointed vacancy on the Board of Directors, the Board of Directors shall hear recommendations on who shall fill that vacancy and all the people attending the annual meeting shall vote on that vacancy. The person receiving the most votes of the Board of Directors and the people attending the meeting shall be recommended to the City Council for appointment to the Senior Organization Board of Directors.**the members' shall elect members the membership will vote to fill the vacancy on the Board at this meeting.**~~

~~Regular Meetings. The Board of Directors shall meet monthly on the first Tuesday of each month at 1:00pm at the Senior Center.~~

~~B.~~

- ~~1. **January: Planning: For the upcoming year.**~~
- ~~2. **May: Budget:** ~~The board of directors shall present the proposed budget for the ensuing fiscal year.~~~~
- ~~3. **October: Election: The members' shall elect members to fill vacancies on the board.**~~

~~Section 3. SPECIAL MEETING: Special meetings ~~of the membership~~ may be called by written notice and posted not less than ten (10) ~~than fifteen (15)~~ days or no more than sixty (60) days to the date fixed for said meeting. Said notice shall specify the date, time and place of the meeting and the matters to be considered ~~signed by the Chair and secretary with consent of the majority of the Board~~ ~~or by 1/3 of the total membership.~~~~

~~Section 4. NOTICE OF MEETINGS~~

~~A. Regular Meetings: Notice shall be given each member of the Board of Directors seventy-two (72) hours notice, by email, mail and/or telephone, for any change in meeting time or place. The agenda for the meeting shall be posted in accordance with State law.~~

~~B. Special Meetings: Notice must be posted in accordance with State law, at the Senior Organization and each member of the Board of Directors shall be given email and/or telephone notice of the time and place of all meetings at least twenty-four (24) hours~~

Section ~~45~~. QUORUM: ~~A majority of the Board of Directors Fifteen (15) members~~ shall constitute a quorum. Any motion receiving the affirmative vote of a majority when a quorum is present shall be a binding act of the Senior Organization unless a greater number is required by law or by these bylaws.

~~Section 5. REPORTS: The Chair Person treasurer shall report on the Senior Organization's income and expenses for the month preceding the year-to-date comparison with the budget filed with the City Finance Department. Committees will report to the Board board and membership when appropriate.~~

~~Section 6. REVIEW OF BOARD OF DIRECTOR'S ACTION: Any action taken by the Board of Directors affecting the general policy of the Senior Organization, except matters of emergency, may be reviewed by the members and amended during the annual General Meeting, to be referred to the Board with appropriate directions.~~

~~Section 7. BUDGET: The yearly budget will be submitted by the recreation division to the Board for their approval prior to presentation to Council. The Board will review expenditures and revenues as part of the monthly meeting.~~

#### **ARTICLE IV. BOARD OF DIRECTORS AND OFFICERS**

Section 1. BOARD OF DIRECTORS: The affairs of the Senior Organization shall be managed and supervised by a seven (7) member Board of Directors ~~all of~~ five of whom shall be appointed by the City Council in the manner provided for the appointment of Commissioners and Committee members in the Scotts Valley Municipal Code. Two (2) of the seven (7) appointments shall consist of members recommended for appointment in accordance with the terms of Article III, Section 1 of the Senior Organization who have no residency qualifications and who are elected by the members to serve for a four (4) year term.

~~Section 2. AUTHORITY OF THE BOARD: The Board of Directors shall be responsible for the Senior Organization's compliance with its Bylaws. The Board shall advise the City on all matters pertaining to the maintenance of the Senior Organization, its physical properties and its activities. The Board shall advise the City with respect to the conduct of the affairs and business activities of the Senior Organization, as well as with respect to matters of policy.~~

It is specifically recognized that the authority of the Board of Directors under this Section and under these Bylaws is subject to and limited by the provisions of Resolution Nos. 1228.3, 1228.4 and 1228.5 of the City of Scotts Valley.

It is specifically recognized, notwithstanding anything to the contrary herein, that the use of any Senior Organization building that is owned by the City of Scotts Valley, shall be subject to all rules and regulations of the City of Scotts Valley and that no alteration of any such building may occur without the approval, first had and obtained, of the City Council. In addition, membership of the entire Board shall be limited to persons who are qualified by age to be members of the Senior Organization with the exception that

~~the two (2) members of the Board at any one time may be under 50 years of age.~~

Section ~~23~~. TERM OF OFFICE: Each appointed Board Member shall serve for a term ~~determined by the City Council~~ termas appointed by the City Councils. Board Members shall assume duties when directed by the City Council. ~~Other Elected Board Members will be elected serve for a two (2) four (4) year term after being elected by the members at a the annual membership meeting and take office at the following meeting.~~ If a Board Member is unable to complete ~~his/her~~ their term of office, ~~he/she~~ they shall notify the Board of Directors in writing. The ~~Board~~ Chair Person shall notify the City of said vacancy. A Board Member may be removed from office by the City Council as provided in the Scotts Valley Municipal Code

Section ~~34~~. OFFICERS: The officers of the Senior Organization shall be ~~Chairpersons, Vice-Chairperson, Secretary and Treasurer.~~the Chairperson —and Vice-Chairperson. All officers shall be elected by the Board of Directors and shall serve a term of one year. All the aforesaid officers shall be elected by the Board of Directors from among its own ranks at the October Board of Directors Meeting to take effect at the following January Board of Directors Meeting.

Section ~~45~~. NOMINATIONS: If required, at the ~~October~~ annual ~~general membership~~ meeting, nominations for the two ~~electd-at-large members of the~~ Board of Directors Members may be made by the Board of Directors and/or members from the floor ~~the nominating committee appointed by the Board shall submit not less than one (1) nominee for election by the membership to the Senior Organization Board of Directors,~~ as discussed in Section 1 of Article IV. ~~Additional nominations may be made from the floor, but all~~ All ~~-~~nominees must have previously agreed to serve.

Section ~~56~~. BALLOTING: In the event that more nominees are named than there are vacancies, secret balloting shall be conducted. Names on the ballot shall be listed in the order of a random drawing.

~~Section 6. ABSENTEE BALLOT: Any Senior Organization member may obtain an absentee ballot no later than fourteen (14) calendar days prior to the November annual general membership meeting. Each such ballot shall be placed by the member into a signed envelope marked "Absentee Ballot" and presented or received by mail at the Senior Center no later than one (1) full working day before the election. The nominating committee Chair Person shall keep a list of members voting by absentee ballot to be certain that such members do not vote with other members at the regular election.~~

Section ~~67~~. PANEL OF CANDIDATES: The candidates shall also be made known ~~to the general membership~~ through the ~~September~~ Senior Center newsletter two months prior and the usual posted notice in the Senior Center at least two weeks prior the election for recommendation.

~~Section 7. VOTER ELIGIBILITY: Only members having an unexpired membership card are eligible to vote.~~

Section ~~88~~. —DUTIES OF THE CHAIR:

A: The Chair shall preside at ~~all~~ meetings of the Board of Directors and at ~~all~~

members meetings. ~~She/he shall serve until voted out of office by the Board.~~ The Chair shall, with the approval of the Board of Directors appoint chairpersons of all committees; ~~shall approve payment of bills;~~ shall sign all documents on behalf of the Senior Organization as authorized by the Board ~~and members;~~ shall act as ex-officio member and advisor of all committees other than the nominating committee. The Chair shall exercise general supervision of the activities of the Senior Organization.

~~**B: The Chair will assist the Recreation Department Manager with the preparation of the annual budget for the Senior Organization Center. She/he shall not serve for more than two successive terms of office. She/he shall serve until voted out of office by the Board. The yearly budget will be submitted by the Recreation Division to the Board for their approval prior to presentation to Council. The Board will review expenditures and revenues as part of the monthly meeting.**~~

Section 9. DUTIES OF THE VICE-CHAIR: The Vice-Chair, in the absence of the Chair, shall perform ~~his/her~~ their duties and carry out such other duties as authorized by the Board of Directors.

~~**Section 11. DUTIES OF THE SECRETARY: The Secretary shall keep accurate minutes of the meetings of the Board, General Membership and any special meetings, a copy of which will be sent to the City and posted in the Senior Center, shall prepare for the use of the Chair an agenda of the business to be transacted, shall write any necessary Board correspondence and shall keep a list of the chairpersons of committees. The City may provide a scribe to take minutes upon the approval of the majority of the Board, with Board input for each agenda.**~~

~~**Section 12. DUTIES OF THE TREASURER: The Treasurer shall oversee the recording and depositing of all funds of the Senior Organization with the Finance Department of the City of Scotts Valley and shall keep a true record of the same and make a monthly report to both the Board and members meetings and approve all bills as authorized by the Board. All payments, other than petty cash, shall be made by City Finance Department check, following the May General membership meeting. On or before June 1, the Treasurer, with the Board of Directors approval, shall prepare an annual budget request to be presented to the City Council for approval. The budget should previously have been approved at the General Budget meeting. A copy of each proposed budget will be provided to the City Manager. The annual budget shall have no force or effect without the consent of the City Council, which shall be done by resolution. The City Council may approve, modify or disapprove the proposed budget.**~~

### **ARTICLE V. BOARD OF DIRECTORS**

~~Section 1. MEMBERSHIP: The total number of members of the Board shall not be less than seven.~~

~~Section 2. QUORUM: A majority of the total membership of the Board of Directors shall constitute a quorum (four) **of four (4)** for the transaction of business. A meeting may be held but a quorum is necessary for any legitimate business.~~

~~Section 3. NOTICE OF MEETINGS~~

~~A. Regular Meetings: The Chair is responsible to give each member of the Board of Directors seventy-two (72) hours notice, by email, mail and/or telephone, for any change in meeting time or place.~~

~~B. Special Meetings: Notice must be posted at the Senior Center **Organization** and each member of the Board of Directors shall be given email and/or telephone notice of the time and place of all meetings at least twenty-four (24) hours prior to such meetings, barring cases of emergency. Provided, however, that this requirement need not be observed for regular meetings in the event the Board establishes a regular meeting date, time and place by minute motion, but must be observed for all special meetings.~~

~~Section 4. AUTHORITY OF THE BOARD: The Board of Directors shall be responsible for the Senior Organization's compliance with its Bylaws. The Board shall have final authority in all matters pertaining to the maintenance of the Senior Organization, its physical properties and its activities including the approval for payment of bills, exceeding **\$150 \$5000**. The Board shall have final authority with respect to the conduct of the affairs and business activities of the Senior Organization, as well as with respect to matters of policy. The membership of the Senior Organization may make recommendations to the Board on its own initiative or at the request of the Board on any matters, provided, however, that final decision making authority shall reside with the Board.~~

~~It is specifically recognized that the authority of the Board of Directors under this Section and under these Bylaws is subject to and limited by the provisions of Resolution Nos. 1228.3, 1228.4 and 1228.5 of the City of Scotts Valley.~~

~~It is specifically recognized, notwithstanding anything to the contrary herein, that the use of any Senior Organization building that is owned by the City of Scotts Valley, shall be subject to all rules and regulations of the City of Scotts Valley and that no alteration of any such building may occur without the approval, first had and obtained, of the City Council.~~

## **ARTICLE VI. COMMITTEES**

Section 1. **STANDING COMMITTEES:** The Board of Directors has the authority to form committees to further the purposes of the Senior Organization. All committees and committee members will be on a volunteer basis with prior approval of the Board after consultation with the Coordinator. Standing committees may be, but not limited to, Balloting, Entertainment, Kitchen, Membership, Property, Publicity, Senior Care, Social, Sunshine, Ways and Means or other committees as may be deemed necessary and approved by the majority of the Board. Liaisons to the Board of Directors may be appointed by the Board for any committee. Meetings of Standing Committees shall be subject to the requirement of the Brown Act.

Section 2. **SPECIAL COMMITTEES:** Ad-Hoc committees may be appointed from time to time for a limited purpose and limited duration by the Chair with the approval of the majority vote of the Board.

## **ARTICLE VII. ACTIVITIES**

~~Section 1. ESTABLISHMENT: New classes or activities may be proposed by a volunteer teacher or leader, or by a group of members, or through any other channel. Such proposals shall **may** be brought before the Board of Directors by the Coordinator or members for consideration and approval **by the direction of the Recreation Division Manager**. Final approval shall be made by the Board of Directors after consultation with the Coordinator.~~

~~Section 2. SELECTION AND RESPONSIBILITY OF **INSTRUCTORS/LEADERS**:~~

~~A. Selection of **instructors/leaders** or teachers of activities may be by volunteer or by suggestion of those participating in the activity. Final approval shall **may** be made by the Board of Directors through the Coordinator. The teacher or **instructor/leader** shall be responsible for the conduct of the participants during the class, activity or group undertaking. Participants **Instructors/leaders** are charged with the responsibility of leaving the Senior Center in a clean, orderly condition. Chairs, tables, dishes and other center equipment should be returned to their proper place. Every teacher or **instructor/leader** may have an assistant.~~

~~B. Dismissal: Dismissal of **instructors/leaders** shall be reserved to the Coordinator and/or Recreation Division Manager.~~

~~Section 3. PROPERTY OF **SENIOR ORGANIZATION** CENTER: All special funds raised or equipment provided by classes or other activities shall become the property of the Senior Organization and not inure to an individual or individuals.~~

~~Section 4. TEACHERS AND LEADERS: Each class or activity or group undertaking may recommend the selection or dismissal of teachers or leaders.~~

~~A. Selection: The selection, however, shall not be effective until approved by the Board of Directors after recommendation of the Senior Organization **may be made by the Board of Director and/or** Coordinator.~~

~~B. Dismissal: Dismissal of leaders or teachers shall be reserved to the Board of Directors.~~

~~Section 5. REPORTS: The leader/teacher of each class or activity shall submit a report to the Coordinator upon request.~~

~~Section 6. SPECIAL RULES: Each class or project may, by a majority vote, adopt special rules for the conduct of its affairs, provided such rules are not in conflict with the bylaws of the Senior Organization. Rules so adopted shall not be effective unless and until approved by the Coordinator after consultation with the Board.~~

~~Section 7. MEETINGS: All meetings of classes or activities shall be held at the Senior Center unless otherwise designated.~~

~~Section 8. ACTIVITIES: All classes and activities referred to in Article VII are intended to be Senior Center **Organization** sponsored classes and activities only.~~

**ARTICLE VIII. COORDINATOR OF SENIOR ORGANIZATION COORDINATOR**

~~Section 1. SENIOR ORGANIZATION COORDINATOR: The Board of Directors shall be consulted and help select a Senior Organization Coordinator with City approval and all such compensation as is possible and appropriate.~~

~~Section 2. DUTIES OF COORDINATOR: The Senior Center Organization Coordinator is an employee of the City of Scotts Valley and supervised by the Recreation Division Manager. The Coordinator works closely with the Board implementing Board policy. Duties include program development and planning rentals, fundraising, supervision of volunteers, fiscal management, purchasing, supervision of the facility, presentation of monthly reports to the Board, public relations and day-to-day operation of the Center.~~

~~Section 3. ASSISTANT: The Board of Directors may appoint an assistant to the Coordinator or upon Board recommendation.~~

~~Section 4. SEPARATION OF OFFICES: The position of Coordinator may not be filled by any current member of the Board of Directors except in temporary emergencies or vacations. In the event the position of Senior Organization Coordinator is filled by any member during a temporary emergency or vacation, said member shall serve without compensation.~~

~~Section 5. APPROVAL OF CITY COUNCIL: Prior to selecting any person to fill a position for which compensation is to be paid, including, without limitation, the position of Senior Organization Coordinator, the approval of the City Council of the City of Scotts Valley with respect to the selection criteria and process and compensation to be paid and the means of funding the same, shall be first had and obtained.~~

### **ARTICLE IX. MEMBERSHIP CARDS**

~~Section 1. A membership card shall **may** be issued to all members upon joining.~~

### **ARTICLE XVI. FEES AND DUES**

Section 1. The City Council, in consultation with the Board of Directors, shall Board of Directors ~~is authorized to establish dues for participation in events at the Senior Center, membership in the organization and to establish fees associated with any activity or event or any other matter within the jurisdiction of the Senior Organization, whenever it is appropriate to do so, as determined by the Board of Directors and/or upon recommendation of the members or Senior Organization Coordinator.~~

### **ARTICLE XVII. MISCELLANEOUS**

Section 1. RULES OF ORDER: Robert's Rules of Order shall be adhered to at all meetings of the Board of Directors and members.

Section 2. SOLICITORS OF AGENTS: No solicitors or agents shall be allowed to display their ware, conduct or transact their business in the Senior Center at any time unless requested to do so by the ~~Senior Organization~~ Coordinator with Board of Directors' approval.

~~Section 3. ASSESSMENTS: No assessment shall ever be levied upon members of the Senior Organization. This section does not apply to dues and/or fees, as referenced in Article X.~~

~~Section 4. WITHDRAWAL: Any member may withdraw at any time. No refund of donations, however, will be made.~~

Section 53. AMENDMENTS OF BYLAWS: The Board of Directors may recommend that ~~These~~ bylaws may be amended, altered or repealed by the ~~Board of Directors~~City Council. ~~at any regular or duly called special membership meeting by a two-thirds majority of the members present, provided notice of the proposed amendments and meeting dates have been posted in Senior Center and published in the Senior newsletter at least fifteen (15) days prior to the meeting. Provided, further,~~ Further, ~~that~~ no amendment of these bylaws shall be effective for any purpose unless and until the same is approved by the City Council~~city of Scotts Valley~~.

### ARTICLE XII. DISSOLUTION CLAUSE

~~The Senior Organization is dedicated to charitable purposes and no part of the net income or assets of this Senior Organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person or business. Upon the dissolution or winding up of the Senior Organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of the Senior Organization shall remain with the City of Scotts Valley for use for senior citizen purposes.~~

# SCOTTS VALLEY SENIOR CENTER ADVISORY COMMISSION

## BYLAWS

### ARTICLE I. NAME

- Section 1. NAME: The name of this organization is the Scotts Valley Senior Center Advisory Commission, hereinafter referred to as the Senior Organization.
- Section 2. PLACE OF BUSINESS: The principal place of business of this Senior Organization shall be the Scotts Valley Senior Center located at 370 Kings Village Road, Scotts Valley, California 95066.

### ARTICLE II. PURPOSE

- Section 1. OBJECTIVES AND PURPOSE: The purposes for which this organization is formed are:
- A. The specific and primary purposes of the Senior Organization are to advise the City Council on issues affecting the senior population of the City of Scotts Valley and to provide an opportunity to persons 50 years of age or older to pursue their interests in educational, recreational, and craft activities and to promote the welfare of the senior citizenry of the City.

### ARTICLE III. MEETINGS

- Section 1. MEETINGS OF THE SENIOR ORGANIZATION: The Senior Organization shall hold meetings follows:
- A. Annual Meeting. One (1) meeting of the Board of Directors shall be held yearly. If there is an at-large member vacancy on the Board of Directors, the Board of Directors shall hear recommendations on who shall fill that vacancy and all the people attending the annual meeting shall vote on that vacancy. The person receiving the most votes of the Board of Directors and the people attending the meeting shall be recommended to the City Council for appointment to the Senior Organization Board of Directors.
- B. Regular Meetings. The Board of Directors shall meet monthly on the first Tuesday of each month at 1:00pm at the Senior Center.
- Section 3. SPECIAL MEETING: Special meetings may be called by written notice and posted not less than ten (10) days or no more than sixty (60) days to the date fixed for said meeting. Said notice shall specify the date, time and place of the meeting and the matters to be considered.
- Section 4. NOTICE OF MEETINGS
- A. Regular Meetings: Notice shall be given each member of the Board of Directors seventy-two (72) hours notice, by email, mail and/or telephone, for any

change in meeting time or place. The agenda for the meeting shall be posted in accordance with State law.

B. Special Meetings: Notice must be posted in accordance with State law, at the Senior Organization and each member of the Board of Directors shall be given email and/or telephone notice of the time and place of all meetings at least twenty-four (24) hours

Section 5. QUORUM: A majority of the Board of Directors shall constitute a quorum. Any motion receiving the affirmative vote of a majority when a quorum is present shall be a binding act of the Senior Organization unless a greater number is required by law or by these bylaws.

#### **ARTICLE IV. BOARD OF DIRECTORS AND OFFICERS**

Section 1. BOARD OF DIRECTORS: The affairs of the Senior Organization shall be managed and supervised by a seven (7) member Board of Directors five of whom shall be appointed by the City Council in the manner provided for the appointment of Commissioners and Committee members in the Scotts Valley Municipal Code. Two (2) of the seven (7) appointments shall consist of members recommended for appointment in accordance with the terms of Article III, Section 1 to serve for a four (4) year term.

Section 2. AUTHORITY OF THE BOARD: The Board of Directors shall be responsible for the Senior Organization's compliance with its Bylaws. The Board shall advise the City on all matters pertaining to the maintenance of the Senior Organization, its physical properties and its activities. The Board shall advise the City with respect to the conduct of the affairs and business activities of the Senior Organization, as well as with respect to matters of policy.

It is specifically recognized that the authority of the Board of Directors under this Section and under these Bylaws is subject to and limited by the provisions of Resolution Nos. 1228.3, 1228.4 and 1228.5 of the City of Scotts Valley.

It is specifically recognized, notwithstanding anything to the contrary herein, that the use of any Senior Organization building that is owned by the City of Scotts Valley, shall be subject to all rules and regulations of the City of Scotts Valley and that no alteration of any such building may occur without the approval, first had and obtained, of the City Council.

Section 3. TERM OF OFFICE: Each appointed Board Member shall serve for a term as appointed by the City Council. Board Members shall assume duties when directed by the City Council. If a Board Member is unable to complete their term of office, they shall notify the Board of Directors in writing. The Chair Person shall notify the City of said vacancy. A Board Member may be removed from office by the City Council as provided in the Scotts Valley Municipal Code

Section 4. OFFICERS: The officers of the Senior Organization shall be the Chairperson and Vice-Chairperson. All officers shall be elected by the Board of Directors and shall serve a term of one year. All the aforesaid officers shall be elected by the Board of Directors from among its own ranks at the October Board of Directors Meeting to take effect at

the following January Board of Directors Meeting.

- Section 5. NOMINATIONS: If required, at the annual meeting, nominations for the two at-large members of the Board of Directors Members may be made by the Board of Directors and/or members from the floor as discussed in Section 1 of Article IV. All nominees must have previously agreed to serve.
- Section 6. BALLOTING: In the event that more nominees are named than there are vacancies, secret balloting shall be conducted. Names on the ballot shall be listed in the order of a random drawing.
- Section 7. PANEL OF CANDIDATES: The candidates shall also be made known through the Senior Center newsletter two months prior and the usual posted notice in the Senior Center at least two weeks prior the election for recommendation.
- Section 8. DUTIES OF THE CHAIR:  
A: The Chair shall preside at meetings of the Board of Directors and at members meetings. The Chair shall, with the approval of the Board of Directors appoint chairpersons of all committees; shall sign all documents on behalf of the Senior Organization as authorized by the Board; shall act as ex-officio member and advisor of all committees other than the nominating committee. The Chair shall exercise general supervision of the activities of the Senior Organization.
- Section 9. DUTIES OF THE VICE-CHAIR: The Vice-Chair, in the absence of the Chair, shall perform their duties and carry out such other duties as authorized by the Board of Directors.

#### **ARTICLE V. COMMITTEES**

- Section 1. STANDING COMMITTEES: The Board of Directors has the authority to form committees to further the purposes of the Senior Organization. All committees and committee members will be on a volunteer basis with prior approval of the Board after consultation with the Coordinator. Standing committees may be, but not limited to, Balloting, Entertainment, Kitchen, Membership, Property, Publicity, Senior Care, Social, Sunshine, Ways and Means or other committees as may be deemed necessary and approved by the majority of the Board. Liaisons to the Board of Directors may be appointed by the Board for any committee. Meetings of Standing Committees shall be subject to the requirement of the Brown Act.
- Section 2. SPECIAL COMMITTEES: Ad-Hoc committees may be appointed from time to time for a limited purpose and limited duration by the Chair with the approval of the majority vote of the Board.

#### **ARTICLE VI. FEES AND DUES**

- Section 1. The City Council, in consultation with the Board of Directors, shall establish dues for participation in events at the Senior Center.

#### **ARTICLE VII. MISCELLANEOUS**

- Section 1. RULES OF ORDER: Robert's Rules of Order shall be adhered to at all meetings of the Board of Directors and members.
  
- Section 2. SOLICITORS OF AGENTS: No solicitors or agents shall be allowed to display their ware, conduct or transact their business in the Senior Center at any time unless requested to do so by the Coordinator with Board of Directors' approval.
  
- Section 3. AMENDMENTS OF BYLAWS: The Board of Directors may recommend that these bylaws may be amended, altered or repealed by the City Council. Further, no amendment of these bylaws shall be effective for any purpose unless and until the same is approved by the City Council

**RESOLUTION NO. 1901**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SCOTTS VALLEY APPROVING THE  
BYLAWS OF THE SCOTTS VALLEY ADA ACCESSIBILITY COMMITTEE**

BE IT RESOLVED by the City Council of the City of Scotts Valley that the bylaws of the City of Scotts Valley ADA Accessibility Committee attached hereto are hereby adopted.

This resolution was adopted at a duly held regular meeting of the City Council on the 18<sup>th</sup> day of February, 2015 by the following vote:

AYES:           Aguilar, Bustichi, Johnson, Lind, Reed

NOES:           None

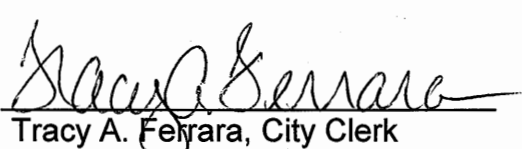
ABSTAIN:       None

ABSENT:        None

Approved: \_\_\_\_\_

  
Dene Bustichi, Mayor

Attest: \_\_\_\_\_

  
Tracy A. Ferrara, City Clerk

## **CITY OF SCOTTS VALLEY**

### **ADA ACCESSIBILITY COMMITTEE BYLAWS**

#### **ORGANIZATION AND MEMBERSHIP**

The Scotts Valley ADA Accessibility Committee was created by City Council action on October 15, 2008 for the purpose of acting as an advisory agency to the City Council to identify opportunities to increase ADA accessibility throughout the City and take other action as may be directed from time to time by the City Council. All recommendations of the Committee shall be made to the City Council by the staff liaison assigned to the Committee. The Committee shall consist of five members, one appointed by each City Council Member. Members shall serve four-year terms. All members of the Committee shall serve at the pleasure of the City Council and any member may be dismissed by the City Council at any time.

#### **SELECTION OF OFFICERS**

As soon as practical, following the first day of November of each year, a chairperson and vice-chairperson shall be appointed by the Committee from amongst its members.

#### **CHAIRPERSON**

The chairperson shall be selected by a majority vote of the members. The chairperson shall preside at all regular meetings and shall call all special meetings. He/she shall decide on all points of order and procedure during the meeting and his/her decision shall be final unless overruled by a vote of the Committee.

#### **VICE-CHAIRPERSON**

The vice-chairperson shall be selected by a majority vote of the members. He/she shall assume all duties of the chairperson in the absence or the disability of the chairperson.

#### **SECRETARY**

The City Manager shall designate a city employee to act as a staff liaison and secretary who shall keep a record of Committee proceedings and transactions. The secretary shall also be responsible for delivering all recommendations or communications from the Committee to the City Council.

## **ACTING CHAIRPERSON**

In case of absence of both the chairperson and the vice-chairperson from any meeting, an acting chairperson shall be elected from amongst the members present to serve only during the absence of the chairperson and vice-chairperson.

## **MEETINGS**

Open Meetings: All regular and special meetings of the Committee shall be open meetings to which the public shall be admitted.

Regular Meetings: Regular meetings of the commission shall be held once a quarter on a specific date and time selected by the Committee at its first meeting. The regular meetings shall be held in the City Council Chambers, or another place specified at the previous regular meeting place.

Quorum: A quorum shall consist of three members of the Committee.

Absence of Quorum: In the absence of a quorum at any meeting, such meeting shall be adjourned to the next regular meeting date by any member present. No meeting may be declared adjourned for lack of a quorum, however, until a 15 minute period after the scheduled time of the meeting has elapsed.

## **VOTING**

All questions shall be resolved by a majority vote of the members present. The vote shall be taken by a roll call vote, voice vote, by the raising of hands, or by any other manner calculated to ensure an accurate determination of the vote, provided that at the request of any member, the vote shall be taken by a roll call vote.

## **PARLIAMENTARY PROCEDURES**

Roberts Rules of Order, revised, will govern procedures of the Committee meetings.

## **AMENDMENTS**

These bylaws shall not be considered or construed as superseding any ordinance or direction of the City Council of the City of Scotts Valley.