

ARTICLE II – COMMITTEE MEMBERS

Section 1: Members

The Committee will consist of eleven (11) voting members. Two members are appointed by the Aging and Adult Services Commission, three members are appointed by the Advisory Council to the Aging and Adult Services Commission, three members are appointed by the Long Term Care Coordinating Council, and three at-large members are appointed by the Mayor.

Service on the Committee shall be voluntary and members shall receive no compensation from the City, except that the members who are City employees may receive their regular salaries for time spent on the Committee if they are serving in an official capacity as a City employee.

Section 2: Term of Appointment

Initial terms of Committee members, which shall commence on the date of the first meeting of the committee, shall terminate on January 31, 2019. Thereafter, terms of Committee members shall be two years, commencing on February 1 of odd-numbered years. Committee members shall serve at the pleasure of their respective appointing authorities and may be removed by their appointing authorities at any time. The appointing body may choose to reappoint representatives the Oversight and Advisory Committee for additional terms.

Whenever a member appointed by the Aging and Adult Services Commission, the Advisory Council to the Aging and Adult Services Commission, or the Long Term Care Coordinating Council vacates the member's seat on his or her appointing body, the member shall automatically vacate his or her seat on the Oversight and Advisory Committee.

Section 3: Committee Administrative and Technical Support

For purposes of contacting the Committee, the mailing address is 1650 Mission Street, 5th fl., Suite 500, San Francisco, CA 94103. Staff from the Department of Aging and Adult Services shall provide administrative and technical support to the Committee and to the Service Providers Working Group. Packets of information to support the OAC agenda items under consideration shall be distributed to Committee members and available to the public no later than the Friday prior to regular Monday meetings.

Section 4: Attendance at Meeting / Absences

The Committee shall meet at least six times per year. All members of the Committee shall be in attendance at the hour appointed for each regular or special meeting of the Committee and shall remain for the duration of the meeting. Members shall notify the Department's Manager of the Dignity Fund and the Chair of the Committee of their absence, as soon as known and prior to the convening of a regular or special Committee meeting. Member absences will be approved by the Chair, and reported at each meeting.

If a Committee member misses three regularly scheduled Committee meetings within a six month period without the expressed approval of the Committee at or before each missed meeting, that member shall be deemed to have resigned from the Committee 10 days after the third unexcused absence. The Committee shall inform the member's appointing authority of each resignation, and the appointing authority shall appoint a successor to that seat.

ARTICLE III – OFFICERS

Section 1: Officers

There shall be a Chair and Vice Chair of the Committee.

Section 2: Term of Office

The term of each office shall be one year. Officers serve at the pleasure of the Committee and may be removed from office before expiration of their one-year term by a vote of six members of the Committee. Term of office will run on the fiscal year; July 1 – June 30.

Section 3: Election of Officers

Elections for officers shall be conducted prior to the beginning of the July 1 term start date.

In the event the Chair is unable to complete his or her term, the Vice Chair shall serve as Chair until the next regular meeting. At the next regular meeting, the Committee shall elect a new Chair to fill the vacancy for the balance of unexpired term. In the event the Vice Chair is elected as Chair, there shall be an election for a new Vice Chair at that meeting. If the office of the Vice Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time the Committee shall elect a new Vice Chair.

Section 4: Duties of Chair