

CITY OF SANTA FE, DIVISION OF SENIOR SERVICES
ADVISORY BOARD OF DIRECTORS

CREATING AUTHORITY: 1978 Joint City-County Agreement. Amended by Resolution 2012-6

GENERAL MEMBERSHIP:

- A. Eligibility. To be eligible for membership on the Advisory Board:
 - (1) Appointees must be fifty-five (55) years of age or older, and
 - (2) Must reside in the City of Santa Fe.
- B. Members in Good Standing. Advisory Board members in good standing shall:
 - (1) Attend regular and special Advisory Board meetings scheduled during the calendar year; and
 - (2) Adhere to all respective codes of conduct.
- C. Composition of Membership
 - (1) The membership of the Advisory Board shall be comprised of no more than eleven (11) voting members of which five (5) members shall be appointed by the Mayor of the City of Santa Fe and six (6) members at large shall be appointed by the Advisory Board.
 - (2) Beginning with the adoption of this resolution:
 - (a) Three (3) of the members appointed by the Mayor shall be appointed for two-year terms and two (2) shall be appointed for one-year terms. Subsequent terms shall be for two years to maintain staggering of terms.
 - (b) Three (3) of the members appointed by the Advisory Board shall be appointed for one-year terms and three (3) shall be appointed for two-year terms. Subsequent terms shall be for two years to maintain staggering of terms.
 - (3) A member's individual term of office may be extended with the approval of the Chairperson of the Advisory Board, Division of Senior Services Director, or the Mayor (for those occupying the Mayor appointments).
 - (4) The Chairperson of the Advisory Board and/or the Director of Senior Services shall formally submit a list of qualified nominees, consistent with paragraph C(1) above, to the Mayor, for consideration for appointment.
 - (5) All nominations for prospective Advisory board appointments shall submit a resume or biography to be reviewed and recommended by the Executive Committee and presented to the Advisory Board for approval at the October Advisory Board meeting.
 - (6) A person nominated for the Board becomes an official member when confirmed by the Governing Body of the City of Santa Fe. The Advisory Board members serving at large shall be appointed by the Advisory Board.

- (7) The Division of Senior Services Director shall be an ex-officio member of the Advisory Board.

ATTENDANCE:

- A. All members of the Advisory Board shall attend any and all Advisory Board Meetings.
- B. When unable to attend a scheduled Advisory Board meeting, members shall notify the Secretary prior to the meeting date.
- C. Any Advisory Board member who misses three (3) unexcused consecutively scheduled meetings may receive a written notification from the Secretary, with the approval of the Chairperson, and automatically be dropped from membership status.
- D. The Secretary shall send a notice to an Advisory Board member after two (2) unexcused absences explaining Paragraphs A and B of this Section.
- E. The Chairperson and Committee Chairpersons shall schedule all meetings to be open to all Advisory Board members and to the general public.

TERMINATION/RESIGNATION: An Advisory Board Member may:

- A. Be automatically terminated from membership based on the City of Santa Fe Division of Senior Services Advisory Board of Director By-Laws and/or all respective codes of conduct.
- B. Be terminated from membership if such member indicates a desire not to continue in the appointed position.
- C. Resign in writing from membership at any time. Such resignation shall be presented to the Chairperson for approval.

ADVISORY BOARD MEETINGS:

- A. Advisory Board meetings shall be held every third Wednesday of the month and will commence at 9:30 a.m., unless otherwise designated by the Chairperson of the Advisory Board.
- B. Any Advisory Board meetings may be designated as a public hearing for review and comment of the Division of Senior Services operating budget in accordance with the Older Americans Act.
- C. Special Advisory Board meetings may be called by the Chairperson or in his/her absence by the Vice-Chairperson; by at least six (6) Advisory Board members; or at the request of the Division of Senior Services Director.
- D. Emergency Advisory Board meetings may be called with three (3) day notice by the Chairperson in consultation with the Division of Senior Services Director, notifying Advisory Board members, stating the emergency and nature.

- E. The Chairperson shall make notice of regularly scheduled Advisory Board meetings in writing to all Advisory Board members stating time, date, and place of meeting(s).
- F. Notices shall be published and Advisory Board meetings should be announced with seven (7) day notice given to the City Clerk's Office in compliance with the Open Meetings Act.

OFFICERS AND TERMS OF OFFICE:

- A. Officers. Elected officers of the City of Santa Fe Advisory Board of Directors shall be:
 - (1) Chairperson
 - (2) Vice Chairperson
 - (3) Secretary
- B. Terms of Office.
 - (1) Terms of office shall be January 1 through December 31 of each calendar year.
 - (2) Officers shall serve a one (1) year term with privilege of re-election annually.
 - (3) A member may be re-elected after a one (1) year hiatus following two (2) consecutive full terms.
 - (4) Election of Officers shall be governed by the Rules and Procedures of City Committees and Robert's Rules of Order.

DUTIES OF OFFICERS:

- A. Chairperson. The Chairperson shall:
 - Preside at all Advisory Board meetings;
 - Conduct the business of the Advisory Board;
 - Review and sign all official documents of the Advisory Board as its Chairperson; and
 - Act as ex-officio member on all established committees.
- B. Vice-Chairperson. The Vice-Chairperson shall:
 - Preside at all meetings of the Advisory board in the absence of the Chairperson or at the request to the Chairperson;
 - Preside in the office of the Chairperson, in the event of a vacancy in that office, or the unexpired portion of the term; and
 - Otherwise perform such duties as delegated or assigned by the Chairperson;
- C. Secretary. The Secretary shall:
 - Keep the Minutes of the meetings of the Advisory Board, unless otherwise decided by the Chairperson.

- Be custodian of all official documents, minutes and records of the Advisory Board;
- Notify Advisory Board members of membership status, and
- Coordinate with the Division of Senior Services Administrative Staff regarding the Minutes of the Advisory Board meetings, which are provided at the next regularly scheduled meeting.

PARLIAMENTARY PROCEDURE:

- A. Robert's Rules of Order (Revised) shall govern the conduct of business of all Advisory Board and Committee meetings in which they are applicable and not in conflict with the Advisory Board By-Laws.
- B. Meetings shall be conducted in a manner accessible to the Advisory Board and the general public. A visual and auditory vote will be taken each time a vote is called.
- C. The City of Santa Fe Rules & Procedures for City Committees is hereby adopted by reference for use by the Advisory Board.

QUORUM:

- A. A Quorum shall consist of 51% majority of the appointment membership of the Advisory Board for the transaction of any business.
- B. A Quorum shall consist of 51% majority of the appointed membership of the assigned committee for the transaction of any business.
- C. Formal business shall take place if a quorum is present in accordance with Roberts Rules of Order (Revised).

CONFLICT OF INTEREST: No member of the Advisory Board shall cast a vote on any matter, which could provide financial benefit to that member, its agency, or could otherwise give the appearance of a conflict of interest. Such conflict of interest shall be disclosed by the member to the Advisory Board or Committee prior to general discussion of the topic.

PURPOSE: The purpose of the Advisory Board is to:

- A. Serve in an advisory capacity to the Division of Senior Services with regard to the needs of the senior citizens in the City of Santa Fe;
- B. Encourage awareness of and support for the functions of the senior services programs as directed by City administration;
- C. Work for the enhancement of the programs for the elderly population as governed by the Advisory Board; and
- D. Assist the Division of Senior Services staff in defining programs which meet the needs of the elderly population of the City of Santa Fe.

DUTIES AND RESPONSIBILITIES: The Advisory Board shall govern all councils and committees operating under the auspices of the Division of Senior Services and shall have the power to resolve any disputes in its satellite centers to a successful conclusion, and/or in accordance with due process procedures. The Advisory Board shall:

- A. Provide feedback to the Division of Senior Services Director, councils, committees and established senior services programs.
- B. Make recommendations, suggestions, present ideas, articulate needs and express concerns with respect to the overall program and to the Director of the program;
- C. Approve, recommend and actively support projects provided by the Senior Service Program which will be of benefit to the senior citizens of the City of Santa Fe.