

1 **CITY OF SANTA FE, NEW MEXICO**

2 **RESOLUTION NO. 2012-6**

3 **INTRODUCED BY:**

4  
5 Mayor Coss

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9  
10 **A RESOLUTION**

11 **ESTABLISHING THE CITY OF SANTA FE, DIVISION OF SENIOR SERVICES**  
12 **ADVISORY BOARD OF DIRECTORS.**

13  
14 **WHEREAS**, the Santa Fe City/County Senior Services Advisory Board of Directors was  
15 established by a 1978 Joint City-County Agreement; and

16 **WHEREAS**, on July 1, 2011, the separation of the City and County of Santa Fe senior  
17 programs went into effect; and

18 **WHEREAS**, because of the separation of programs, the City of Santa Fe Division of Senior  
19 Services Advisory Board of Directors ("Advisory Board") amended its By-Laws to exclude all  
20 language pertaining to the County of Santa Fe as well as County Board Members; and

21 **WHEREAS**, on August 17, 2011, the Advisory Board voted unanimously to amend its By-  
22 Laws based on the separation of City and County senior programs; and

23 **WHEREAS**, additionally, the By-Laws were amended to change the number of board  
24 members from 15 members to 11 members; and

25 **WHEREAS**, on October 12, 2011, the Governing Body of the City of Santa Fe approved the

1 amended By-Laws of the Advisory Board; and

2       **WHEREAS**, the *City of Santa Fe Rules and Procedures for City Committees* (“*Committee*  
3 *Rules*”), as amended by Resolution No. 2009-20 defines an advisory committee as “a city board,  
4 commission or committee whose purpose is to advise the governing body on matters within the scope  
5 of its authority;” and

6       **WHEREAS**, Article 2 of the *Committee Rules* provides that “the creation of a committee  
7 requires formal action by the governing body” and “departmental and special committees are formed  
8 by resolution of the governing body.”

9       **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**  
10 **CITY OF SANTA FE** that an advisory board of directors is established to serve in an advisory  
11 capacity to the City of Santa Fe Division of Senior Services.

12       **Section 1.     NAME:** The advisory Board shall be called the City of Santa Fe, Division  
13 of Senior Services Advisory Board of Directors (“Advisory Board”).

14       **Section 2.     PURPOSE:** The purpose of the Advisory Board is to:

15           A.     Serve in an advisory capacity to the Division of Senior Services with regard  
16 to the needs of the senior citizens in the City of Santa Fe;

17           B.     Encourage awareness of and support for the functions of the senior services  
18 programs as directed by City administration;

19           C.     Work for the enhancement of the programs for the elderly population as  
20 governed by the Advisory Board; and

21           D.     Assist the Division of Senior Services staff in defining programs which meet  
22 the needs of the elderly population of the City of Santa Fe.

23       **Section 3.     DUTIES AND RESPONSIBILITIES:** The Advisory Board shall govern  
24 all councils and committees operating under the auspices of the Division of Senior Services and shall  
25 have the power to resolve any disputes in its satellite centers to a successful conclusion, and/or in

1 accordance with due process procedures. The Advisory Board shall:

2           A.     Provide feedback to the Division of Senior Services Director, councils,  
3 committees and established senior services programs.

4           B.     Make recommendations, suggestions, present ideas, articulate needs and  
5 express concerns with respect to the overall program and to the Director of the program;

6           C.     Approve, recommend and actively support projects provided by the Senior  
7 Service Program which will be of benefit to the senior citizens of the city of Santa Fe.

8     **Section 4.     GENERAL MEMBERSHIP:**

9           A.     *Eligibility.* To be eligible for membership on the Advisory Board:

10                   (1) Appointees must be fifty-five (55) years of age or older, and

11                   (2) Must reside in the city of Santa Fe.

12           B.     *Members in Good Standing.* Advisory Board members in good standing  
13 shall:

14                   (1)     Attend regular and special Advisory Board meetings scheduled  
15 during the calendar year; and,

16                   (2)     Attend assigned committee meetings scheduled during the calendar  
17 year.

18                   (3)     Adhere to all respective codes of conduct.

19           C.     *Composition of Membership*

20                   (1)     The membership of the Advisory Board shall be comprised of no  
21 more than eleven (11) voting members of which five (5) members shall be appointed  
22 by the Mayor of the City of Santa Fe and six (6) members at large shall be appointed  
23 by the Advisory Board.

24                   (2)     Beginning with the adoption of this resolution:

25                           (a)     Three (3) of the members appointed by the Mayor shall be

1 appointed for two-year terms and two (2) shall be appointed for one-year  
2 terms. Subsequent terms shall be for two years to maintain staggering of  
3 terms.

4 (b) Three (3) of the members appointed by the Advisory Board  
5 shall be appointed for one-year terms and three (3) shall be appointed for  
6 two-year terms. Subsequent terms shall be for two years to maintain  
7 staggering of terms.

8 (c) Advisory Board appointments will serve for a two (2) year  
9 term subject to review for reappointment ending on the 31<sup>st</sup> day of  
10 December.

11 (3) A member's individual term of office may be extended with  
12 approval of the Chairperson of the Advisory Board, Division of Senior Services  
13 Director, or the Mayor (for those occupying the Mayoral appointments).

14 (4) The Chairperson of the Advisory Board and/or the Director of Senior  
15 Services shall formally submit a list of qualified nominees, consistent with paragraph  
16 C(1) above, to the Mayor, for consideration for appointment.

17 (5) All nominations for prospective Advisory Board appointments shall  
18 submit a resume or biography to be reviewed and recommended by the Executive  
19 Committee and presented to the Advisory Board for approval at the October  
20 Advisory Board meeting.

21 (6) A person nominated for the Board becomes an official member when  
22 confirmed by the Governing Body of the City of Santa Fe. The Advisory Board  
23 members serving at large shall be appointed by the Advisory Board.

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

1           **Section 5.     Attendance:**

2           A.     All members of the Advisory Board shall attend any and all Advisory Board  
3 meetings.

4           B.     When unable to attend a scheduled Advisory Board meeting, members shall  
5 notify the Secretary prior to the meeting date.

6           C.     Any Advisory Board member who misses three (3) unexcused consecutively  
7 scheduled meetings may receive a written notification from the Secretary, with the approval  
8 of the Chairperson, and automatically be dropped from membership status.

9           D.     The Secretary shall send a notice to an Advisory Board member after two (2)  
10 unexcused absences explaining Paragraphs A and B of this Section.

11          E.     The Chairperson and Committee Chairpersons shall schedule all meetings to  
12 be open to all Advisory Board members and to the general public.

13           **Section 6.     Termination/Resignation:** An Advisory Board member may:

14          A.     Be automatically terminated from membership based on the City of Santa Fe  
15 Division of Senior Services Advisory Board of Director By-Laws and/or all respective codes  
16 of conduct.

17          B.     Be terminated from membership if such member indicates a desire not to  
18 continue in the appointed position.

19          C.     Resign in writing from membership at any time. Such resignation shall be  
20 presented to the Chairperson for approval.

21           **Section 7.     Advisory Board Meetings:**

22          A.     Advisory Board meetings shall be held every third Wednesday of the month  
23 and will commence at 9:30 a.m., unless otherwise designated by the Chairperson of the  
24 Advisory Board.

25          B.     Any Advisory Board meetings may be designated as a public hearing for

1 review and comment of the Division of Senior Services operating budget in accordance with  
2 the Older Americans Act.

3 C. Special Advisory Board meetings may be called by the Chairperson or in  
4 his/her absence by the Vice-Chairperson; by at least six (6) Advisory Board members; or at  
5 the request of the Division of Senior Services Director.

6 D. Emergency Advisory Board meetings may be called with three (3) day notice  
7 by the Chairperson in consultation with the Division of Senior Services Director, notifying  
8 Advisory Board members, stating the emergency and nature.

9 E. The Chairperson shall make notice of regularly scheduled Advisory Board  
10 meetings in writing to all Advisory Board members stating time, date, and place of  
11 meeting(s).

12 F. Notices shall be published and Advisory Board meetings should be  
13 announced with seven (7) day notice given to the City Clerks Office in compliance with the  
14 Open Meetings Act.

15 **Section 7. Committees:**

16 A. There shall be an Executive Committee consisting of the three (3) elected  
17 officers; Chairperson, Vice Chairperson, Secretary, and the Division of Senior Services  
18 Director.

19 B. Select Standing Committees and Special Committees and appointed officers  
20 may be appointed by the Chairperson as approved by the Advisory Board. Select committees  
21 are:

- 22 • Executive Committee
- 23 • Sergeant at Arms
- 24 • Parliamentarian
- 25 • Senior Olympic/Activities Programs

- 1 • Foster Grandparent/Senior Companion Program
- 2 • Retired and Senior Volunteer Program
- 3 • In-Home Support/Respite Services/Homemaker Program
- 4 • Legislation (Ad Hoc)
- 5 • Nutrition
- 6 • Transportation

7 C. Committee officers shall serve for a period of one (1) year unless removed  
8 from office or are no longer in office due to resignation, illness, or unless the enabling  
9 legislation specifies otherwise. Committee Officers shall serve a one (1) year term with the  
10 privilege of re-election annually.

11 D. Non-members of the Advisory Board may be appointed by the Chairperson  
12 to serve on select or special/ad hoc committees. The Chairperson of a specific select  
13 committee must be an Advisory Board member, unless a waiver is granted by the Advisory  
14 Board.

15 **Section 8. Nominating Committee:** The Nominating Committee shall consist of three  
16 (3) members in good standing.

17 A. The Division of Senior Services Director and the Chairperson of the former  
18 City/County Advisory Board shall have the authority to appoint the initial Nominating  
19 Committee.

20 B. Thereafter, in September of each year, the Nominating Committee shall be  
21 appointed by the Chairperson of the Advisory Board at the September Advisory Board  
22 meeting.

23 B. The Nominating Committee shall submit a slate of nominee(s) to the  
24 Executive Committee for approval or denial at the October Advisory Board meeting.

25 C. The Executive Committee shall submit the report to the membership at the

1 November Advisory Board meeting at which time further nominations may be accepted.

2 D. The Nominating Committee shall hold elections of Officers at the November  
3 Advisory Board Meeting.

4 **Section 9. Officers and Terms of Office:**

5 A. *Officers.* Elected officers of the City of Santa Fe Advisory Board of  
6 Directors shall be:

7 (1) Chairperson

8 (2) Vice Chairperson

9 (3) Secretary

10 B. *Terms of Office.*

11 (1) Terms of office shall be January 1 through December 31 of each  
12 calendar year.

13 (2) Offices shall serve a one (1) year term with privilege of re-election  
14 annually.

15 (3) A member may be re-elected after a one (1) year hiatus following  
16 two (2) consecutive full terms.

17 (4) Election of Officers shall be governed by the *Rules and Procedures*  
18 *for City Committees* and Robert's Rules of Order.

19 **Section 10. Duties of Officers:**

20 A. *Chairperson.* The Chairperson shall:

- 21 • Preside at all Advisory Board meetings;
- 22 • Conduct the business of the Advisory Board;
- 23 • Review and sign all official documents of the Advisory Board as its  
24 Chairperson; and
- 25 • Act as ex-officio member on all established committees.

1           B.     *Vice-Chairperson.* The Vice-Chairperson shall:

- 2                     • Preside at all meetings of the Advisory Board in the absence of the  
3                             Chairperson or at the request of the Chairperson;  
4                     • Preside in the office of the Chairperson, in the event of a vacancy in that  
5                             office, or the unexpired portion of the term; and  
6                     • Otherwise perform such duties as delegated or assigned by the  
7                             Chairperson;

8           C.     *Secretary.* The Secretary shall:

- 9                     • Keep the Minutes of the meetings of the Advisory Board, unless  
10                            otherwise decided by the Chairperson.  
11                    • Be custodian of all official documents, minutes and records of the  
12                            Advisory Board;  
13                    • Notify Advisory Board members of membership status; and  
14                    • Coordinate with the Division of Senior Services Administrative Staff  
15                            regarding the Minutes of the Advisory Board meetings, which are  
16                            provided at the next regularly scheduled meeting.

17     **Section 11.     Parliamentary Procedure:**

18           A.     *Robert's Rules of Order (Revised)* shall govern the conduct of business of all  
19     Advisory Board and Committee meetings in which they are applicable and not in conflict  
20     with the Advisory Board By-Laws.

21           B.     Meetings shall be conducted in a manner accessible to the Advisory Board  
22     and the general public. A visual and auditory vote will be taken each time a vote is called.

23           C.     The *City of Santa Fe Rules & Procedures for City Committees* is hereby  
24     adopted by reference for use by the Advisory Board.

25     **Section 12.     Quorum:**

