



**CITY OF MANTECA, PARKS AND RECREATION DEPARTMENT  
SENIOR ADVISORY COMMITTEE (SAC) BYLAWS**

**ARTICLE I Background**

SECTION A. The name of the organization shall be City of Manteca Senior Advisory Committee also known as SAC.

SECTION B. The organization will be located in the City of Manteca.

**ARTICLE II Purpose**

SECTION A. The general purpose of the SAC is to serve as an advisory organization to the City Council and to the Recreation Department staff on a broad range of group or individual senior activities or services designed to respond to the interrelated needs and interests of seniors in the Manteca area.

SECTION B. The SAC roll is one of recommendation in the area of program planning. It is not a policy making committee but rather a line of communication between the participants of the Senior Center and the Recreation Department staff. It does not give direction to the Recreation staff.

SECTION C. The SAC will cooperate with established community organizations, groups, agencies, and individuals in the enhancement of the well-being of seniors and general interest of seniors in the Manteca area.

SECTION E. The SAC will promote the philosophy that the Senior Center is non-restrictive in participation to all senior citizens (ages 50 and over) within the community regardless of race, color, national origin, religion, sex, or economic status. They will work to achieve an atmosphere of harmony between all groups and individuals that will be using the Senior Center.

**ARTICLE III Membership/Terms of Appointment**

SECTION A. The SAC shall be made up of nine (9) members total this includes, five (5) city council appointed regular members, two (2) alternate members, one (1) member shall be appointed by the Trips N Tours Committee, and one (1) member shall be appointed by the Bingo Committee. Members need to be at least 50 years of age and be a volunteer at the Manteca Senior Center. The terms of appointment for members of the SAC shall be for 3 calendar years. Alternates will be appointed on an annual basis (one calendar year).

## ATTACHMENT 2

SECTION B. The Mayor of the City of Manteca, with the concurrence of the City Council, will make appointments to the SAC and alternates.

SECTION C. To be considered for appointment to the SAC, the candidate must:

1. Fill out an application form
2. Be at least 50 years of age
3. Have a mailing address of Manteca
4. Participate in Senior Center activities on a regular basis and be an active and ongoing volunteer.

SECTION D. An alternate list will be established at the December City Council meeting when the Mayor, with the concurrence of the Council, appoints individuals to fill expired terms of the SAC.

Alternates will be ranked in a sequential order. In the event a member of the SAC resigns or is unable to perform their duties, their term will be filled from the alternate list.

### ARTICLE IV Officers and Duties

SECTION A. The officers of SAC shall consist of a chairperson, vice chairperson, and recording secretary. The positions will be elected by the voting members of the SAC.

SECTION B. The terms of office shall be one year: January 1 through December 31 of each year. Elections will be held each January after new members are sworn in.

SECTION C. The duties of the officers shall be as follows:

#### CHAIRPERSON:

- Preside over all meetings of the SAC
- Exercise supervision over all affairs of the SAC
- With the concurrence of SAC and the City staff, delegate duties to another committee member or staff liaison on a temporary basis as

#### VICE CHAIRPERSON

- Act as chairperson in his/her absence

#### RECORDING SECRETARY

- Take and distribute minutes of all SAC meeting
- Notify members of regular and special meetings
- Is responsible for all SAC correspondence

### ARTICLE V

SECTION A. Regular meetings will be conducted on a monthly basis. Day and time to be determined.

SECTION B. Special meetings may be scheduled by the Chairperson, majority consensus of the SAC, or City staff. SAC members will be notified in person or in writing three (3) or more days prior to the meeting.

SECTION C. A quorum will be considered a simple majority of five (5) members of the SAC.

SECTION D. If a member or alternate misses three (3) consecutive regular meetings without legitimate cause, the SAC will petition the City Council to declare that position vacant.

### ARTICLE VI Committees

SECTION A. All committee chairpersons will be appointed by the SAC.

## **ATTACHMENT 2**

SECTION B. The formation of all committees must be approved by the SAC and City Staff.

SECTION C. All committee chairpersons must attend regular monthly meetings and report on his or her committee.

### ARTICLE VII Amendment of the By-Laws

SECTION A. Proposals to amend, repeal, or alter the By-Laws may be recommended by or to the SAC. Proposed changes will be open to discussion at the next General Meeting for the purpose to gather opinions. A simple majority, five (5) member vote of the SAC will send the recommendations to the City Council before implementation. The SAC will review the By-Laws every three (3) years commencing in 2020.

### ARTICLE VIII Advocacy

SECTION A. The SAC must ask direction from the City Council at a public meeting in regard to issues where the SAC members(s) is testifying or advocating their position to the news media, political bodies, social media, etc.