

Danville, CA Municipal Code - SECTION 2-15

SENIOR ADVISORY COMMISSION

2-15.1 Creation of Senior Advisory Commission

A Senior Advisory Commission of the Town of Danville is hereby established. The Commission shall consist of five (5) regular members.

2-15.2 Qualifications

All members of the Commission shall have experience, training or education demonstrating a knowledge of and interest in social services and issues relevant to adults 55 years and older.

2-15.3 Powers and Duties

The powers and duties of the Commission are to advise the Town Council on matters related to:

1. Supporting older adult residents and their process of aging in place;
2. Assessment of the Town's amenities and services in providing an age-friendly city;
3. Assessing services and recreational opportunities available to Danville residents and visitors of all age groups and abilities;
4. Holding public meetings, conduct surveys, and using other reasonable methods to determine needs of the aging population and recommend actions to advocate for those needs to the Town Council;
5. Performing such other duties and functions as may be prescribed by Town Council.

2-15.4 Term of Office

For the initial five appointments to the Commission, two of the members shall be appointed to two-year terms and three shall be appointed to four-year terms. All subsequent appointments shall be for four-year terms.

2-15.5 Time and Place of Regular Meetings

The Commission shall hold at least one regular quarterly meeting. The Commission shall fix the time and place of its regular meetings by resolution and may call special meetings as necessary. All meetings of the Commission are open to the public and the Commission shall give notice of its meetings as required by law.

2-15.6 Absence from Meetings

If a member of the Commission is absent without cause from three (3) consecutive regular meetings of the Commission, that member's office shall be vacant automatically. The Commission shall immediately notify the Town Council of the vacancy. A member is not absent without cause if that member's absence is (1) due to illness or (2) unavoidable, and the member gives the Secretary of the Commission notice before the

day of the regular meeting at which the member will be absent, and giving the reason for the absence.

2-15.7 Removal or Vacancy

A member of the Commission may be removed by a majority vote of the **Council**. A vacancy is filled in the same manner as the original **appointment**. A person appointed to fill a vacancy serves for the remainder of the unexpired term.

2-15.8 No Compensation

Members of the Commission shall not receive compensation for their attendance at Commission meetings, but are entitled to reimbursement for reasonable expenses actually incurred in the course of their duties, provided that such reimbursement shall first be approved by the Town Council.

2-15.9 Adoption of Rules

The Commission shall adopt rules for the transaction of its business and shall keep a public record of its resolutions, transactions, findings and determinations.

2-15.10 Residency Requirement

All members of the Commission shall be residents of the Town of Danville.

2-15.11 Officers and their Duties

The Commission shall elect a Chair and Vice-Chair from among its members. The Chair and the Vice-Chair serve for a term of one (1) year and until the successor of each is appointed and qualified. The Chair shall preside at all meetings of the Commission, shall appoint committees of the Commission as needed, and shall perform such additional duties as are necessary and incidental to the office. The Vice-Chair shall perform the duties of the Chair on such occasions as the Chair shall be unavailable or unable to perform such duties.

2-15.12 Brown Act and Conflicts of Interest

The Commission shall be subject to and conduct its business in compliance with the Ralph M. Brown Act, California Government Code, Section 54950 et seq. The members of the Commission shall be subject to the provisions of the Town's Conflict of Interest Code.