



Aging Services Advisory Council Bylaws

The Aging Services Advisory Council Finds:

- A. In accordance with Multnomah County Code section 3.282, the Aging Services Advisory Council has the function and responsibilities to "adopt bylaws to address terms of appointment, vacancies, officers, conduct of business, committees, responsibilities of membership, and other organizational issues."
- B. The Aging Services Advisory Council ("ASAC") was established on September 7, 2017.
- C. These bylaws are effective upon passage for ASAC meetings and ASAC subcommittee meetings.

The Aging Services Advisory Council Adopts:

Multnomah Aging Services Advisory Council and Subcommittee Bylaws

Article 1. Organization and Membership

- A. ASAC Co-Facilitators are elected by consensus.
- B. A Co-Facilitator presides over ASAC meetings.
- C. The Co-Facilitators, in consultation with the ASAC members and ADVSD staff, set the agenda for meetings.
- D. The Co-Facilitator has authority to keep order and impose reasonable restrictions necessary for the efficient and orderly conduct of a meeting.
- E. Co-Facilitators will rotate after three meetings, or as needed, for the good of the group.
- F. ADVSD will appoint all new members based on the member application, recommendation of the ASAC, and in accordance with Multnomah County Code section 3.381.
- G. ASAC member terms are two years, with an option to renew for only (1) one year term.
- H. ASAC members who have termed off may reapply after one year.
- I. Applications for membership will be taken on a rolling basis and accepted members will be onboarded annually in October.



Article 2. Notice of Meetings and Minutes

- A. ASAC and its subcommittees that are advisory to the full ASAC will comply with Oregon Public Meetings Law. A subcommittee that advises the Chair, or less than a quorum of the ASAC, is not required to comply with Public Meetings Law.
- B. A quorum shall be considered 50% of the current membership.
- C. A public meeting includes any meeting for which a quorum is required to make a decision or to deliberate towards a decision.
- D. Multnomah County Department of County Human Services Aging Disability and Veterans Services ("ADVSD") staff, or designee, will notice all public meetings of the ASAC and its subcommittees.
- E. Notice of the time, date, location, and subject of the meeting will be provided at least 72 hours before each regular meeting and 24 hours before any special meeting.
- F. ADVSD staff, or designee, will make a record of all public meetings, including a recording of attendance and votes.

Article 3. Voting at Public Meetings

- A. The ASAC is committed to operating by consensus - finding solutions that every member actively supports, or at least can live with.
- B. Decisions of ASAC shall be made by consensus of all members present at a meeting.
- C. A member who cannot be physically present at a meeting, may attend and participate by telephone, if technology is available.
- D. After a proposal has been presented to the group, the Co-Facilitator will request an explanation of the agenda matter and may accept public testimony. At the conclusion of discussion, the Co-Facilitator will call the vote.
- E. Each member has one vote. No voting abstention, absentee or proxy voting is not allowed.
- F. If a potential conflict of interest exists for any member relating to any matter up for vote, the member will publicly announce the nature of the potential conflict before participating in discussion on the matter. If a member has an actual conflict of interest related to any matter, the member may not participate or vote on that matter.



Article 4. Public Testimony

- A. The Co-Facilitator may regulate the availability and length of public testimony.
- B. Any person who fails to comply with reasonable rules of conduct or who creates a disturbance may be asked to leave and upon failure to do so becomes a trespasser, per Executive Rule No. 0374, Delegation of Exclusion Authority.

Article 5. Amendments.

- A. The ASAC may make recommendations to ADVSD for amendments to these Bylaws.
- B. Recommendations will be determined at a regularly scheduled ASAC meeting, on an annual basis.

These bylaws are recommended for ADVSD approval by a majority of the ASAC on this date:
December 7, 2017.

These bylaws are approved by Aging, Disability, & Veterans Services Division Director or designee on this date: February 15, 2018.

ADVSD Director or designee

A handwritten signature in blue ink, appearing to read "Lee A. Girard".

Lee Girard
Director, Aging, Disability, & Veterans Services Division