



POLICIES AND PROCEDURES CLAREMONT COMMITTEE ON AGING

A Standing Committee of the
CLAREMONT COMMUNITY AND HUMAN SERVICES COMMISSION

A. MISSION STATEMENT

The Mission of the Claremont Committee on Aging is to advocate for seniors and facilitate their access to a full range of programs, activities, and services that enrich their lives, and to actively promote a just and equitable intercultural society that fosters positive human relations.

B. FUNCTION

The functions of the Committee on Aging shall include but not be limited to the following:

1. Advise the Community and Human Services Commission on programs and services benefitting seniors.
2. To participate actively in the local senior network by:
 - a. Being aware of senior programs and services offered by other agencies and organizations.
 - b. Partnering with other agencies and/or organizations that serve seniors.
3. To advise and assist City staff regarding activities, programs, and services for seniors.
4. To evaluate existing programs annually.
5. To encourage the formation of additional activity groups.
6. To advocate for legislative issues that affect the lives of older adults and to disseminate information that will enable seniors to participate actively in the democratic process.
7. To receive periodic financial reports from the Claremont Senior Foundation, Inc.
8. The Committee shall be committed to the philosophy of diversity, equity and inclusion, equal opportunity, and fair treatment. The Committee's programs shall promote the general well-being of citizens, identify solutions to bridge opportunity gaps, and eliminate discrimination on the basis of race, ethnicity, national origin, class, disability, gender, age, sexual orientation, gender identification, religion, as well as cultural, political, or other affiliations.

C. MEMBERSHIP

1. The committee shall consist of 9 members.
 - a. Seven committee members will reflect the diversity of the community and reside, attend school, or have their primary employment in the City of

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Claremont. The majority of these members must be 50 years of age or older.

- b. The other two members shall be representatives from the Claremont Senior Foundation, Inc. and AgingNext. These two organizations will appoint their representative to the Committee on Aging.
2. Members of the same household may not serve on the same committee.
3. Committee member terms shall be four years beginning September 1st of the year appointed. Terms shall be staggered to maintain continuity. Terms shall expire on August 31st of the year established upon appointment.
4. Prior to May each year, City staff shall contact eligible committee members whose terms are expiring and determine if there is interest in being considered to serve an additional term.
5. Committee members are appointed by the Community and Human Services Commission. Prior to July each year, the Chair of the Community and Human Services Commission may appoint a Community and Human Services ad hoc committee to review applications, and if necessary, conduct interviews to make recommendations to the full Commission on the appointment of new members.
6. A committee member may be removed from office for any reason by a majority vote of either the Community and Human Services Commission or the City Council. To the extent the City Council and Community and Human Services Commission disagree on removal, the City Council decision shall prevail.
7. Should a vacancy occur prior to the end of a member's scheduled term, the Community and Human Services Commission shall recommend a replacement for the non-expired term.
8. Members shall attend meetings and participate in the activities of the committee. Those who have accumulated two or more absences may be dropped from the committee.
9. The committee shall include at least one member and an alternate from the Community and Human Services Commission to serve as a liaison to the committee. Liaison is a non-voting position.
10. The committee shall include one member from the City Council to serve as a liaison to the committee. Liaison is a non-voting position.
11. The Commission liaison shall receive information about all meetings related to the committee, such as ad hoc committee meetings, and shall report to the Commission all pertinent information about committee activities.
12. The City Council liaison shall receive information about all meetings related to the committee, such as ad hoc committee meetings, and shall report to the City Council all pertinent information about committee activities.
13. The committee shall include at least one staff representative from the

Recreation and Human Services Department to serve as a liaison to the committee. Liaison is a non-voting position.

14. The staff liaison(s) will update the Community and Human Services Commission on current members annually.

D. OFFICERS

1. The committee shall nominate and select a chairperson and vice chairperson from its membership every September. Terms shall be one year in length with a limit of two consecutive terms.
2. Officer terms shall take place from September 1-August 31.
3. The committee shall nominate and select replacements for officer vacancies that occur from within the membership. The appointment expires August 31st.

E. AD HOC COMMITTEES

1. Ad hoc committees can be appointed by the Chair as needed for discrete subjects or tasks.
2. An ad hoc committee may not be a standing committee with a fixed meeting time and/or continuing subject matter jurisdiction. It cannot have members from another City legislative body and remain an ad hoc committee but is free to meet with staff and members of the community.
3. Ad hoc committees must be comprised of at least two members. They may not be greater than or equal to the quorum of the committee.
4. Ad hoc committees must report on their work progress at each regular meeting.

F. MEETINGS

1. The committee must work from an agenda prepared in advance by the Chair and staff liaisons.
2. The committee shall meet at least four times each calendar year, on a stated date, at a stated time, set in advance by the Committee and noticed in accordance with the Brown Act. The regular meeting will be conducted on the second Wednesday of September, December, March, and June at 12:00 PM.
3. Meeting minutes, prepared by City staff, must be distributed with the agenda prior to the meeting.
4. Committee meetings must adhere to the requirements of the State of California Brown Act.

G. STANDING RULES

1. A quorum is reached when more than half (1/2) of all voting members are present.
2. A committee cannot conduct business or take action unless a quorum of voting committee members is present.
3. All minutes shall be approved by the committee and received and filed by the Community and Human Services Commission. All material submitted shall, in turn, be forwarded, unabridged, to the City Council, with a recommendation from the Community and Human Services Commission regarding such material.

H. Awards Ad Hoc Committee

1. The Awards Ad Hoc Committee shall be appointed by the Chair annually.
 - a. Josephine Smith Award
 - 1) Must be selected every year.
 - 2) Honors an individual or individuals for outstanding service to seniors.
 - b. Extra Mile, Extra Smile Award
 - 1) May be selected but is not required.
 - 2) Honors a group or organization for service to seniors.
 - c. Over and Above Award
 - 1) May be selected but is not required.
 - 2) Honors an individual or individuals who is/are not a member or members of the CoA for outstanding service to seniors.
 - d. Muriel Farritor Award
 - 1) May be selected but is not required.
 - 2) Honors an individual or individuals who have received the Josephine Smith Award and continue to provide service to seniors in the community.

Originally Adopted 06/06/1988
Revised and Adopted 06/05/2024