

PART IV CSL RULES SECTION

	<u>Page</u>
BYLAWS.....	1
ARTICLE I - NAME	1
ARTICLE II - AUTHORITY.....	1
ARTICLE III - PURPOSE OF THE CALIFORNIA SENIOR LEGISLATURE.....	1
ARTICLE IV - PRINCIPAL OFFICE	1
ARTICLE V - MEMBERSHIP	1
ARTICLE VI - JOINT RULES COMMITTEE.....	2
ARTICLE VII - LEGISLATIVE COMMITTEE.....	4
ARTICLE VIII – BYLAWS AMENDMENTS	6
ARTICLE IX – STANDING RULES.....	7
ARTICLE X – RULES OF ORDER.....	7
 STANDING RULES.....	 8
I. Purpose.....	8
II. Adoption, Amendment, Suspension and Termination	8
III. Conflicts	8
IV. Joint Rules Committee.....	8
Section 1. Meetings.....	8
Section 2. Conduct of Meetings.....	8
Section 3. Duties of the JRC	8
Section 4. Committees of the JRC	9
Section 5. Executive Committee.....	10
Section 6. Budget and Finance Sub-Committee.....	10
Section 7. Policies and Procedures Sub-Committee of the JRC	10
Section 8. Fund Development/Public Relations Sub-Committee.....	10
Section 9. Session Planning Sub-Committee	11
Section 10. Emergency Action	11
V. Legislative Committee	12
Section 1. Oversight of Proposals.....	13
Section 2. Strategic Planning Group	13
Section 3. Legislative Policy	14
VI. ByLaws Committee.....	16
VII. Calendar	17
October.....	17
November.....	17
December.....	17
January.....	17
February.....	18
March	18
April	18
May	19
June	19

July.....	19
August	19
September.....	20
October.....	20
ADMINISTRATIVE MANUAL	21
I. The California Senior Legislature.....	21
II. Annual Session.....	21
III. Funding for the California Senior Legislature	21
IV. Organization of the CSL.....	21
V. Duties and Responsibilities	22
VI. Joint Rules Committee Meetings.....	23
VII. Travel Policies.....	24
VIII. CSL Policies	26
IX. Certificates	26
RULES OF ORDER	28

**CALIFORNIA SENIOR LEGISLATURE
BYLAWS**

As amended October 2015

ARTICLE I - NAME

SECTION I The name of this elected senior body is California Senior Legislature (CSL).

ARTICLE II - AUTHORITY

SECTION I The California Senior Legislature (CSL) annually selects priority legislative proposals for upcoming California Legislative Sessions.

ARTICLE III - PURPOSE OF THE CALIFORNIA SENIOR LEGISLATURE

SECTION I The purpose of the CSL is to provide the opportunity for California's Senior population, through the election of Senior Legislators, to identify priority concerns, to develop legislative proposals which respond to these concerns and to advocate for their inclusion in the legislative proposals of the State Legislature, and to educate others to be more effective in influencing public policy on behalf of other seniors.

ARTICLE IV - PRINCIPAL OFFICE

SECTION I The principal office of the California Senior Legislature shall be located within the State of California in close proximity to Sacramento at such place as the Joint Rules Committee shall determine and the CSL is granted full authority to change the principle office from one location to another as long as widely-disseminated, public notice is provided.

ARTICLE V - MEMBERSHIP

SECTION I Eligibility, selection and term of office are specified in election guidelines as developed by the Joint Rules Committee with input from the members of the CSL, the California Association of Area Agencies on Aging, the Triple A Council of California, the California Commission on Aging and approved by the members of the California Senior Legislature.

SECTION II Term of office is four years. Members shall begin their term of office at the swearing-in ceremonies on the first day of the annual session following their election.

SECTION III A. In the event a vacancy (moving out of the area served, death, recall, etc.) in the CSL occurs, the JRC will request the proper Area Agency on Aging to fill the vacancy in the manner specified in the approved election rules.
B. If the vacancy exists at the time of the regularly scheduled elections, the newly elected member will be sworn in at the time his/her election is confirmed. If there is more than one newly elected member for seats in the house where the vacancy exists,

the one with the highest number of votes will be sworn in to fill the vacancy.

C. In the event a CSL member misses two consecutive Annual Legislative Sessions without a valid reason and without notifying the CSL in advance of the Session, a letter will be sent to the member and to the member's Director of the Area Agency on Aging that elected or appointed him/her clearly stating that the member has failed to represent the citizens in their PSA to the body of the CSL.

D. Resignations of members shall be in writing or some other clear means of communication and may be offered at any time. The JRC Chair may make a separate provision for action on resignations of members against whom disciplinary proceedings or investigations related to misconduct are pending.

SECTION IV Recall will be accomplished in accordance to the manner specified in the approved election rules.

SECTION V Consecutive years of membership in the California Senior Legislature shall not be limited.

SECTION VI After serving one full term in the California Senior Legislature, the title "Retired" should be granted to all those senior legislators who were not re-elected, did not run for re-election, or had to leave the California Senior Legislature for other reasons. The "Retired" title should be for life in duration and should not be rescinded if the person is re-elected at a later date, but temporarily suspended during the terms being served and re-instituted at the end.

Members who have served consecutively for 10 years in good standing shall be given Emeritus status. The "Emeritus" title should be for life in duration and should not be rescinded if the person is re-elected at a later date, but temporarily suspended during the terms being served and re-instituted at the end.

ARTICLE VI - JOINT RULES COMMITTEE

SECTION I The Joint Rules Committee is the policy making body of the California Senior Legislature, and will establish the rules, procedures and guidelines for the CSL.

SECTION II The Joint Rules Committee shall be established to:

- A. develop and revise, as necessary, an annual operating budget for the CSL in line with anticipated revenues,
- B. develop and maintain an "election procedure manual" which will govern the conditions under which members of the CSL are elected,
- C. develop and maintain Policy and Procedures, Public Relations and Legislative Manuals for the CSL membership,
- D. develop and prepare strategies for public relations and fund-raising activities for the CSL operations and elections, the California

Fund for Senior Citizens, the California Foundation on Aging and the annual session,
E. speak for the CSL on those bills and issues on which the CSL has taken official positions,
F. prepare periodic progress reports on CSL legislation for distribution to the CSL members and, budget permitting, to the larger aging network and the general public.

SECTION III

The Joint Rules Committee consists of twelve members: two members nominated from each of the five annual Policy Committees of the Senate and two members nominated from each of the five annual Policy Committees of the Assembly. The CSL then elects from those nominees, the membership of the Joint Rules Committee. The immediate past chair (if still a member of the CSL) is an ex-officio non-voting member of the JRC and the current Legislative Committee Chairperson is an ex-officio voting member of the JRC.

A. Each Policy Committee of the CSL shall put forth two nominees during their respective election year.

B. During their final convening sessions, the members of the voting house will receive a ballot listing only the ten nominees of the Policy Committees of their own house.

C. Members of the Senior Senate may only vote for one of the two nominees from each of the Senior Senate Policy Committees. Members of the Senior Assembly may only vote for one of the two nominees from each of the Senior Assembly Policy Committees.

D. Ballots shall be signed by each voting CSL member to assure appropriate balloting procedures and shall be a matter of public record.

E. Ballots shall be tallied by an unbiased individual or group of individuals.

F. The nominee from each Policy Committee receiving the highest number of votes shall be the JRC Member. The other nominee shall be the alternate to the JRC.

SECTION IV

The term of office will be two years, with a limit of two terms. Members will serve until their successors are elected. They shall begin their term of office at the close of the session at which they were elected. Members nominated from the five annual Policy Committees of the Senate shall be elected in even calendar years, and members of the Assembly shall be elected in odd calendar years.

SECTION V

In the event of a vacancy on the Joint Rules Committee, the elected alternate will fill the vacancy for the remainder of the term. When there is no alternate, the JRC Chairperson shall poll the members of the committee lacking representation and seek candidates for the JRC vacancy and the alternate. If there are multiple candidates, the JRC Chairperson shall make a recommendation for JRC selection from the list of candidates willing to serve.

SECTION VI In their first meeting during or after the Annual Session in which they are elected to the Joint Rules Committee, the members of the JRC shall elect a chairperson and two vice-chairpersons (one from the Assembly and one from the Senate). These three persons shall constitute an Executive Committee who are mutually and severally responsible to keep the members of the JRC apprised of actions, changes and appointments that are made both during JRC meetings and at such times that they occur outside of meetings. The chair is limited to two (2) consecutive one (1) year terms as chair. Upon completion of the term(s), that person becomes the Immediate Past Chair and will serve in that capacity until a new chair is elected, and a new Immediate Past Chair is available to fill that position. The ex-officio members are not eligible to serve as Chairperson.

SECTION VII A. In the event any member of the CSL should determine that a member of the Joint Rules Committee is not satisfactorily performing his/her duties, that member may submit a written request for a hearing through the Chair or Vice-Chairs of the Joint Rules Committee. The Chairperson or (if the complaint is against the chairperson) the Vice-Chairperson will appoint a three-person committee from the Standing Committee that elected the member in question. The committee will hear both sides of the issue and their decision shall be binding. If the member in question is removed, the elected alternate will fill the vacancy for the remainder of the term.

B. The Chairperson may be removed from the Chairmanship of the Joint Rules Committee by a majority vote of the Joint Rules Committee. If the Chair in question is removed, a new Chairperson shall be elected from the JRC by a majority vote of the Joint Rules Committee.

SECTION VIII The JRC shall hold no more than nine and no less than six regularly scheduled meetings annually and these may either be by teleconference or at a time and place designated by the JRC. Notice of meetings with agendas shall be posted in the principle office and on the website, and mailed or emailed no less than ten days prior to meetings. All notice of meetings and agendas must meet the provisions of the Bagley-Keene Open Meeting Act.

SECTION IX In the case of a financial emergency, the JRC has the authority to declare such an emergency to the CSL membership and combine the JRC and the Legislative Committee to function as one Joint Legislative and Rules Committee until the emergency is declared "over" by the Executive Committee.

SECTION X A Senior Legislator must serve at least one year as a CSL member before requesting election to the Joint Rules Committee.

ARTICLE VII - LEGISLATIVE COMMITTEE

SECTION I

There shall be a Legislative Committee composed of five Senior Senators and five Senior Assembly Members who shall serve as the principal advocacy group for priority proposals emanating from the annual session of the California Senior Legislature. The Legislative Committee members and their alternates shall be the primary contacts with the authors of priority proposals, the JRC, the elected State legislators, their staffs and the California Senior Legislature staff as an adopted proposal progresses through the State legislative processes of becoming law.

- A. Each Policy Committee of the CSL shall put forth two nominees.
- B. During their final convening sessions, the members of each house will receive a ballot listing only the ten nominees of the Policy Committees of their own house.
- C. Members of the Senior Senate may only vote for one of the two nominees from each of the Senior Senate Policy Committees, and members of the Senior Assembly may only vote for one of the two nominees from each of the Senior Assembly Policy Committees.
- D. Ballots shall be signed by each voting CSL member to assure appropriate balloting procedures and shall be a matter of public record.
- E. Ballots shall be tallied by an unbiased individual or group of individuals.
- F. The nominee from each Policy Committee receiving the highest number of votes shall be the Legislative Committee member. The nominee with the next highest number of votes shall be the alternate to the Legislative Committee.
- G. The Legislative Committee shall elect its own Chairperson who shall become an ex-officio, voting member of the Joint Rules Committee, and who shall be required to attend JRC Meetings.
- H. The Legislative Committee shall elect two vice chairs – one from each house.
- I. The Legislative Committee shall work with the Joint Rules Committee on legislative priorities, making recommendations for JRC action.
- J. The meeting schedule of the JRC and the Legislative Committee shall be coordinated and shall be set by the JRC based upon the calendar of the State Legislature.

SECTION II

The term of office will be two years. Members will serve until their successors are elected. The immediate past Chair (if still a member of the CSL) is an ex-officio non-voting member of the Legislative Committee. They shall begin their term of office at the close of the session at which they were elected. Members nominated from the five annual Policy Committees of the Senate shall be elected in even calendar years, and members of the Assembly shall be elected in odd calendar years. For the initial application of this paragraph, the Senate members shall be elected for two-year terms and the Assembly members for one-year terms.

In the event of a vacancy on the Legislative Committee, the elected alternate will fill the vacancy for the remainder of the term. When

there is no alternate, the Legislative Committee Chairperson shall request that the JRC Chair poll the members of the Policy Committee lacking representation and seek candidates for the Legislative Committee vacancy and the alternate. If there are multiple candidates, the JRC Chairperson shall make a recommendation for the Legislative Committee selection from the list of candidates willing to serve.

SECTION III In their first meeting during or after the Annual Session in which they are elected to the Legislative Committee, the members of the legislative Committee shall elect a Chairperson and two Vice Chairpersons (one from the Assembly and one from the Senate). These three persons and the Chairperson of the JRC shall constitute an Executive Committee who are mutually and severally responsible to keep the members of the Legislative Committee apprised of actions, changes and appointments that are made both during Legislative Committee meetings and at such times that they occur outside of meetings.

SECTION IV A Senior Legislator must serve at least one year as a CSL member before requesting election to the Legislative Committee.

The Chair and two Vice Chairs of the Legislative Committee establish a "Reserve Pool of Personnel for the Legislative Committee." The Reserve Pool will consist of four CSL members as Reserve members for the Legislative Committee. They cannot be current active members of the JRC or Legislative Committee. They must have at least two years previous experience on the Legislative Committee or relevant work experience. They must be available on call to attend a Legislative Meeting when the regular and alternate cannot attend a scheduled meeting.

ARTICLE VIII – BYLAWS AMENDMENTS

SECTION I These Bylaws may be amended only in odd numbered years by majority vote of a quorum of the CSL Annual Session, provided that the amendments have been submitted, in writing, to the JRC for distribution to all CSL members at least forty-five (45) days prior to the Session.

SECTION II An Ad-Hoc Bylaws Committee made up of four CSL members not on the Joint Rules Committee, plus one from the Joint Rules Committee appointed by the Chair of the JRC and approved by the JRC, shall meet to review all proposed bylaws amendments submitted by CSL members for consideration at the Annual Session.

SECTION III Any CSL member may submit Bylaws amendments, but to be considered by the body at the Session, they must have the approval/signature of two other CSL members.

SECTION IV Amendments to proposed Bylaws amendments may be proposed and adopted by majority vote of a quorum of the CSL at the Annual Session as long as the amendment is germane and does not substantially change the original intent of the proposed Bylaw amendment.

ARTICLE IX – STANDING RULES

SECTION I The JRC may adopt Standing Rules provided they do not conflict with these Bylaws.

ARTICLE X – RULES OF ORDER

SECTION I The rules contained in ROBERT'S RULES OF ORDER, as revised from time to time, shall govern meetings of the CSL and JRC in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.