

**APPROVED OPERATING PROCEDURES MANUAL
OF THE ALASKA COMMISSION ON AGING**

Introduction

Section 1

The Alaska Commission on Aging (ACoA) Bylaws outline the Commission's responsibilities. These procedures are guidelines to carry them out.

The Mission and Objectives of the Commission are included in its specific statutes. Introduction of business of a motion that falls outside of the Mission and Objectives requires a two-thirds vote of the members listed in AS 47.45.200(a).

Orientation

Section 2

Members of the Commission shall receive an orientation that covers the responsibilities of the Commission members by the Chair and Executive Director at the next regularly scheduled meeting of the Commission following appointment or at a special meeting called for the purpose of orientation.

Meetings

Section 3

Regular or special meetings of the Commission shall occur at the call of the Chairperson, request of a majority of the voting members or at a regularly scheduled time as determined by a majority of the voting members. The beginning time and duration of a meeting shall be set by the Chairperson & Executive Director.

When attending regular or special Commission meetings in a community in which a Commission member maintains a primary residence and when overnight lodging is not required, a meal allowance may be [paid](#) in lieu of per diem as allowed in the State of Alaska Administrative Manual Volume II.

Section 4

Executive Session

Executive sessions may be called during a regular meeting as specified in AS 44.62.310. The motion to have an executive session must be made during a public meeting.

No subjects may be considered at the executive session except those mentioned in the motion calling for the executive session, unless auxiliary to the main question. No action may be taken during the executive session.

- (a) The following subjects may be discussed in an executive session:
 - (1) Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the government unit;
 - (2) Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion; and
 - (3) Matters which by law, municipal charter, or ordinance are required to be confidential.
- (b) The above subjects shall be construed narrowly in order to avoid unnecessary executive sessions.

Section 5

Public Comment

The purpose for having public comment is to provide an opportunity for the public to present information and advise the Commission about problems and issues related to older Alaskans. This comment may be provided in-person, by tele-conference, and/or videoconference.

- (a) The public comment period will not be considered a hearing and cannot be used for that purpose. Organizations are required to request a hearing in advance in writing and, when granted by the Commission, such hearings must be given public notice in accordance with law.
- (b) Public comments will be held to a maximum of five minutes per speaker. Organizations may be represented by not more than three speakers whose combined comments may not exceed ten minutes. A waiver to the time limit may be granted by order of the Chairperson or by motion adopted by the Commission.
- (c) The Commission shall not take action during the comment period but may take matters under advisement.
- (d) The Commission may consider matters identified during public comment under new business. However, issues the Commission may consider at that time must be balanced against the public's right to be informed.
- (e) Responses or comments by Commission members or Commission staff during public comment periods will be held to a minimum.

Committees

Section 6

Committee Structure

The ACoA By-laws designates six standing committees and allows for ad hoc committees as needed for special purposes. Committee membership and goals are generally established for two-years with the first year coinciding with the first year of the legislative session. Committee membership, specified in ACoA's by-laws, includes at minimum ACoA's Chair (voting member) and Executive Director (ex officio, non-voting member).

ACoA's Chair is responsible for selection of each Committee Chair (during the first year) or their confirmation (during the second year) at the last board meeting of the fiscal year for standing and ad hoc committees. Committee members may be selected by the ACoA Chair or by each Committee Chair as determined by the ACoA Chair. All Committees may include public members with the exception of the Executive and Nominating Committees. Committee Chairs and their membership are responsible for developing their two-year committee goals. The Committee Chair is responsible for reporting these goals annually to the Commission during the first meeting of the fiscal year and Committee activities at each board meeting.

Section 7

Executive Committee

The Executive Committee is comprised of the Chair, Vice Chair, immediate past Chair, and Committee Chair as designated by the ACoA Chair. Three of the four voting members constitute a quorum.

The role of the Executive Committee is to orchestrate and keep track of activities of the full Commission through standing and ad hoc committees. The Executive Committee reviews and takes action on the recommendations forwarded by other committees and reports these actions at the next board meeting.

The Executive Committee is responsible for developing board meeting agendas; taking action on budget/policy recommendations that establish ACoA's legislative advocacy platform; providing oversight for development of ACoA's annual report; planning for the rural outreach meeting; preparing an evaluation of ACoA's Executive Director with input from Commission members; in addition to other responsibilities.

Section 8

Legislative Advocacy Committee

The Legislative Advocacy Committee includes a minimum of three voting Commission members that includes a Committee Chair in addition to ex officio non-voting members. A quorum is established by the majority of members. All Commissioners are encouraged to serve on this Committee.

The Legislative Advocacy Committee provides leadership and support to the Commission in its decision-making regarding legislation, budget, and policy matters that impact Alaska seniors. This Committee reviews legislative issues by conducting surveys; assessing information heard through public testimony

presented at board meetings; discussing issues during the Senior Legislative Advocacy Teleconferences; providing testimony on relevant issues to legislative committees; providing oversight for the development and implementation of ACoA's advocacy platform, including position papers and legislator meetings; and other activities as needed.

This Committee convenes the statewide *Senior Legislative Advocacy Teleconferences* with the purpose of educating Alaskans about legislation, budget items, and other issues affecting Alaska's older adults and encouraging public input on senior issues in order to inform the Commission of its decisions to support/not support legislation and budget items. The Senior Legislative Advocacy teleconferences are held every other week during legislative session and weekly during the last month of session. Senior centers and other senior congregate locations are encouraged to serve as host sites for seniors to attend the senior legislative advocacy teleconferences. Commissioners are encouraged to actively participate in these meetings and to advocate for legislation and budget items approved by the Commission with their elected officials.

ACoA staff prepares the "watch list" and "discussion list" of legislation and budget items for review at the Senior Legislative Advocacy Teleconferences. ACoA's Chair and/or ACoA's Legislative Advocacy Chair are required to review and approve the watch list prior to distribution to ensure its content is in accord with the commission's statutory requirements and relates to programs, services, and policies that affect older Alaskans.

Decisions regarding legislation and budget items may be made in one of two ways. First, the Legislative Advocacy Committee may take action on whether to support particular legislation after considering input from public members during Senior Legislative Advocacy teleconferences. This support may consist of, but not be limited to, letters of support and legislative committee testimony. In addition, the Chair and Executive Director may take action to offer the Commission's support for legislation and budget items through letters of support and legislative committee testimony as necessary.

Section 9

Planning Committee

The Planning Committee, comprised of a minimum of three members, has responsibility for developing annual budget and policy recommendations in collaboration with the Legislative Advocacy Committee that are presented to the Department of Health and Social Services, the Alaska Mental Health Trust Authority and serve as the platform for the Commission's legislative advocacy efforts. In addition, the Planning Committee provides guidance and leadership to the State Plan Advisory Committee to develop the four-year Alaska State Plan for Senior Services; reviews the State Plan's implementation activities; gathers public input and other information for the periodic White House Conference on Aging; and guidance for other plans related to the responsibilities of the Commission.

Section 10

Nominating Committee

The Nominating committee, consisting of three Commission members as appointed by the Chair, develops and presents a slate for the election of Chair and Vice Chair for two-years at the last meeting of the fiscal year.

In deciding the slate, Committee members will consider the following attributes:

- Previous experience serving on boards and commissions;
- Knowledge of senior programs/services;
- Time to attend and meaningfully participate in ACoA Board and Committee meetings;
- Understands the role of the board in being a policymaker;
- Possesses a statewide perspective to serve all older people in Alaska;
- Has two years remaining in their term;
- Belief in ACoA's mission; and
- Demonstrated commitment to the organization.

The Nominating Committee is responsible for meeting to discuss potential candidates based on a review of Commission members who are eligible to serve {in accordance with AS 47.45.200(a), (3), and (5)} and their possession of the required attributes. This Committee will design a plan for reaching out to prospective candidates to determine their interest in serving as an ACoA officer including which Committee member will contact the prospective candidate, the means for contacting them, and a date for finalizing the slate.

Election of Officers

The Nominating Committee will provide oversight for the election of officers. The Chair and Vice Chair shall be elected by a majority vote during the last meeting of the fiscal year. New officers shall assume duties at the first meeting of the new fiscal year. The Nominating Committee will issue a secret ballot when multiple candidates are nominated for an officer position.

Section 11

Bylaws Committee

The By-Laws Committee, consisting of a minimum of three members of the Commission, shall be appointed to review the By-laws and Policies and Procedures Manual bi-annually at least once during alternate years and to recommend revisions as appropriate to the full Board.

Section 12

Outstanding Older Alaskans' Recognition Committee

This Committee shall be represented by two (2) members. The responsibilities of this committee consist of planning and implementing activities to recognize older Alaskans.

Section 13

Ad Hoc Committee

This Committee may be appointed by the Chair on an as needed basis to complete the business of the Commission. Past examples include the State Plan Advisory Committee and special conference committees. Future examples may include a special committee to develop a succession process along with events to recognize senior centers.

Section 11

Endorsements

It is the policy of the Alaska Commission on Aging not to:

- (a) Endorse or support candidates for any elective public office, partisan or nonpartisan;
- (b) Seek membership of in-state organizations to avoid a possible conflict of interest;
- (c) Provide letters of support for specific projects that do not have statewide benefit.

Section 12

Authorization

The Chair and the Executive Director are jointly authorized to execute official correspondence from the Commission that includes letters of concern or support to the Legislature, the Governor, and Congressional delegation for proposed legislation. The ACoA Executive Director is authorized to execute official correspondence for other ACoA business purposes.