

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 | 5 |
| ARTICLE IX – STANDING RULES..... | 6 |
| ARTICLE X – RULES OF ORDER..... | 6 |
| STANDING RULES..... | 7 |
| I. Purpose..... | 7 |
| II. Adoption, Amendment, Suspension and Termination | 7 |
| III. Conflicts | 7 |
| IV. Joint Rules Committee..... | 7 |
| Section 1. Meetings..... | 7 |
| Section 2. Conduct of Meetings..... | 7 |
| Section 3. Duties of the JRC | 7 |
| Section 4. Committees of the JRC | 8 |
| Section 5. Executive Committee..... | 9 |
| Section 6. Budget and Finance Sub-Committee..... | 9 |
| Section 7. Policies and Procedures Sub-Committee of the JRC | 9 |
| Section 8. Public Relations Sub-Committee..... | 9 |
| Section 9. Session Planning Sub-Committee | 10 |
| Section 10. Fund Development Sub-Committee..... | 10 |
| Section 11. Emergency Action | 10 |
| V. Legislative Committee | 11 |
| Section 1. Oversight of Proposals..... | 11 |
| Section 2. Strategic Planning Group | 12 |
| Section 3. Legislative Policy | 12 |
| VI. ByLaws Committee..... | 14 |
| VII. Calendar | 16 |
| October..... | 16 |
| November..... | 16 |
| December..... | 16 |
| January..... | 16 |
| February..... | 17 |
| March | 17 |
| April | 17 |
| May | 18 |
| June | 18 |

| | |
|---|----|
| July..... | 18 |
| August | 18 |
| September..... | 19 |
| October..... | 19 |
| ADMINISTRATIVE MANUAL | 20 |
| I. The California Senior Legislature..... | 20 |
| II. Annual Session..... | 20 |
| III. Funding for the California Senior Legislature | 20 |
| IV. Organization of the CSL..... | 20 |
| V. Duties and Responsibilities | 21 |
| VI. Joint Rules Committee Meetings..... | 22 |
| VII. Travel Policies..... | 23 |
| VIII. CSL Policies | 25 |
| IX. Certificates | 25 |
| RULES OF ORDER | 27 |

**CALIFORNIA SENIOR LEGISLATURE
BYLAWS**

As amended October 2009

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) meets annually pursuant to the provisions of SCR 44 (Mello 1981), AB 50 (Agnos 1983) and SB 717 (Mello 1993).

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.

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. This change is to become effective for all members immediately.

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.

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 Standing Committees of the Senate and two members nominated from each of the five annual Standing 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. The current Legislative Committee Chairperson is an ex-officio voting member of the JRC.

- A. Each Standing Committee of the CSL shall put forth two nominees.
- B. At their last separate sessions, the members of each house will receive a ballot listing only the ten nominees of the Standing 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 Standing Committees, and members of the Senior Assembly may only vote for one of the two nominees from each of the Senior Assembly Standing 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 Standing 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 consecutive 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 Standing 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.

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. The chair is automatically a member of the JRC only for the year following his/her chairmanship. 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 combine the JRC and the Legislative Committee and to function as one Joint Legislative and Rules 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 Standing Committee of the CSL shall put forth two nominees.

B. At their last separate sessions, the members of each house will receive a ballot listing only the ten nominees of the Standing 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 Standing Committees, and members of the Senior Assembly may only vote for one of the

two nominees from each of the Senior Assembly Standing 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 Standing 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. They shall begin their term of office at the close of the session at which they were elected. Members nominated from the five annual Standing 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.

SECTION III

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

ARTICLE VIII – BYLAWS AMENDMENTS

SECTION I

These Bylaws may be amended only in non-election 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 so 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.

STANDING RULES

I. Purpose

The purpose of the Standing Rules is to provide the guidelines for the conduct of the Joint Rules Committee's (JRC) business and the Legislative Committee's business.

II. Adoption, Amendment, Suspension and Termination

Any Standing Rule shall be subject to adoption, amendment, suspension, or termination by a majority vote of the JRC membership, provided one month's notice is given. If no prior notice is given, a 2/3-majority vote is required.

III. Conflicts

No Standing Rules shall be adopted which are inconsistent with the Bylaws of the California Senior Legislature (CSL) or any act of the Legislature.

IV. Joint Rules Committee

Section 1 - Meetings

Regular meetings of the JRC shall be held at a time and dates as decided upon by the JRC at its first meeting at the close of Annual Session. Meetings will be held in Sacramento unless it votes to hold a meeting elsewhere. All meetings must comply with the provisions of the State Agency Act.

Section 2 - Conduct of Meetings

The order of business at all meetings shall be determined by the agenda as prepared by the Chair of the JRC. Any person interested or affected by any item on the agenda shall be entitled to speak on any subject under discussion at such time and within such limits as prescribed by the Chair.

Section 3 - Duties of the JRC

- a. Act on behalf of the CSL between Annual Sessions in regard to legislation, session planning, public relations and administrative matters.
- b. Represent the interests and views of the CSL in other organizations and coalitions insofar as the positions of other organizations are consistent with those adopted by the CSL.
- c. May submit up to five (5) JRC authored proposals, within 15 days after the proposal deadline, from those referred by the JRC Legislative Subcommittee, or that were deemed important issues that had been overlooked.

Section 4 - Committees of the JRC

a. The JRC has five standing sub-committees:

- i. Budget and Finance
- ii. Policies and Procedures
- iii. Public Relations
- iv. Session Planning
- v. Fund Development

Other Committees may be added or deleted as deemed necessary by the Chair and with approval by the JRC.

b. Duties

- i. Each standing sub-committee is authorized and directed to ascertain, study and analyze all facts relating to all matters, programs, proposed legislation and administrative decisions by the committee title.
- ii. Reports and recommendations shall be made to the JRC, which may take action as it sees fit.
- iii. Each standing sub-committee chairperson shall prepare a handover binder for the following chairperson that is complete with mission statement, goals statement, report that includes carryover issues, and examples of actions completed during the year.

c. Meetings

- i. Each standing sub-committee shall meet as needed, as designated by the JRC Chair.
- ii. Agenda for these meetings will be prepared by the committee chair and staff consultant.

d. Committee Members

- i. Each member of the JRC will serve on at least two standing subcommittees.
- ii. Each committee should be composed of five or more persons if possible.
- iii. The sub-committee chair and sub-committee members are appointed by the chair of the JRC.
- iv. The JRC chair determines the number of members each sub-committee will have.

- v. Sub-committee members serve from the date of appointment through the following session.
- vi. The chair of any standing sub-committee may divide the committee into further sub-committees in order to carry out its work. Such committee subdivision may be abolished at the discretion of the chair of the standing sub-committee.
- vii. Appointment of other CSL Members. Where practical and advisable, the JRC shall appoint CSL members outside of the JRC to represent the CSL on other committees, coalitions, and organizations. CSL members' expertise should be taken into consideration when consultants are needed by the CSL.

Section 5 - Executive Committee of the JRC

See Bylaws Article VII Section VI.

Section 6 - Budget and Finance Sub-Committee of the JRC

- a. The Budget and Finance Sub-Committee has the responsibility to keep track of CSL finances, attempt to improve processes, see that reports are ready, and to attend meetings with other groups: TACC, CCoA, etc.
- b. The Sub-committee shall be responsible for managing and promoting contributions to the CSL through the California Foundation on Aging (CFOA).

Section 7 - Policies and Procedures Sub-Committee of the JRC

- a. The Sub-Committee receives, reviews and makes recommendations on all rules, regulations, and matters referred to it by the JRC.
- b. For final disposition, all recommended actions are referred back to the JRC for approval and possible implementation.
- c. The Sub-Committee is responsible for the maintenance of the CSL Resource Manual.
- d. The Sub-Committee oversees the process of election of CSL members.

Section 8 – Fund Development/Public Relations Sub-Committee of the JRC

- a. The Fund Development/Public Relations Sub-Committee is charged with the responsibility for public relations and publicity for the CSL with the help of staff and the approval of the JRC.
- b. Plan and implement publicity campaigns for the Annual Session, the CFSC, the CFOA/CSL, CSL Elections and CSL awards;
- c. Inform both the senior population and the general public about the on-going activities and accomplishments of the CSL;
- d. Encourage involvement and cooperation of various senior organizations for CSL legislative priorities and functions;

- e. Inform CSL members about their responsibilities as CSL members;
- f. Identifying additional sources of revenue for the CSL;
- g. The committee will work in conjunction with the Budget and Finance Sub-Committee.

Section 9 - Session Planning Sub-Committee of the JRC

- a. Purpose. The Session Planning Sub-Committee is charged with the responsibility of implementing and planning for the Annual Session, with the help of staff and approval of the JRC.
- b. Duties and responsibilities of the Session Planning Sub-Committee are detailed in the CSL Session Planning Committee Binder which this Sub-Committee is responsible for maintaining.
- c. This sub-committee makes recommendations to the full JRC for final decisions on actions and implementation in accordance with the state regulations and mandates.
- d. Goal. To bring together all 120 CSL members for an annual session for the purpose of prioritizing the state and federal proposals for the coming year and to provide each member with an educational experience in the legislative process.
- e. In order to meet their goal, the Session Planning Sub-Committee has responsibility for developing the details of the annual session that are outlined in the Calendar of Section VII which are then presented to the full JRC for approval.
- f. The Sub-committee will develop a program and format for the annual general session along the lines detailed in the Planning Section of this Manual.

Section 10 - Emergency Action

- a. Full JRC Action.
 - i. Emergency action is authorized on any matter which may arise that requires action to be taken or decisions to be made prior to the next meeting of the full JRC.
 - ii. If time permits, the decision on emergency action is to be made by the full JRC using whatever means of communication is expeditious and practical including, but not limited to, telephone, FAX, e-mail or any combination thereof.
 - iii. Votes may be verbal or written as appropriate for the particular emergency at the discretion of the JRC Chair.

b. Executive Committee Action

- i. In the event the emergency does not permit adequate time for the full JRC to act, as determined by the JRC Chair, the Executive Committee is empowered to act on behalf of the full JRC.
- ii. In this case, the emergency action or decision requires the unanimous consent of the Executive Committee of the JRC and the consent of the Chair of the Legislative Committee.
- iii. The decision may be reached using whatever means of communication is expeditious and practical including, but not limited to, telephone, FAX, e-mail or any combination thereof.
- iv. Votes may be verbal or written as appropriate for the particular emergency at the discretion of the JRC Chair.
- v. Immediately following such a decision on emergency action, the full JRC will be expeditiously notified by the Chair of the JRC concerning the action taken and the circumstances necessitating the emergency action.
- vi. The matter will also be placed on the agenda of the next JRC meeting for a full discussion by the JRC and a vote taken to ratify the action.

c. JRC Chair Action

- i. In the event the emergency does not permit adequate time for Executive Committee action as determined by the JRC Chair, the Chair of the JRC is empowered to act on behalf of the full JRC.
- ii. In this case the decision or emergency action may be decided upon by the JRC Chair alone and without consultation with other members of the JRC.
- iii. Immediately following such a decision on emergency action the full JRC will be notified by the Chair of the JRC concerning the action taken and the circumstances necessitating the emergency action.

V. Legislative Committee

Section 2 – Regular Meetings of the Legislative Committee shall be held a minimum of five times a year as follows:

- a. Immediately after the October Annual Session to elect officers.
- b. In January with the JRC of the first year of the state legislative session and in December with the JRC of the second year of the state legislative session to distribute proposal books to legislators.
- c. In February, prior to the last day to introduce bills in the state legislature to visit with state legislators.

- d. In April with the alternates to attend hearings and do short visits to the state legislators.
- e. In July to review submitted proposals and assign them to Policy Committees.

Section 1 - The Legislative Committee shall provide oversight of the process of creating proposals and preparing them for the annual CSL session. This shall include:

- a. Committee shall encourage members to submit proposals.
- b. The Sub-Committee shall screen proposals for validity, clarity and duplication, notifying authors of those not qualifying as to why and what they might do to rectify it and send proposal to Legislative Counsel for appropriate legal language.
- c. Publish and distribute proposals prior to general session.

Section 3 - The Legislative Committee shall serve as the strategic planning group for the development of the processes to be utilized for follow-up on the priority proposals emanating from the annual meeting of the CSL. Duties of this committee, with approval of the JRC, are to:

- a. Seek authors in the California Legislature who will carry the State proposals passed by the CSL;
- b. Designate CSL members who shall serve as liaison between the CSL and the California Legislature, working with appropriate staff in the promotion of bills based on CSL proposals;
- c. Authorize, if the CSL budget permits, members of the CSL to testify on behalf of CSL priority bills before the California Legislature;
- d. Make recommendations to the JRC regarding possible negotiations with the California Legislature on CSL priority bills;
- e. Recommend to the JRC changes in the positions of the CSL on bills that have been substantially amended in the California Legislature and no longer represent the intent of the CSL;
- f. Recommend to the JRC positions that the CSL should take on bills that are not directly CSL bills, but which have a close relationship to bills either passed or rejected by the CSL; and
- g. Monitor the progress of legislation and provide ongoing status reports and legislative alerts to the JRC, members of the CSL and the California senior network.

Section 4 - Legislative Policy

- a. Once a State proposal is passed by the entire membership at the Annual Session and is prioritized as one of the top ten, it becomes the property of the JRC.
 - i. The full advocacy capabilities of the CSL (testimony, alerts, mailing, etc.) will be used to support legislation which directly applies to the top ten.
 - ii. In the event legislation is not produced for a top ten proposal, that proposal shall be withdrawn from the top ten, and the remaining top ten proposals moved up one slot. The vacant slot will be replaced with the next priority proposal for which legislation has been introduced. In the event that no session-approved proposal below the top ten has had legislation introduced, the slot will be left vacant, and the full advocacy capabilities of the CSL (testimony, alerts, mailings, etc.) will be used to support legislation which directly applies to the proposals remaining in the top ten.
- b. In the event that legislation representing a top ten priority becomes a two-year bill in the Legislature, the CSL will continue full active advocacy for it during the second year.
 - i. In the event that legislation representing a top ten priority is reintroduced in the following session of the State Legislature as new legislation, the JRC may, at its discretion, add it as an additional CSL proposal.
- c. Members whose proposals have been passed by the CSL at the Annual Session are encouraged to secure a state legislator to introduce a bill based on that member's proposal; this effort should be coordinated with the Legislative Committee.
 - i. For all proposals below the top ten for which legislation has been introduced, letters of support will be filed with the author. Letters of support will be filed with legislative authors for any proposal passed by CSL in the previous two sessions. Further advocacy will then be the responsibility of the CSL authors at the authors' own expense.
- d. In the event of a true emergency, such as a threat to the very existence of the CSL or a vital senior program, the JRC may take a position on a bill without first polling the entire 120 members. However, the entire membership shall be notified immediately of the JRC's position and its rationale in arriving at this position.
- e. The CSL may not take a position on a ballot proposition, but a CSL member may take a position as an individual.
- f. It is the responsibility of the entire JRC, Legislative Committee and staff to secure legislative authors for the CSL top ten state priorities.
- g. All JRC members shall be active participants in the legislative process. Therefore, JRC meetings shall be scheduled so that JRC members can advocate at the Capitol as needed.

- h. The members of the JRC and Legislative Committee shall be divided into teams -- with each team composed of Legislative Committee members and at least one JRC member. Each team shall be responsible for shepherding assigned priorities through the legislative process both at the State Capitol and in the district.
- i. There shall be a training program for teams to help them to shepherd a bill effectively. (This program can be carried on by the staff Legislative Analyst and those members of the teams who have had experience in shepherding CSL bills through the State Legislature.)
- j. A budget shall be established for the JRC and Legislative Committee and its advocacy efforts, as funds allow.
- k. CSL authors shall be consulted by the appropriate JRC and Legislative Committee team members, as needed.
- l. The JRC, Legislative Committee and staff are authorized to negotiate bill language as necessary to secure authors and acceptance of CSL legislation.
 - i. The Legislative Committee Chair, along with the JRC Chair, is empowered to act between JRC meetings on priority legislation.
- m. As indicated in the "Resolved" section, a copy of each proposal passed by the entire membership and a summary of the top ten Proposals shall be forwarded to the Governor, Speaker of the Assembly and President Pro Tem of the Senate.
- n. Once a federal proposal is passed by the entire membership and is prioritized as one of the top four, it shall be forwarded to the President of the United States, Vice President, Speaker of the House, Chairmen of the Sub Committees on Aging for the Senate and House, respectively; and Assistant Secretary, Federal Administration on Aging.
- o. Legislative Committee support for the top four Federal Proposals shall be as follows:
 - i. The senior legislator who authored the proposal shall be responsible for forwarding a copy to his or her congressional representative and others as deemed appropriate.
 - ii. The senior legislator who authored the proposal shall also be responsible for obtaining a California legislator to author a State Resolution supporting the federal proposal. The Senior legislator may call upon the Legislative Committee Chair for guidance and assistance in this task.
 - iii. When the senior legislator proposal author has obtained an author for a State Resolution, the Legislative Committee will assist in supporting the proposal.

- iv. Federal proposals shall be elevated in the same manner as State proposals (as specified on Page 13, Part III, in Section 2. a. ii.), i.e., if a proposal in the top four is deleted, the next priority is moved up.

VI. ByLaws Committee

See Bylaws Article IX Section II.

In its review of proposals to change the Bylaws, the Committee shall:

- a. Ensure that each proposal is properly fitted into the Bylaws, and is expressed without implementation concerns. Any proposed implementation process shall be included as part of the supporting statements.
- b. Ensure that each proposal is complete, and makes all of the changes needed to implement the author's intent.
- c. Ensure that each proposal includes only one concept.
- d. Combine multiple proposals implementing the same idea.
- e. Discuss with the author any changes proposed in the proposals as submitted.
- f. Prepare a presentation which clearly indicates by ~~strikeout~~/*italics* what changes are proposed with sufficient surrounding text to provide a full context for the proposal, and which provides a full disclosure of the author's reasoning for submission.
- g. Provide its own recommendation which is clearly separated from the rest of the presentation and provides clear reasons for the opinion(s) provided.

VII. Calendar

Assignments are shown to the right of each item, abbreviated as follows:

B – Bylaws Committee – odd years only

BF – Budget and Finance Committee

E – Executive Committee of the JRC

JRC – Joint Rules Committee

L – Legislative committee

PP – Policies and Procedures Sub-Committee

PR – Public Relations Sub-Committee

SP – Session Planning Committee

| OCTOBER (Immediately after close of General Session) | | |
|---|---|-----|
| 1. | Organize Sub-Committees. | JRC |
| 2. | Debrief and officially close session. | SP |
| 3. | Immediately after session, contact heads of organizations and agencies; introduce self and thank them for support. Same for Assembly Speaker, Senate President Pro Tem and Governor's Office. | E |
| NOVEMBER | | |
| 1. | Set date for session. | JRC |
| 2. | JRC and Leg Committee distribute booklets of priority proposals to legislators. | L |
| 3. | Start looking for top 10 authors. | L |
| DECEMBER | | |
| 1. | All election materials to AAAs. | PP |
| 2. | Start plans for Orientation. | E |
| 3. | Line for California Fund for Senior Citizens first packet of publicity materials should be sent. | PR |
| 4. | Continue looking for top 10 authors. | L |
| JANUARY | | |
| 1. | Set date for Orientation. | JRC |
| 2. | PR: Elections (every four years), including Election posters (if available) and the California Fund for Senior Citizens. | PR |

| | | |
|-----------------|---|----|
| 3. | Start session planning. | SP |
| FEBRUARY | | |
| 1. | Final push for Leg Committee to get proposal authors. | L |
| 2. | Big push for line item contributions for California Fund for Senior Citizens. Final packet of materials sent to members. | PR |
| 3. | Continue new member Orientation planning. | E |
| 4. | Continue PR for Elections. | PR |
| 5. | Notify C4A, CCoA, TACC, AARP, OWL, etc., to submit ideas for proposals to CSL office or local CSL members. | L |
| 6. | Make recommendations and begin awarding contracts to sites for special events. | SP |
| MARCH | | |
| 1. | Information to new members on submitting proposals and include forms (deadline first of June). | E |
| 2. | Big PUSH FOR line item contributions for California Fund for Senior Citizens. | PR |
| 3. | Session and Orientation planning continues. | E |
| 4. | California Foundation on Aging/CSL Fund (CFOA/CSL) campaign planning. | BF |
| 5. | Process paperwork reserving capitol meeting rooms. Compile list of hotels and rates. | SP |
| APRIL | | |
| 1. | Appoint By-Laws Committee (odd years). | E |
| 2. | Appoint CSL Awards Committee. | E |
| 3. | CFOA/CSL campaign push after April 15. | BF |
| 4. | CSL Elections and final memoranda packets to AAAs every election year. INDICATE IMPORTANCE OF GETTING NAMES IN IMMEDIATELY AFTER ELECTIONS. | E |
| 5. | Send proposal forms to CSL members for their use and highlight instructions and due date. | L |

| MAY | | |
|---------------|---|----|
| 1. | Send out information to new members as the AAA reports them to CSL office. Important that staff and/or Ad Hoc Elections Oversight Committee assertively pursue AAAs for names of those elected. | PP |
| 2. | CFOA/CSL Budget/Finance continued activity. | BF |
| 3. | PR continues with line for California Fund for Senior Citizens publicity. | PR |
| 4. | Prepare for banquets. Prepare session evaluation form. Select leaders for floor sessions. Begin preparation of program book. | SP |
| JUNE | | |
| 1. | New member Orientation in first week of June, optional. | E |
| 2. | Early June, send out forms and solicit By-Laws amendments. | B |
| 3. | CFOA/CSL funding campaign continues. | BF |
| 4. | Legislative Proposals due by June 1 st . | L |
| 5. | Determine session speakers and special session events. Solicit nominations for awards | SP |
| 6. | Send members copy of current By-Laws and forms soliciting By-Laws amendments. | B |
| JULY | | |
| 1. | Review with CSL members session procedures and requirements. Follow up with program and bill book preparation. | SP |
| 2. | CFOA/CSL campaign continues. | BF |
| 3. | Proposed By-Laws amendments in by July 31. | B |
| AUGUST | | |
| 1. | Continue finalizing membership requirements and Capitol routine including media public service announcements. | SP |
| 2. | CFOA/CSL heavier push Budget/Finance subcommittee. | BF |
| 3. | By-Laws Committee meets to review proposed amendments submitted – AMENDMENTS MUST BE ON CORRECT FORMS or they should not be submitted. By-Laws amendment packets to members by August 31 (odd years). | B |

| SEPTEMBER | | |
|------------------|--|-----|
| 1. | Finalize all last minute details from printing, speakers, special events and capitol rooms. | SP |
| 2. | CFOA/CSL heaviest push for funds – ALL JRC should be involved. | JRC |
| OCTOBER | | |
| 1. | Verify all session material is in place and delivered to capitol. Prepare media press releases. Prepare and stuff member session packets | SP |

ADMINISTRATIVE MANUAL

I. The California Senior Legislature

The California Senior Legislature (CSL) was established in 1980 by ACR 129 (Mello), as a non-partisan, grassroots body, democratically elected to represent the best interests and to express the major concerns of the elderly population of the California at the state level.

The CSL will be responsible for holding an annual legislative session, for overseeing internal administrative procedures which includes its administrative manual and standing rules, and for budgeting and spending in accordance with State requirements of allotted CSL funds donated to the California Fund for Senior Citizens.

II. Annual Session

The annual session of the CSL is held in October. The program for the session is prepared by the staff as directed by the Joint Rules Committee (JRC). The planning and preparation for the Annual Session will be accomplished by staff and the JRC Session Planning Committee using the Session Planning Manual.

III. Funding for the California Senior Legislature

Funding for the CSL is provided by AB 50 (Agnos), AB 1386 (Agnos), SB 1249 (Alquist), and SB 91 (Correa) through the California Fund for Senior Citizens, a tax check-off on the state income tax form.

IV. Organization of the CSL

- a. CSL Membership. The CSL is comprised of 120 members aged 60 or over, elected by their peers to a term of four years. There are 40 Senators and 80 Assemblypersons.
- b. CSL Session Standing Committees. There are five Senior Senate and five Senior Assembly committees which meet each October during the annual session to hear testimony on legislative proposals submitted by the members. These committees are Finance and Insurance, Health, Housing and Transportation, Social and Community Services, and State and Local Government.
- c. Joint Rules Committee. The Joint Rules Committee is the administrative, governing body of the CSL and is comprised of one member nominated from each of the CSL Session Standing Committees, and elected by the members of his/her house. In addition, the previous chair remains a member of the JRC if he or she is still a member of the CSL. The role of the committee is to act on behalf of the CSL between annual sessions and to implement the legislative priorities of the Annual Session. Before the close of the annual session, the JRC elects its Chair and two Vice-chairs. In case of a tie, a flip of a coin by an unbiased individual will decide the election.

Alternates to the JRC are nominated from each of the CSL Session Standing Committees, and are the nominees receiving the lower number of votes in the election in his/her house. If an alternate for a JRC member is lost, the JRC will ask the Session Standing Committee chairperson to appoint an alternate from his/her committee.

- d. JRC Sub-Committees. The JRC has such standing sub-committees as it deems necessary. Currently, they are Policies and Procedures, Legislative, Session Planning, Public Relations, and Budget and Finance.
- e. Ad Hoc Committees. Such committees are formed by the JRC to meet special needs of the CSL.

V. Duties and Responsibilities

- a. CSL Members. Each member of the CSL is expected to subscribe to the Code of Ethics (Attachment A) and the Statement of Commitment.
- b. CSL Session Standing Committee Chairs. The duties of the Standing Committee Chairs include presiding over committee hearings at the annual session; conducting the elections for the JRC nominees and Legislative Committee member and alternate; and appointing members of the committee to introduce each proposal that passes out of the committee on the floor. The Chairs may also serve on the JRC or Legislative Committee.
- c. JRC Members. Duties of JRC members include attending scheduled meetings to carry out the ongoing duties and responsibilities of the CSL, serving on at least two JRC standing subcommittees, and assuming an active role in advocacy for the CSL. Members are elected to serve a two-year term, beginning at the close of the Session at which they were elected.
- d. JRC Chair. The JRC Chair is elected according to the Bylaws of the CSL. The Chair's duties include but are not limited to the following responsibilities:
 - i. Serve as the Executive Director and fulfill all of the functions (or delegate functions to other JRC and subcommittee members) until such time as the organization can hire an Executive Director,
 - ii. Ensure that the organization abides by its bylaws and established policies,
 - iii. Serve as Chairperson of the JRC meetings and JRC Executive Committee,
 - iv. Preside over all meetings of the JRC, Executive Committee, and the Annual Legislative Session of the organization,
 - v. Represent CSL at all statewide meetings (or delegate to other JRC members to represent CSL at meetings the Chair is unable to attend,)
 - vi. Provide directions and oversight to CSL office staff,
 - vii. Arbitrate all disputes that may occur from time to time between CSL members, non-CSL individuals, JRC members and/or office staff,
 - viii. Represent CSL in any negotiations that either modifies or enters into new interagency agreements,

- ix. Prepare agendas for all meetings of the JRC and Executive Committee in collaboration with the subcommittee chairs (and the Executive Director when one is hired),
 - x. Report periodically to the organization's membership,
 - xi. Represent the organization to other organizations, the media, the membership and the public at large,
 - xii. Appoint subcommittee chairpersons and members to subcommittees,
 - xiii. Charge committees to perform their functions,
 - xiv. Review and be the final authority to designate individuals serving on the five Senior Senate and five Senior Assembly Annual Legislative Session Policy Committees,
 - xv. Receive reports from all officers and committees,
 - xvi. Provide reports regularly to the members of the JRC,
 - xvii. Sole contact between the CFOA and the CSL for initiating check requests and receiving monthly, quarterly and annual reports regarding CSL funds,
 - xviii. Oversee the fiscal affairs of the organization,
 - xix. Present to the JRC members an annual budget for the organization, developed in concert with the appropriate state government departments/agencies for approval by the JRC,
 - xx. Monitor budgetary performances of the organization, recommending modifications as needed,
 - xxi. Review and approve all actions and policies with major financial implications,
 - xxii. Approve all purchases, payment of invoices, travel expense claims, time sheets and other documents requiring official signatures.
- e. JRC Vice-Chairs. Two Vice-Chairs are elected according to the Bylaws. They shall serve as chairs of their respective houses during the Annual Session, substituting for the State Legislators serving as President Pro Tern and Speaker of the Assembly in their absence. After the session, the Vice-Chairs will assist the JRC Chair in the conduct of the JRC business. Vice-Chairs will represent the JRC Chair when authorized to do so by either the Chair of the JRC or, in his/her absence, by the JRC. A Vice-Chair will assume the duties of the Chair when designated by the Chair of the JRC.
- f. JRC Sub-Committee Chairpersons. The JRC sub-committee chairs are appointed by the Chair of the JRC. They conduct the JRC subcommittee meetings, work with staff to prepare agendas, and make a report of each sub-committee meeting to the full JRC.

VI. Joint Rules Committee Meetings

The Joint Rules Committee meetings are held on dates as decided by the JRC at their first meeting at the close of the Annual Session, and are open to the public. Agendas are to be prepared by the Chairs and Staff. Any CSL member who wishes to have an item on the agenda shall make a request to the Chair or Staff. At the discretion of the Chair, such an item may be placed on the agenda. Agendas shall be mailed out ten (10) days in advance of the scheduled meeting.

The arrangements for all meetings shall be the responsibility of the staff consultants. Any member requiring special materials shall contact the proper staff person who shall collect the required materials, provided the items meet state requirements.

- a. Minutes of Meetings. The JRC shall assure complete minutes are maintained by a member of the JRC, staff or designee. Minutes shall record the agenda, attendance, date and time, action on agenda items, and whether motions passes or failed. An item may be added to the agenda on the day of the meeting if the item qualifies for emergency action and requires a 2/3 vote to place it on the agenda. Minutes shall be approved by the JRC.
 - i. A tape recording may be made of the entirety of every meeting. The minutes of each regular meeting shall be posted on the website and mailed to each CSL member without access to the internet as soon as possible after the meeting. If a monthly JRC newsletter is used in place of minutes to the members, minutes will still be mailed to any CSL member upon request.
 - ii. Committee Reports. Each sub-committee shall submit all reports and recommendations to the Joint Rules Committee for discussion and vote. Such sub-committee recommendations are not binding on the JRC which may accept all or part of the recommendations or reject a recommendation entirely.

VII. Travel Policies

Staff has the responsibility for keeping CSL members informed regarding travel policies and limitations imposed on travel by the CSL budget and in compliance with state regulations.

Authorized Meetings

- a. Annual Session. CSL members are authorized to attend the October Session. For this trip, they are reimbursed for actual expenses not to exceed state regulations, subject to availability of funds.
- b. JRC Meetings. JRC members are authorized to attend scheduled JRC meetings. They are paid actual expenses not to exceed state regulations, subject to availability of funds.
- c. Legislative Committee Meetings. Legislative Committee members' travel expenses shall be paid when they are authorized to attend meetings. They are paid actual expenses not to exceed state regulations, subject to availability of funds.
- d. Training Meetings. Newly-elected members of the CSL are authorized to attend a training meeting. Generally, the staff contracts with a hotel for meals and rooms, and members are paid only actual travel expenses, not to exceed state regulations, subject to availability of funds.

- e. Ad Hoc Committees. When members of Ad Hoc Committees are requested to meet in Sacramento, actual expenses not to exceed state regulations will be paid according to Standard Government procedures budgetary restrictions, and upon approval of the JRC.
- f. Exception to the Above. No member of the CSL will be paid expenses for any day they do not attend that day's full session or have approval from the JRC Chair to be excused. When travel expenses of a CSL member are paid by another organization, the CSL will not pay expenses. If a member of the JRC or Legislative Committee and his/her alternate are both present for a meeting, expenses for only one will be paid.

In such instances where additional travel time and/or accommodations are required, written justification, i.e., medical or other circumstances, must be submitted to the JRC Chair and approved in writing. All requests must be made prior to date of travel.

Transportation

- a. Airporter/Bus/Train. It is required that the member attach a copy of his/her ticket stub to the Travel Expense Claim (TEC).
- b. Private Car. Mileage will be paid from the member's home to his destination and return. Mileage to and from the airport or train station is an allowable expense. Reimbursement is based on the lowest travel cost to the state. For example, if mileage to a meeting costs \$200 but airfare would have been \$150, then \$150 would be paid in lieu of mileage claimed.
- c. Parking/Taxi/Shuttle. Receipts for charges exceeding \$10.00 per day must be turned in.

Other Expenses

- a. Telephone Calls. When authorized, only official CSL business calls may be claimed. They must be accompanied by a telephone bill or hotel bill and justification for the call.
- b. Tips. These costs are included as incidentals allowance and may not be claimed individually.
- c. Registration Fees. Allowable only if prior approval has been obtained from the JRC.
- d. Bridge Tolls. Actual cost of ferry, bridge or toll roads is allowed. No receipt is required.
- e. Staff will compute reimbursement for travel, but it is necessary for traveler to accurately report information and attach required receipts.

VIII. CSL Policies

- a. Representation of the California Senior Legislature. The Chair of the Joint Rules Committee is designated the official representative for the CSL. Except in instances when authorized by a majority of the members of the CSL or JRC, no member of the JRC or CSL may represent himself or herself as speaking for the CSL at any meeting outside of the member's Planning and Service Area. All invitations to speak at statewide meetings representing the CSL, except for the Chair, must be approved by the JRC before acceptance.
- b. Caucuses. Area or Community Caucuses are not official bodies of the structure of the CSL. They allow for interaction and communication between members at the local level and with the JRC.
- c. Speaking as a Private Citizen. Members may represent themselves as members of the CSL but must indicate that their views are theirs alone unless authorized as above. Care must be taken not to involve the CSL in partisan politics.
- d. Stationery and Business Cards. Members are required to use only standardized stationery and business cards approved by the JRC. (See policy statement on use and design of stationery and business cards in Part VII, CSL Elections Section.)
- e. Stamps. The CSL is not permitted by state law to send out stamps or provide funds for stamps.
- f. CSL Brochures. CSL members are allowed 100 brochures per each request, up to 500 brochures per year. Any request for over that amount must be referred to the JRC for approval.
- g. Name Badge and CSL Identification Pins. A permanent name badge and CSL pin are provided each CSL member. Any member with an illegible or broken name badge may return it to the office and receive a free replacement. Lost badges are replaced or new pins are furnished at members' expense at current cost.

IX. Certificates

The CSL has the following Awards of Appreciation available. (Not all are necessarily awarded each year.)

- a. Certificate of Appreciation. This award is presented to persons outside of the CSL whose actions or services have a direct benefit for the CSL, i.e., publicity, donations of food or services, or those who act on behalf of CSL. This award may be presented locally.

There are forms available for CSL members to submit their nominees for this award. Nominations go to the Public Relations Committee prior to being submitted to the JRC. Nominations may be made periodically throughout the year.

- b. Special Volunteer Recognition Award. The JRC determines who will receive this award, which is presented at the Opening Session or Banquet of the Annual CSL Session. Anyone may suggest a nominee who has been an outstanding volunteer and performed major special services for the CSL. Nominations shall be made at least two months prior to the Annual Session.
- c. Moira Jackson Award. This award is named for a 12-year member of the CSL, Senior Senator Moira Jackson, who passed away during her last year in office. Senior Senator Jackson set an example of accomplishment and service to the CSL that has set a standard for all of us. This is our only award which honors a CSL member for service.

Nominations shall be made at least three months prior to the Annual Session. The JRC determines who is to receive this award, which is presented at the Opening Session or Banquet.

- d. Certificate and Pin Honoring Six-Year Members. This certificate is presented at the Opening Session or Banquet to all members who have served for six years, not necessarily consecutive, along with a gold CSL pin. If the six-year member cannot be present, the certificate and pin are mailed.
- e. Certificate Presented at Annual Session to Each Member. This certificate is given to each member at the Annual Session and recognizes the presence of each member at that session.
- f. Legislative Award. A certificate is presented at the Session to those CSL members who authored a proposal which became the basis of a bill which passed the Legislature and was signed into law by the Governor. A certificate is also presented to the State Legislator who carried the bill.

A certificate is also presented to those CSL members who authored a proposal which became the basis of an executive order signed by the Governor.

RULES OF ORDER

These rules of order are guidelines for the parliamentary conduct for the California Senior Legislature (CSL). They automatically apply in all plenary sessions of the full Senior Legislature and may be invoked by a simple majority vote of all sub-division meetings. If a parliamentary question ever develops in any meetings that these rules do not clearly cover, Robert's Rules of Order will be followed. These rules and/or Robert's Rules of Order are the final authority in CSL Parliamentary Procedure.

1. A Parliamentarian shall be designated, whenever needed, by the Chair of each meeting and approved by the membership of the group.
2. In the absence of a Parliamentarian, the Chair will interpret and apply these rules of conduct.
3. Rulings by the Chair concerning any of these rules may be overturned by a two-thirds majority vote of members present. A show of hands indicating 10 percent of the group assembled want to challenge the Chair's decision in making a ruling is needed to put the matter to a vote.
4. Anyone wishing to speak must first secure recognition from the Chair. The Chair should declare any person out of order who speaks up without recognition. Since recognition is necessary every time anyone wishes to speak, Chair should recognize speakers who wish to be heard in order of the requests.
5. Action on items of business is handled by motions. Under the proper order of business, any member, after securing recognition from the Chair, may make a motion. The motion requires a second from another member before it can be discussed. The Chair should declare a motion in, or out, of order. A motion declared in order, except motions to table or adjourn, should be open for discussion, pro and con, by members present.
6. A motion may be tabled, postponed or referred by a two-thirds majority vote. Any motion may be amended, carried or defeated by a simple majority vote. Only two amendments may be allowed for any one motion. No motion may be withdrawn after it has been discussed on the floor, for then it becomes the property of the assembly and not of the maker and seconder of the motion.
7. Time limits may be fixed on each speaker on each item of business by a simple majority vote. Time limits may be fixed on each meeting at the beginning of that meeting.
8. At every official meeting a recording secretary shall be selected to record the minutes and be responsible for keeping the files in order. Selection may be made by appointment of the Chair with approval of the members, or elected.
9. It is customary for the Chair to stand when conducting nominations, responding to questions or making rulings. Nominations may be seconded, but not amended.

10. Supporting nominating speeches are limited to two for each candidate for elective office. Time limits may be placed on all nominating speeches.
11. A record of those present shall be made at the beginning of each official meeting, recorded and filed.
12. It is optional for the Chair to appoint a Sergeant-of-Arms for each meeting.
13. An agenda shall be prepared in accordance with the Bagley-Keene Act.
14. The names of those making and seconding motions shall be recorded in the minutes.
15. No other motion can be entertained while another motion is being acted upon, except to substitute, table, refer or adjourn.
16. A motion to adjourn requires a two-thirds majority vote to carry.
17. Fifty percent plus one will constitute a quorum of all CSL meetings.
18. A defeated motion may be reconsidered only by a two-thirds majority vote.
19. Motions adopted at any regular meeting may not be reconsidered at the same meeting they were adopted, except by unanimous consent of members present.