

#### **IV. Member Commitment**

##### **A. POLICY**

1. Members must attend meetings of the Commission and their chosen committee(s).
2. Members must always be serving on at least one committee, either standing or ad hoc.
3. Members must continuously seek information about the needs and priorities of their community and actively represent those voices.
4. Members are expected to volunteer a minimum of 50 hours per year (an average of one hour per week).

##### **B. PROCEDURES**

1. In-Person and Remote Attendance
  - a. Commission members must attend Commission and standing committee meetings in person unless an exemption has been authorized.
  - b. Ongoing remote attendance may be a reasonable accommodation for a member with a qualifying disability that precludes them from attending meetings in person.<sup>1</sup>
    - i. Members may address requests to the AAA Program Manager and Commission Chairperson.
    - ii. Requests will be addressed promptly and resolved consistent with the federal Americans with Disabilities Act and in favor of accessibility.
  - c. For up to two meetings per member per calendar year, remote attendance may be allowable for Just Cause or Emergency Circumstances.<sup>2</sup>
    - i. Just Cause. Notification of remote attendance for Just Cause may be given for:
      - a) A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner;
      - b) A contagious illness;
      - c) A need related to a physical or mental disability; or
      - d) Travel while on official business of the legislative body or another state or local agency.

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<sup>1</sup> Brown Act § 54953

<sup>2</sup> Brown Act § 54953. The clause allowing remote attendance for Just Cause or Emergency Circumstances is scheduled to be repealed January 1, 2026 by its own provisions.

The member notifies the meeting Chairperson, the AAA Program Manager, and [aaa@schsd.org](mailto:aaa@schsd.org) at the earliest opportunity, including at the start of a regular meeting, of their need to participate remotely for Just Cause, including a general description of the circumstances relating to their need to appear remotely at the given meeting.

- ii. Emergency Circumstances. Request for remote attendance due to Emergency Circumstances may be made when a physical or family medical emergency prevents a member from attending in person.
  - a) As soon as possible, the member submits a request to the meeting Chairperson, the AAA Program Manager, and [aaa@schsd.org](mailto:aaa@schsd.org) with a general description of the circumstances relating to their need to appear remotely at a given meeting. The general description need not exceed 20 words and does not require disclosure of any medical diagnosis, disability, or personal medical information.
  - b) If possible, the request is included as an action item on the agenda for the meeting for which the request is made.
  - c) At the start of the meeting, the legislative body takes action to approve the request. If there was not sufficient time to include it on the agenda, action is taken as an emergency item.
  - d) The request must be approved by majority vote.<sup>3</sup>
- iii. The member must make a separate notification or request for each meeting in which they seek to participate remotely.
- iv. At the meeting, before any action is taken, the member attending remotely must publicly disclose whether any other individuals 18 years of age or older are present in the room with the member, and if so, the general nature of the member's relationship with any such individuals.
- v. The member shall participate through both audio and visual technology.
- vi. The two-meeting limit is tracked separately for each "legislative body" e.g. the Commission and the Executive Committee.

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<sup>3</sup> Brown Act § 54954.2(b)(4)

- d. A member who attends remotely without an authorized exemption is considered a member of the general public. They may participate in discussions, but are not counted towards a quorum, do not vote, and their attendance is marked “absent with notice.”

## 2. Absences

- a. A member who expects to be absent from a Commission or committee meeting must notify the meeting Chairperson, the AAA Program Manager, and [aaa@schsd.org](mailto:aaa@schsd.org).
- b. A leave of absence of up to three months may be granted by the Executive Committee.
- c. AAA staff track member attendance at Commission and committee meetings and provide reports to the Executive Committee.
- d. The Executive Committee analyzes attendance reports to identify inconsistent attendance, which may include:
  - i. More than one absence without notice within the past six months.
  - ii. More than two absences with notice within the past six months.
  - iii. A pattern of arriving to meetings late or leaving early.
- e. The determination of whether attendance is “inconsistent” is at the discretion of the Executive Committee.
- f. When a member has inconsistent attendance, a Commission officer contacts the member to discuss a solution and follows up with a written summary of the discussion.
  - i. If the member was appointed by a county supervisor, AAA staff forward the discussion summary to the supervisor’s office.
  - ii. If the member was elected by the Commission, the written summary includes a reminder that inconsistent attendance may result in termination of their membership.

## 3. Volunteer Time Log

- a. AAA staff provide members with a Volunteer Time Log form.
- b. Members use the form to track the time they spend volunteering on Commission-related activities, such as:
  - i. Preparing for and attending Commission and committee meetings, including travel time;
  - ii. Sharing Commission-related information or resources (e.g. ADRH cards) in the community;
  - iii. Learning about community needs and priorities related to older adults, adults with disabilities, or their caregivers;

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- c. Members submit completed forms to AAA staff and the Commission Chairperson:
  - i. By January 15<sup>th</sup> for July through December
  - ii. By July 15<sup>th</sup> for January through June.
- d. AAA staff or a Commission member tally the numbers and report them to the Executive Committee.
- e. Hours are included in the Commission's biannual reports to the BOS and in Area Plan updates to CDA.