

CITY OF SPARKS SENIOR ADVISORY COMMITTEE BY-LAWS

Description: A committee comprised of citizens of the City of Sparks, preferably over the age of 55, to assist the city of Sparks in learning and understanding issues related to its senior population and to gather information relating to the quality of life for seniors. The committee shall be called the Sparks Senior Citizen Advisory Committee (SSCAC).

The purpose of the committee shall be:

- A. Develop citizen input engaging in and promoting information transfer related to the quality of life of the senior population within the city of Sparks.
- B. Perform in a positive and collaborative manner to gather information and provide constructive feedback and suggestions.
- C. Assist the Mayor/City Council/City Manager, as needed.
- D. Assist with community events.
- E. Assist in the promotion of the City of Sparks and in efforts to maintain/improve the city's senior citizens quality of life.

Membership:

- A. The membership and member duties are defined by the Sparks City Council in the form of a Resolution and cannot be modified by the SSCAC without approval by the Sparks City Council.

Committee Structure: The SSCAC shall have officer positions of Chair, Vice Chair and Secretary. The duties and terms of the SSCAC Officers are defined in the Resolution.

Voting: Most decisions will be reached by consensus; when indicated, any member of the committee may request a formal vote. All decisions of the committee will be based on a simple majority.

Meetings:

- A. Meeting times, dates and location are at the direction of the Chair. Per the Resolution, meetings shall be held at least quarterly.
- B. Roberts' Rules of Order will be used to conduct all meetings to the extent not inconsistent with the terms and conditions of this Resolution.
- C. Meetings of the SSCAC are subject to the provisions of the Nevada Open Meeting Law (NRS 241).

Goals of the SSCAC:

- A. Promote a stronger relationship and communication between the city of Sparks' senior citizenry and the city's elected officials.
- B. Promote an engaged city government to senior citizen needs through city services review and analysis.
- C. Promote efficient, cost effective senior services and programming.
- D. Assist the city of Sparks as it prepares for increases in its senior citizen population.

SSCAC Recommendations (per the Resolution):

- A. The SSCAC may provide, in writing to the City Council, constructive input, guidance or feedback on city programs and initiatives brought before the SSCAC for discussion.
 1. The SSCAC Chair shall provide an update of the committee's activities to the Sparks City Council, at least annually.
 2. The SSCAC and their members are not Agents of the city and shall not engage in any activity which attempts to commit the city to expend monies in the form of a contract, new program or service being provided by the city.

- B. Formal SSCAC recommendations to the City Council shall be made in the form of a Resolution and must include a tabulation of the number of members present and number of votes in support and opposition to the motion, along with members' names.

Annual Events:

- Public reception (sponsored by the Sparks Senior Advisory Committee) to all city citizens and elected representatives to meet on a more informal basis (date to be determined).
- Town Meetings to solicit ideas and concerns related to the city's senior citizenry.