

**THE ALASKA COMMISSION ON AGING**

**ARTICLE I - NAME**

The name of this organization shall be the **ALASKA COMMISSION ON AGING**, hereinafter the “**Commission**” or “**ACoA.**”

**ARTICLE II - MISSION STATEMENT**

The mission of the Commission is to advocate for the dignity and independence of all older Alaskans, and to assist them to lead useful and meaningful lives through planning, advocacy, education, and interagency cooperation.

**ARTICLE III – PURPOSE**

Section 1. The Commission’s purpose and authority is established in AS 44.29.750-44.29.795. The purpose of the Commission is, in part, to allow the State to participate in grants under the Older Americans Act of 1965, as amended [Public Law 98-459].

The Commission may promulgate a manual of Policies and Procedures to supplement these Bylaws.

**ARTICLE IV - MEMBERS**

Section 1. The members of the Commission are appointed by the Governor in accordance with AS 44.29.750.

Section 2. Members of the Commission serve without compensation but are entitled to transportation and per diem allowances as authorized in AS 44.29.790.

Section 3. The Alaska Executive Branch Ethics Act applies to Commission members.

Section 4. Commission members shall not identify as a board member or speak on behalf of the Commission on Aging with the media, the Legislature, or the Administration unless previously approved by the Chair or the Chair’s designated representative.

Section 5. All members of the Commission shall be voting members.

Section 6. If a member of the Commission listed in AS 44.29.750(a)(3) and (5) fails to attend three (3) consecutive meetings, a majority of the members of the Commission may request that the Governor terminate the membership of the member and fill the vacancy, per AS 44.29.750(d).

Section 7. If a Commission member resigns, they shall communicate their resignation in writing to the Governor and the Chair, or to the Governor and to the Vice-Chair in the case of resignation by the Chair.

#### **ARTICLE V - OFFICERS**

Section 1. The officers of the Commission shall be a Chair and a Vice-Chair.

Section 2. Duties of the officers shall be as follows:

The Chair shall preside at all meetings of the Commission and shall advise the Executive Director at times when the Commission is not meeting. The Chair shall appoint chairs of standing and ad-hoc committees, who shall serve at the pleasure of the Chair.

The Chair shall chair the Executive Committee and shall serve as ex officio voting member of all committees and task forces. The Chair shall perform such additional duties as required by the Commission.

The Vice-Chair shall preside at the meetings and perform the duties of the Chair when necessitated by the absence of the Chair. In the event of the absence of both Chair and Vice-Chair, the Chair shall appoint a Chair pro tempore to preside for that meeting.

As required by AS 44.30.120, the Chair serves on the Pioneer Home Advisory Board representing the Commission.

Section 3. The Chair and Vice-Chair shall be elected by majority vote. Election of the Chair and Vice-Chair shall take place at the last regularly scheduled meeting of the calendar year ending December 31. Newly elected officers shall take office at the beginning of the new calendar year beginning January 1.

Section 4. Terms of the office shall be two (2) years. Officers may be re-elected to one successive term.

Should a vacancy occur in the position of Chair, the Vice-Chair shall assume the duties of the position of Chair. Should a vacancy occur in the position of Vice-Chair, the Chair shall appoint a successor to fill the remainder of the Vice-Chair's term of office.

Section 5. The Vice-Chair may succeed to the office of the Chair upon election, but succession is not required.

Section 6. Only those persons appointed under AS 44.29.750(a) (3) and (5) may serve as Chair or Vice-Chair.

#### **ARTICLE VI - MEETINGS**

Section 1. Special meetings of the Commission shall occur at the call of the Chair or at the request of a majority of the voting members.

Regular meetings of the Commission shall occur at least four times each calendar year.

The Commission shall review the rules of teleconference/videoconference etiquette before meetings to minimize distractions.

Section 2. Meetings shall be conducted in accordance with AS 44.62.310. Two (2) weeks notification shall constitute adequate notification of meetings for members and ten (10) calendar days notification for the public. Five (5) working days of notification shall constitute adequate notification of committee meetings. Notification of meetings shall be made pursuant to the Alaska Open Meetings Act.

Section 3. A majority of the members of the Commission listed in AS 44.29.750 constitutes a quorum.

Section 4. Except for members referenced in AS 44.29.750 (a)(1) and (2), no other member of the Commission may name a designee. Commission members referenced in AS 44.29.750 (a)(3) and (5) may not name a designee.

Section 5. Executive sessions may be called during a regular meeting as specified in the Alaska Open Meetings Act.

Section 6. The Commission shall schedule at least one period for public comment during each regularly scheduled Commission meeting. 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.

The public comment period will not be considered a hearing and cannot be used for that purpose.

#### **ARTICLE VII - COMMITTEES**

Section 1. The Chair shall designate membership from among Commission members on all

standing committees required by these Bylaws.

The Chair may also designate ad hoc committees or task forces to accomplish special purposes. Ad hoc committees or task forces shall report on their progress toward their stated purpose at each regular quarterly Commission meeting during the time the committee or task force is empowered.

All Committees may include persons not members of the Commission with the exceptions of Executive, Bylaws, and Nominating Committees. Only a Commission member may serve as a solo committee chair; if a committee has co-chairs, a person who is not a member of the Commission may be a co-chair, but the other co-chair must be a Commission member.

Committee chairs are responsible for developing their committee goals for each calendar year and shall present any reports at each quarterly Commission meeting.

## Section 2. Standing Committees

### (a) Executive Committee

- (1) The Executive Committee is comprised of the Chair, Vice-Chair, immediate past Chair, and a committee chair as designated by the ACoA Chair. When no immediate past Chair is present, a member shall be elected by the Commission. The Executive Director shall serve as a non-voting member of the Executive Committee;
- (2) A quorum shall consist of three (3) of the four (4) voting committee members;
- (3) Executive Committee action must be reported in writing at the next commission meeting;
- (4) Executive Committee may refer matters to other committees for reports to the full Commission;
- (5) The Executive Committee shall meet when issues come up that require the review or action of the committee, at the request of the Chair, or by the majority of committee members.

### (b) Legislative Advocacy Committee

- (1) The Legislative Advocacy Committee shall include a minimum of three (3) Commission members. The Legislative Advocacy Committee shall:

- a. Assess the health care and social needs of Alaska seniors;
- b. Develop and prioritize budget and policy recommendations for the Department of Health and the Alaska Mental Health Trust Authority for review and approval by the Executive Committee. These recommendations will define ACoA's legislative priorities;
- c. Develop advocacy strategies and efforts;
- d. Coordinate advocacy efforts with stakeholders and partners;
- e. Provide stakeholders and partners with information on issues.

(c) Nominating Committee

The Nominating Committee, consisting of three (3) members of the Commission as appointed by the Chair, develops and presents a slate for the election of officers at the last meeting of the calendar year.

(d) Bylaws Committee

The Bylaws Committee, consisting of a minimum of three (3) members of the Commission, shall be appointed to review the Bylaws and Policies and Procedures bi-annually and recommend revisions, as appropriate, to the full board.

(e) Planning Committee

The Planning Committee shall include a minimum of three (3) members. The Planning Committee shall:

- (1) Prepare the comprehensive Alaska State Plan for Senior Services as required by AS 44.29.780-790 and the Older Americans Act.
- (2) Review the implementation efforts for the Alaska State Plan for Senior Services.
- (3) Develop other plans related to the responsibilities of the Commission.

## **ARTICLE VII - EXECUTIVE DIRECTOR**

The Executive Director shall be selected by a two-thirds vote of the ACoA commission members and approved by the Governor as provided by AS 44.29.790(4). The Executive Director:

- (a) Reports to the Commission.
- (b) Provides information, budget and policy recommendations to the Alaska Mental Health Trust Authority as requested by the Trust regarding Senior Trust beneficiaries.
- (c) Serves in ex officio capacity as a non-voting member on all standing committees and provides staff support as requested by the Chair or Committee chairs.
- (d) The duties and responsibilities of the Executive Director shall be contained in the official position description.

**ARTICLE VIII - ENDORSEMENTS**

It shall be the policy of the Alaska Commission on Aging not to endorse or support candidates for any elective public office, partisan or nonpartisan. In addition, Commission members shall not seek to become members of in-state organizations that present a conflict of interest and, in their role as Commission members, shall not provide letters of support for specific projects that do not have statewide benefit.

**ARTICLE IX - PARLIAMENTARY AUTHORITY**

The conduct of business shall be according to Robert’s Rules of Order, Revised, except in cases where conflicts may arise by reason of statute or these Bylaws. In situations where a conflict may occur, state statute or these Bylaws shall prevail, in that order.

**ARTICLE X - AMENDMENTS**

Proposed amendments to these Bylaws must be presented in writing to the Commission at a regular meeting as an agenda item. Proposed amendments shall not be acted upon until the next regular meeting following their presentation. A 2/3 vote of the membership shall be necessary for adoption.

**Adopted:**  
 Amended: May 2026  
**Adopted:** September 2023  
 Amended: September 2023  
**Adopted:** September 2019  
 Amended: September 2019  
**Adopted:** September 2013  
 Amended: August 2013  
**Adopted:** February 2011  
 Amended: January 2011  
**Adopted:** August 2009

Amended:	July 2009
<b><u>Adopted:</u></b>	<b>May 2007</b>
Amended:	May 2007
Amended	May2005
<b><u>Adopted</u></b>	<b>June 2004</b>
Amended:	December 2003
Amended:	August 2003
Amended:	June 2003
<b><u>Adopted</u></b>	<b>June 2002</b>
Amended:	February 2002
<b><u>Adopted</u></b>	<b>December 1999</b>
Amended:	December 1999
<b><u>Adopted</u></b>	<b>February 1995</b>
Amended:	June 1987
<b><u>Adopted</u></b>	<b>November 1985</b>

**Note: ACoA statutes are attached to provide clarification of references to statutes in the bylaws.**

# Article 10- ALASKA COMMISSION ON AGING

## Section 44.29.750 - Alaska Commission on Aging

(a) The Alaska Commission on Aging is established in the Department of Health. The members of the Commission include

- (1) the Commissioner of health or the Commissioner's designee;
- (2) the Commissioner of commerce, community, and economic development or the Commissioner's designee;
- (3) a senior services provider, regardless of age, appointed by the governor;
- (4) the chair of the Alaska Pioneers' Homes Advisory Board under AS 44.30.100; and
- (5) seven persons selected on the basis of their knowledge and demonstrated interest in the concerns of older Alaskans, appointed by the governor in accordance with (b) of this section.

(b) After requesting from senior citizens' organizations the names of persons who are qualified for and interested in serving on the Commission, the governor shall appoint the members of the Commission under (a)(5) of this section. Appointments shall be made by the governor to assure representation of low-income persons and minorities, and representation from rural and urban areas of the state, and to secure statewide geographical representation on the Commission. At least six of the persons appointed by the governor shall be 60 years of age or older. At least two of these persons shall be 65 years of age or older. Each member appointed by the governor shall be a resident of the state.

(c) The persons appointed under (a)(3) and (a)(5) of this section serve overlapping four-year terms, and serve at the pleasure of the governor. A member may be reappointed, but a member appointed under (a)(3) or (a)(5) of this section may not serve more than two consecutive terms or eight consecutive years, whichever is longer.

(d) If a person appointed under (a)(3) or (a)(5) of this section fails to attend three consecutive meetings of the Commission, a majority of the members of the Commission may request the governor to terminate the membership of the member and to fill the vacancy.

(e) A vacancy in the membership of persons appointed under (a)(3) and (a)(5) of this section shall be filled by appointment by the governor. The person appointed serves for the unexpired portion of the term.

## Section 44.29.760 - Meetings and Officers

(a) The Commission shall meet at the call of the chair, at the request of a majority of the members, or at a regularly scheduled time as determined by a majority of the members. The Commission shall meet at least four times each year.

(b) A majority of the members of the Commission constitutes a quorum for conducting business and exercising the powers of the Commission.

(c) The Commission shall elect one of its members as chairperson, and may select other officers it considers necessary.

#### **Section 44.29.770 - Compensation**

Members of the Commission receive no compensation for their services, but are entitled to per diem and travel allowances authorized by law for other boards and Commissions under AS 39.20.180.

#### **Section 44.29.780 - Executive Director**

The executive director of the Commission shall formulate and submit to the department a comprehensive statewide plan that identifies the concerns and needs of older Alaskans and present that plan to the Commission.

#### **Section 44.29.790 - Powers, Duties, and Limitations**

(a) The Commission shall

(1) subject to review by the department, approve a comprehensive statewide plan that identifies and addresses the concerns and needs of older Alaskans and, with reference to the approved plan, prepare and submit to the governor and legislature an annual analysis and evaluation of the services that are provided to older Alaskans;

(2) make recommendations directly to the governor and the legislature with respect to legislation, regulations, and appropriations for programs or services that benefit older Alaskans;

(3) encourage the development of municipal Commissions serving older Alaskans and community-oriented programs and services for the benefit of older Alaskans;

(4) employ an executive director who serves at the pleasure of the Commission;

(5) help older Alaskans lead dignified, independent, and useful lives;

(6) request and receive reports and audits from state agencies and local institutions concerned with the conditions and needs of older Alaskans;

(7) give assistance, on request, to the senior housing office in the Alaska Housing Finance Corporation in administration of the senior housing loan program under AS 18.56.710 - 18.56.799 and in the performance of the office's other duties under AS 18.56.700; and

(8) provide to the Alaska Mental Health Trust Authority, for its review and consideration, recommendations concerning the integrated comprehensive mental health program for persons who are described in (d) of this section and the use of the money in the mental health trust settlement income account in a manner consistent with regulations adopted under AS 44.25.240.

(b) To accomplish its duties, the Commission may

- (1) review, evaluate, and comment upon state programs concerned with the problems and the needs of older Alaskans;
- (2) collect facts and statistics, and make studies of conditions and problems pertaining to the employment, health, housing, financial security, social welfare, and other concerns that bear upon the well-being of older Alaskans;
- (3) provide information about public programs that would be of interest or benefit to older Alaskans;
- (4) appoint special committees, which may include persons who are not members of the Commission, to complete necessary studies;
- (5) promote community education efforts regarding the problems and concerns of older Alaskans;
- (6) contract for necessary services;
- (7) consult and cooperate with persons, organizations, and groups interested in or concerned with programs of assistance to older Alaskans;
- (8) advocate improved programs of benefit to older Alaskans; and
- (9) recommend standards for levels of services for older Alaskans for programs administered by the department.

(c) The Commission may not investigate, review, or undertake any responsibility for the longevity bonus program under AS 47.45.010 - 47.45.160 or the Alaska Pioneers' Home or Alaska Veterans' Home under AS 47.55.

(d) When the Commission formulates a comprehensive statewide plan under (a) of this section, it shall include within the plan specific reference to the concerns and needs of older Alaskans who have a disorder described in AS 44.25.290(b)(4).

#### **Section 44.29.795 - Definitions**

In AS 44.29.750 - 44.29.795,

- (1) "Commission" means the Alaska Commission on Aging;
- (2) "department" means the Department of Health;
- (3) "older Alaskan" means a resident who is 60 years of age or older.