

*****ATTACHMENTS*****

Senior Activity Center Commission Guidelines

I. Name

The name of the commission shall be the Senior Activity Center Commission, abbreviated SACC.

II. Mission Statement

The purpose of the SACC is to oversee and support the mission of the Senior Activity Center of Sheboygan (SACS), which is: Providing dynamic social opportunities which promote wellness, learning, and recreation for active seniors.

III. Organization

The SACC will support and uphold the following City of Sheboygan ordinances:

DIVISION 10. - SENIOR ACTIVITY CENTER COMMISSION

Sec. 2-726. - Composition.

The ~~SACC senior activity center commission~~ shall consist of nine voting members, composed of eight citizen members and one council member. The director of senior services shall be a non-voting ex-officio member. A minimum of three of the citizen members shall be members of the Friends of the Senior Activity Center. The names of the citizen members shall be recommended to the mayor by ~~the SACC senior activity center commission~~, and shall represent a cross-section of the community. Final appointments shall be made by the mayor, subject to approval by the common council.

(Ord. No. 7-08-09, § 1, 6-2-08; Ord. No. 7-10-11, § 1, 6-21-10; Ord. No. 45-10-11, § 1, 12-20-10; Ord. No. 39-16-17, § 9, 4-5-17; Ord. No. 2-19-20, § 1, 5-6-19)

Sec. 2-727. - Appointment.

The citizen members of the ~~SACC senior activity center commission~~ shall serve for a term of three years, and may be reappointed for not more than one consecutive three-year term. After the second three-year term, the individual must remain off the commission for one year before being eligible for reappointment. The council member shall serve a one-year term, to expire at the end of the council year for which the council member was appointed. The mayor may reappoint the council member at his/her discretion, subject to council approval.

(Ord. No. 7-08-09, § 1, 6-2-08; Ord. No. 7-10-11, § 2, 6-21-10; Ord. No. 45-10-11, § 2, 12-20-10; Ord. No. 39-16-17, § 10, 4-5-17)

Sec. 2-729. - Organization.

The senior activity center commission shall annually elect, at the May meeting, a chairman, vice-chairman and secretary, whose terms shall begin June 1.

(Ord. No. 7-08-09, § 1, 6-2-08)

Sec. 2-730. - Functions and duties.

(a) ~~The~~ City Administrator, ~~chief administrative officer~~ in consultation with the SACC ~~senior activity center commission~~ shall establish and direct policy of the multipurpose senior activity center, shall develop a mission statement, shall establish goals, shall be involved in the selection and appointment of a full-time supervisor, shall establish

bylaws, subject to common council approval, and shall govern the facilities and activities. ~~(b) The hours of operation of the senior activity center of Sheboygan shall be from 8:00 a.m. to 4:00 p.m. Monday through Thursday, and on varied evenings, Fridays and weekends as established by the chief administrative officer in consultation with the senior activity center commission, except for city observed holidays.~~

~~(be)~~ The City Administrator, ~~chief administrative officer~~ with input from the SACC ~~senior activity center commission~~ shall direct and supervise the management and operation of the senior activity center in accordance with appropriate city policies and procedures.

~~(ce)~~ The City Administrator, ~~chief administrative officer~~ in consultation with the SACC ~~senior activity center commission~~ shall oversee the budget and financial activities of the senior activity center, subject to common council approval.

~~(de)~~ The City Administrator, ~~chief administrative officer~~ in consultation with the SACC ~~senior activity center commission~~ shall report to the common council on the status of the management and operation of the senior activity center annually.

~~(ef)~~ To encourage and promote gifts, grants and donations of money and property from all available resources for senior activity center purposes.

(Ord. No. 7-08-09, § 1, 6-2-08; Ord. No. 45-10-11, § 3, 12-20-10; Ord. No. 58-12-13, § 1, 4-15-13)

Changes to the above ordinances are by common council approval only.

IV. Duties of Officers

The chairperson shall preside at all meetings and shall be an ex-officio member of all committees, and shall carry out other duties pertaining to the office as the SACC directs. The SACS director or designee shall set and distribute the meeting agendas, after consultation with the SACC chair.

The vice-chairperson shall preside in the absence of the chairperson and shall carry out other assigned duties.

The secretary shall keep accurate records and minutes of the proceedings of the SACC, and shall be responsible for correspondence, or shall delegate this task. The secretary shall also receive minutes of all sub-committee meetings. The minutes shall be reported to the director of SACS, the chair of the SACC, and the city clerk no later than 96 hours following the meeting and presented to the public and members 24 hours before the next meeting.

V. Committees

Elected officers shall constitute the executive committee.

The executive committee shall appoint all committees and ad-hoc committees as needed.

VI. Meetings

Regular SACC meetings shall be held bi-monthly at the SACS.

Special meetings may be called by the chairperson or vice-chairperson and may act on behalf of the SACC, when necessary, between regular SACC meetings.

Vacancies are to be filled within two months of the vacancy occurring, by candidates suggested by the SACC to the mayor, and appointed by the mayor.

These guidelines may be amended by a majority voted of the SACC at a regular meeting ~~and approved by the common council~~. Any proposed amendment must be submitted to the SACC at least one month prior to voting on the amendment.

VII. Rules of Order

Conduct of the meeting shall follow Robert's Rules of Order.

Amended and approved unanimously 07/19/2017 at the regular meeting of the SACC.

Proposed amendments 3/18/2020.