

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** Community + Human Development

**AGENDA DATE:** 4/12/22

**PUBLIC HEARING DATE:** 4/26/22

**CONTACT PERSON/PHONE:** Nicole Ferrini, Director 915-212-1659

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL 8:** Nurture and Promote a Healthy, Sustainable Community

**SUBJECT:**

Discussion and action on an Ordinance Amending Ordinance 0011469 Merging the Membership of the Foster Grandparent Program Advisory Council and the Retired and Senior Volunteer Program Advisory Council into the AmeriCorps Seniors Advisory Council

**BACKGROUND / DISCUSSION:**

On February 11, 2020 a majority vote of quorum was taken and majority ruled to merge both RSVP and FGP councils. The two boards wishes to codify the merger via ordinance.

**PRIOR COUNCIL ACTION:**

Foster Grandparent's Program (FGP) Advisory Council and the Retired and Senior Volunteer Program (RSVP) Advisory Council were both codified by Ordinance 011469 on July 20, 1993

**AMOUNT AND SOURCE OF FUNDING:**

N/A


**BOARD / COMMISSION ACTION:**

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:**



**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING ORDINANCE 011469 MERGING THE MEMBERSHIP OF THE FOSTER GRANDPARENT'S PROGRAM ADVISORY COUNCIL AND THE RETIRED AND SENIOR VOLUNTEER PROGRAM ADVISORY COUNCIL INTO THE AMERICORPS SENIORS ADVISORY COUNCIL OF THE CITY OF EL PASO.

WHEREAS, membership to the Foster Grandparent's Program (FGP) Advisory Council and the Retired and Senior Volunteer Program (RSVP) Advisory Council were both codified by Ordinance 011469 on July 20, 1993; and

WHEREAS, during the February 11, 2020 regular meeting of the RSVP and FGP, the merger of the two advisory councils into the AmeriCorps Seniors Advisory Council was finalized by the approval of amended bylaws by the members of the two entities; and

WHEREAS, the boards wish to codify this merger, via Ordinance, reflecting how the AmeriCorps Seniors Advisory Council will operate moving forward.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. The Foster Grandparent's Program (FGP) Advisory Council and the Retired and Senior Volunteer Program (RSVP) Advisory Council will now be known as the AmeriCorps Seniors Advisory Council as authorized by the City of El Paso and CFR 2553.24.
2. The AmeriCorps Seniors Advisory Council will be regulated by the bylaws approved in February 2020, as may be amended in accordance with Article VII of the bylaws, attached to this Ordinance as Exhibit A.
3. The AmeriCorps Seniors Advisory Council will have 19 members consisting of 9 members (1 per District, 1 from the Mayor) with the remaining 10 members to be selected by the advisory council as at larger members.
4. This Ordinance shall take effect and be in full force from and after its passage and approval.
5. Except as herein amended, Ordinance 011469 shall remain in full force and effect.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

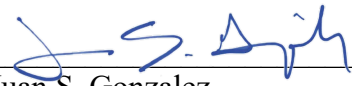
THE CITY OF EL PASO:

\_\_\_\_\_  
Oscar Leoser  
Mayor


ATTEST:

\_\_\_\_\_  
Laura Prine  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Juan S. Gonzalez  
Senior Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Nicole Ferrini, Director  
Community & Human Development

**EXHIBIT A**

**AmeriCorps Seniors Advisory Council**

**COUNCIL BYLAWS**

(Amended – February 2020)

# **SENIOR CORPS**

## **ADVISORY COUNCIL BYLAWS**

### **ARTICLE I - AUTHORITY**

The Advisory Council of the Retired and Senior Volunteer Program (RSVP)/Foster Grandparents Program (FGP) also known as Senior Corps of the City of El Paso is authorized by the City of El Paso and CFR 2553.24.

### **ARTICLE II - PURPOSE**

The purpose of the Advisory Council shall be to advise and assist the Project Sponsor (i.e., the City of El Paso) and Senior Corps staff. The offices of Senior Corps are located at 801 Texas Ave. 3<sup>rd</sup> Fl.; El Paso, TX 79901-1503

### **ARTICLE III - ROLE AND FUNCTION**

The Advisory Council is tasked with the following:

- a. Provides advice and support to the project supervisor in the formulation of local policy, planning and the development of operational procedures and practice, consistent with program policies;
- b. Assists the sponsor by promoting community support for the project; advises on actions affecting volunteers; and assists in developing local financial and in-kind resources;
- c. Assist in engaging seniors and knowledgeable about human and social needs of the community; and knowledge of, the range of abilities of older adults and of a diverse composition that reflect the El Paso service area. Assists in additional programming to provide feedback to the City of El Paso when necessary.
- d. Conducts an annual appraisal of project operation and submits a report to the sponsor, which shall be attached to the continuation grant application. The appraisal should be completed so that results of the appraisal may be utilized in preparing the continuation grant application. Advisory Council will include project goals and objectives being met on schedule;
- e. Provides information and advice to Sponsor and project staff on strategies to utilize Senior Corps volunteers most effectively;
- f. Furnishes advice and support on coordination with volunteer stations;
- g. Promotes constructive relationships with key individuals and agencies in the community;

- h. Helps plan, implement, and participate in Senior Corps recognition events;
- i. Assists in the final review of continuation grant applications and assists in the development of the section relating to Advisory Council's goals;
- j. Provides ideas or contacts for development of volunteer stations;
- k. Advises on recruitment of hard-to-reach prospective volunteers.
- l. Assist with fund raising efforts to assist the program to continue recognition events.
- m. Review by-laws on an annual basis.

## ARTICLE IV - MEMBERSHIP

### Section 1 - Number and Qualifications:

The Senior Corps Advisory Council shall consist of nineteen (19) members. Composition of the membership shall be as follows:

The Mayor or his designee shall appoint a member to the advisory council. (1)

Each City Representative shall appoint a member to the advisory council. (8)

Ten members shall be selected by the advisory council as at large members. (10)

Total: (19)

At least five of the members shall be persons aged 55 or over. Members should be representative of a cross-section of the community: community and business leaders, representatives of non-profit corporations and public agencies. Project staff may not be members or officers of the Advisory Council.

### Section 2 - Tenure:

Each member of the Senior Corps Advisory Council shall serve a lifetime term. Each member appointed to the Advisory Council shall serve a lifetime term. When members feel the need to end their service as Advisory Council members, they will notify the office of Senior Corps. A replacement appointee shall be made according to the same process by which the member was appointed. All current advisory council members are grandfathered in with this change to the by-laws. For advisory council members

appointed by the Mayor or City Representatives, their term will conclude if the Mayor or City Representative elects to appoint a new individual. If there are openings in the at-large section, member may choose to remain, with the approval of a major vote of the advisory council.

### Section 3 - Absence from Meetings:

If a member is absent from three consecutive meetings without notification to Senior Corps staff and advisory council, the Advisory Council members shall decide if there is cause for removal. If the member is dismissed, such member shall not be eligible for reappointment.

The Advisory Council may waive this attendance requirement where it determines extenuating circumstances provide a reasonable excuse for such member's absence.

### Section 4 - Quorum:

In order to constitute a quorum, half of the total number of advisory council members plus one (1) shall constitute a quorum for the purpose of holding meetings

The act of the majority of those present shall determine any matter brought before the advisory council

### Section 5 - Meeting:

The advisory council shall meet at least 6 times a year and as needed to meet the needs of the program.

## **ARTICLE V - OFFICERS**

### Section 1 - Officers:

The Advisory Council officers shall be a Chairman and Vice-Chairman elected at the annual election that will be held in June or July of each year.

### Section 2 - Term:

Elected officers (Chair and Vice-Chair) shall serve for a term of one year. In the event the office of Chairman or Vice-Chairman becomes vacant during the term, such vacancy shall be filled by having the advisory council select a new Chair or Vice-Chair except as stipulated under Article V, Section 3b.

### Section 3 - Duties

a. Chairman - Shall preside at all meetings of the Advisory Council; appoint committee chairs as needed; call special meetings; be an ex-officio member of all committees; and

assume other duties usually pertaining to the office.

b. Vice-Chairman - Shall supervise and coordinate the activities of the committee chair and shall be responsible for securing from each an annual report. In the absence of the Chairman, the Vice-Chairman shall assume the duties of the Chairman; when a vacancy occurs in the office of the Chairman, the Vice-Chairman shall become the Chairman.

## ARTICLE VI - COMMITTEES

The Chairman shall appoint such committees as shall be deemed necessary. Membership of the committees and designation of chairpersons shall be as determined by the Chairman. Committees may include, but shall not be limited to, Public Relations, Recognition, Evaluation, Nominating, Fund-Raising, and Bylaws. Committees shall meet as frequently as needed.

## ARTICLE VII - AMENDMENT

These by-laws may be amended by majority vote of a quorum present at an advisory council meeting. Proposed changes shall be submitted in writing to each member at least fourteen (14) days prior to the meeting at which it is to be presented for consideration.