

BOARD OF SUPERVISORS OF MONTEREY COUNTY

VETERANS' CEMETERY CITIZENS ADVISORY COMMITTEE  
BYLAWS

**ARTICLE I INTRODUCTION:**

There is hereby created the Veterans' Cemetery Citizens Advisory Committee (CAC).

**Article II— PURPOSE AND DUTIES:**

The primary purpose of the CAC is to support the development of the proposed Central Coast Veterans Cemetery (CCVC) to be located on the former Fort Ord. The effort will involve providing community input designed to accomplish this primary purpose through the cooperative volunteer efforts of veterans and their supporters in the Central Coast area.

Specific areas of effort include:

- Liaison with elected federal, state, and county officials;
- Liaison with the media to build public support;
- Liaison with county veterans organizations and veteran groups in adjacent counties;
- Explore opportunities for funding;
- Work with a "technical staff working group" formed for the purpose of working on Veterans' Cemetery issues at Fort Ord;
- Improve contact with the California Dept. of Veterans Affairs;
- Liaison with the Central Coast Veterans Cemetery Foundation.

The CAC will report to the Monterey County Board of Supervisors as provided by these bylaws.

**ARTICLE III—QUALIFICATIONS, MEMBERSHIP, SELECTION:**

CAC members shall be selected on the basis of demonstrated commitment to the veterans' community. The Board of Supervisors, within their sole discretion, shall approve all members of the CAC. The CAC shall be composed seven (7) regular members and twelve (12) ex-officio members, appointed as follows:

Regular members:

- 1) Each member of the five (5) member Board of Supervisors shall make the appointment of one (1) regular CAC member. Such members shall serve at the pleasure of the appointing Supervisor. These shall be voting CAC members.
- 2) Two (2) members shall be appointed by the Board of Supervisors, based upon recommendations from the United Veterans Council of Monterey County. Such members shall serve at the pleasure of the Board of Supervisors. These shall be voting CAC members.

Ex Officio members:

The Board of Supervisors shall make the appointment of ex-officio CAC members. Such members will include:

- 1) One (1) representative from the Monterey County Military and Veterans Advisory Commission
- 2) One (1) representative of the Central Coast Veterans Cemetery Foundation
- 3) One (1) representative of the Fort Ord Area Retiree Council
- 4) One (1) representative designated by the Fort Ord Reuse Authority
- 5) One (1) representative designated by the City of Seaside
- 6) One (1) representative designated by the California Dept. of Veterans Affairs
- 7) One (1) representative of the families of veterans
- 8) One (1) representative designated by the elected representative from the United States House of Representatives, 20th District
- 9) Two (two) representatives, designated one each, by the California State Senator for the 17th District and the California State Senator for the 12th District
- 10) Two (two) representatives, designated one each, by the California Assemblymember for the 29th District and the California Assemblymember for the 30th District.

Ex officio members are non-voting members of the CAC and shall serve at the pleasure of the Board of Supervisors.

Members appointed to the CAC shall serve as individuals and may not appoint alternates. For all vacancies, the Office of the Clerk of the Board of Supervisors shall be notified and shall post notice of the vacancy in accordance with the Maddy Act, Government Code section 54970 et. seq.

#### **ARTICLE IV—TERM OF OFFICE**

All members of the CAC, both voting and non-voting, shall serve at the pleasure of their appointing authority as long as said authority is in office or until said CAC member removes him/herself from office.

Vacancies and replacements:

- a) A vacancy shall exist:
  - i. When a CAC member submits a written resignation to the CAC Chairperson and the Board of Supervisors.
  - ii. When a CAC member has three (3) consecutive unexcused absences, or is absent from four (4) of any nine (9) consecutive meetings of the CAC or its sub-committees upon which the member serves. An absence due to vacation, family emergencies, personal illness or out of town work related events, will be considered an “excused” absence provided the CAC’s chairperson is given reasonable notice beforehand.

- iii. When a CAC member's death, disability, or any other circumstance prevents him/her from completing the term for which he/she has been appointed.
- b) When a prospective vacancy is imminent or when a CAC member resigns, the CAC chairperson shall forthwith notify the Board of Supervisors in writing. Notice of vacancies shall comply with Board of Supervisors Resolution No. 01-073 and shall be filled in compliance with the Maddy Act, Government Code section 54970 et. seq.
- c) The CAC may, for good cause, grant leaves of absence for a reasonable period to its members. Requests for a leave of absence must be presented to the CAC in writing.

**ARTICLE V—ORGANIZATION AND PROCEDURES**

The CAC shall be governed by the provisions of the Ralph M. Brown Act, Government Code section 54950 et. seq.

**1. MEETINGS:**

- a) Open, public, and accessible. Each CAC meeting shall be open to the public and shall be governed by applicable law and the requirements of the Monterey County Board of Supervisors' Resolution No. 01-183, as currently amended. The location of the meetings shall meet all physical access concerns and shall be near a bus stop. The time and place of CAC meetings shall be determined by a quorum of the members at the first meeting of each calendar year.
- b) Members of the CAC shall meet once each month or, at a minimum, nine times per year.
- c) Special meetings may be called by the CAC Chairperson and/or may be called at the request of three members of the CAC. Such meetings shall comply with the notice and other provisions governing special meetings set forth in Government Code section 54956.

**2. QUORUM**

A quorum is a simple majority of the total current appointed voting membership of the CAC. CAC action may be taken only if a quorum is present. CAC action may only be taken by a simple majority vote of a quorum. A roll call shall be taken when requested by any members in attendance. Votes of voting CAC members shall be reported as required by Government Code section 54953(c)(2).

**3. OFFICERS**

- 1) The officers of the CAC shall be a Chairperson and Vice Chairperson. They shall be elected by the CAC at its first meeting of each calendar year.
- 2) Officers shall serve for a term of one (1) year. An officer may be nominated for reelection.
- 3) Duties of officers:

- a) Chairperson:
  - i. Presides at all CAC meetings
  - ii. Appoints sub-committees and sub-committee chairpersons
  - iii. Signs all documents that express the CAC's decisions and recommendations
  - iv. Is a member of all sub-committees, ex-officio
  - v. Is responsible for the establishment of the agenda
- b) Vice Chairperson
  - i. Assumes the duties of the Chairperson in case of absence or incapacity and becomes the Chairperson upon resignation, or permanent incapacity of the Chairperson

#### **4. COMMITTEES**

The CAC may establish such sub-committees as it deems necessary or advisable to carry out the purposes of the CAC.

#### **5. AMENDMENT OF BYLAWS**

- a) Any member of the CAC may suggest amendments to CAC bylaws.
- b) To be approved, a proposed amendment must first be presented in writing at a regular meeting. At the next regular meeting, it may be adopted by a two-thirds (2/3rds) vote of those present. Thereafter, the proposed amendment must be submitted to the Board of Supervisors for final approval.

#### **6. STAFF SUPPORT**

The Monterey County Military and Veterans Affairs Officer shall be responsible for preparing minutes of each regular meeting, for communicating meeting agendas and informational materials to members, and for providing public notices required by law.

#### **7. MINUTES**

Copies of the approved minutes, indicating attendance and recording actions taken at each CAC meeting, together with a record of all information presented to the CAC, shall be submitted to the Board of Supervisors, through the Clerk of the Board, for informational purposes. Minutes shall report the votes of voting CAC members, as required by Government Code section 54953(c)(2). They shall be maintained by the Monterey County Military and Veterans Affairs Officer and shall be available during normal business hours to members of the public.

#### **8. EXPENSES**

CAC members shall serve without compensation. Transportation for CAC-related business shall be provided by the Military and Veterans Affairs Office when available. The Military and Veterans Affairs Officer

will provide such staff support and other resources as the Board of Supervisors deem necessary to accomplish the purposes of this CAC.

**9. ANNUAL REPORT**

An annual report shall be prepared by the CAC and submitted to the Board of Supervisors. The report shall contain a summary of the CAC's activities.

**10. RULES**

Roberts' Rules of Order shall guide the procedural conduct of CAC meetings.

**11. REVIEW OF BYLAWS**

Bylaws will be reviewed at least every two (2) years for revision, or more frequently, if necessary.

**12. CONFLICT OF INTEREST**

CAC members shall comply with the provisions of applicable law, including but not limited to Government Code section 1090, the Political Reform Act of 1974, as amended, as the Act relates to Conflicts of Interest (Government Code section 87100 et seq.) and shall file statements of economic interest (FPPC Form 700) pursuant to the Conflict of Interest Code approved by the Board of Supervisors for the CAC. No CAC member shall undertake employment, activity or economic enterprise for compensation that is inconsistent, incompatible, in conflict with or inimical to his/her duties as a CAC member.