

MONTEREY COUNTY MILITARY AND VETERAN AFFAIRS ADVISORY COMMISSION
(Revised 2018)
B Y L A W S

STATEMENT OF PURPOSE

The purpose of this Commission is:

- (a) To keep the Board of Supervisors informed of all challenges affecting veterans and advising the Board of appropriate action to resolve such challenges and issues.
- (b) To help unify different veteran's groups in the overall interests of all veterans in Monterey County.
- (c) Consult with and advise the County Veterans Service Officer (CVSO) in matters pertaining to veterans within Monterey County.
- (d) Act as the liaison between the veteran's community and County Government in conjunction with the County Military and Veterans Affairs Office (MVAO).
- (e) Keep the public aware of the challenges and needs of veterans who fought and/or served to preserve our way of life.

DEFINITIONS

Within the context of this document, the following definitions apply:

Board of Supervisors means the five duly elected representatives of the County of Monterey.

Brown Act means the Ralph M. Brown Act (Government Code § 54950, *et seq.*)

Bi-Monthly Meeting means bimonthly beginning in January. The regular meeting shall be held on the second Wednesday of the month. The monthly schedule may be amended as necessary from time to time in accordance with the Brown Act and/or other applicable statutes.

Vacancy means an unfilled member seat or an unfilled office. Vacancies may occur because of resignation, death, expiration of term, or failure of a member to attend four meetings in one year.

Veteran means a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

Quorum means six (6) or more members in attendance at a meeting.

I. MEMBERSHIP

The makeup of the Commission shall be in accordance with Monterey County Resolution 86-639:

- (a) There will be a total membership of eleven (11) voting members as follows:
 - (1) Within each supervisorial district one (1) representative shall be appointed by the district supervisor to represent that district. Appointee must be a veteran, widow of a veteran, spouse of a veteran or the surviving child of a veteran killed or missing in action.
 - i. The United Veterans Council (UVC) of Monterey County will select six (6) of their members to be appointed by the Board of Supervisors to serve on the Commission.
 - (2) Authority for appointing individuals to the Commission shall be the responsibility of the Board of Supervisors. Members to be appointed shall be nominated by the Commission.
- (b) The criteria to be considered in nominating members shall include:
 - (1) All members of the Commission shall reside in Monterey County.
 - (2) No employee of Monterey County shall serve as a voting member of the Commission.
 - (3) The background and skills needed on the Commission.
 - (4) Available and willing to attend a minimum of five (5) out of the six (6) regular bi-monthly meetings each year and actively participate.
 - (5) Commitment to the improvement of the lives of Monterey County veterans and family members of veterans.
 - (6) Willingness to acquire the knowledge and skills required to assist Monterey County veterans.
- (c) The CVSO shall be designated as Administrative Secretary, Parliamentarian, and ex-officio member to the Commission.
- (d) The Board of Supervisors may appoint a supervisor to represent the Board on the Commission as an ex-officio member.

II. TERMS OF OFFICE

- (a) Members shall serve terms of three (3) years, except as hereinafter provided. Terms shall be staggered so that no more than a simple majority of the membership is appointed each year.
- (b) Vacancies:
 - (1) A vacancy shall exist...
 - i. When a Commission member's term expires;
 - ii. When a Commission member dies, no longer resides in Monterey County, or submits a written resignation to the Commission;

- iii. Upon a Commission member's removal when a Commissioner fails to attend four (4) or more regular meetings in a calendar year; by a majority vote of the Commission members present; and previous notice having been given;
 - iv. When a Commission member's disability or other circumstances prevents him/her from completing a term; or,
 - v. When a Commissioner otherwise does not meet the qualifications for the appointment.
- (2) Upon recommendation of the Commission, any Commission member may be removed from office by a majority vote of the Board of Supervisors favoring such removal.
- (3) In the event of a vacancy on the Commission, a replacement shall be nominated by the remainder of the Commission, based on the terms set forth in Monterey County Resolution Number 86-639. The replacement shall be recommended to the Board of Supervisors for appointment within sixty (60) days. The replacement member shall serve for the remainder of the term of the member whose position was vacated.

(c) Duties of Members:

- (1) Promptly relate community input to the Board of Supervisors;
- (2) Represent the Commission in a positive and effective manner in public forums;
- (3) Be sufficiently informed about issues affecting Veterans and Veterans services so that the Commission member can effectively evaluate proposed actions and reports;
- (4) Accept and fulfill reasonable assignments from the Chair of the Commission; and,
- (5) Participate in the orientation and educational programs for new Commission members.

III. OFFICERS

(a) General Information for Officers:

- (1) The Commission shall elect its chair and vice chair during the Commission's first meeting of the year. Officers shall serve for one (1) year and may run for re-election at the annual election.
- (2) Should the chair's position become vacant for any reason, the vice chair will assume the chair's position and a new vice chair shall be elected at the next meeting.
- (3) Officers may be removed by vote of a majority of the current members for failure to perform the duties of the office, or for malfeasance in office.
- (4) A vacancy in any office shall be filled by nomination and election by the Commission as soon as is reasonably possible.

(b) Qualifications, Selection, and Terms:

- (1) Officers are elected by the Commission during the Commission's first meeting of the year from among its own members. All members of the Commission are eligible. Election must be by no less than a majority of those Commission members currently appointed.
- (2) Officers are elected for a one (1) year period and shall serve until a successor has been duly elected.
- (3) A Commission member shall not simultaneously hold more than one office.

(c) Duties:

- (1) The Chair shall:
 - i. Preside at all meetings of the Commission;
 - ii. Be an ex-officio member of all Commission committees;
 - iii. Execute correspondence, and other written instruments as authorized by the Commission; and,
 - iv. Appoint chairpersons and members of Commission committees.
- (2) The Vice Chair shall:
 - i. In the absence of the Chair, assume the duties of the Chair; and,
 - ii. Perform such reasonable duties as may be required by the Commission or by the Chair of the Commission.
- (3) The Administrative Secretary/Parliamentarian shall:
 - i. Be responsible for all duties related to creation of minutes at each meeting. A record of proceedings of all meetings of the Commission and its standing committees shall be kept on file at the MVAO.

IV. MEETINGS

- (a) Regular: Regular meetings will be conducted at least bimonthly beginning in January. The regular meeting shall be held on the second Wednesday of the month. Each such meeting shall be duly noticed in accordance with the requirements of the Brown Act. All meetings of the Commission are held at the Veterans Transition Center, 220 12th Street, Marina, CA or at such other place within the County of Monterey as the Commission provides by resolution.
- (b) Special: Special meeting may be called at any time by the presiding officer or by a majority of the Commission.
 - (1) Notice of a special meeting shall be delivered, in writing, to all Commission members at least twenty-four (24) hours in advance of the meeting and such notice shall be posted and delivered in accordance with Government Code §54956.

- (c) Lack of Quorum: If less than a quorum (less than six (6) members) are present at any meeting, the members present may adjourn the meeting to a time, date, and place in the order of adjournment, with 72 hours advance notice.
 - (1) For regular and special meetings of the Commission, a quorum shall be a majority of those members currently appointed. Every act or decision done or made by a majority of the Commission members present at a meeting duly held at which a quorum is present shall be regarded as the act of the Commission.
- (d) Notice of Meetings: All meeting agendas will be posted at least 72 hours in advance of the meeting. At least 72 hours advance notice will be given to members and the public before a meeting will be conducted.
- (e) Meetings shall be open and public, unless otherwise provided by law, except for closed sessions. Meetings shall be conducted in accordance with the Brown Act or other applicable statutes.
- (f) Order of Business:
 - (1) Call to Order
 - (2) Pledge of Allegiance
 - (3) Roll Call of officers and members
 - (4) Public Comment
 - (5) Reading and approval of the minutes of the previous meeting
 - (6) Reports from officers and standing committees
 - (7) Special committee reports
 - (8) Unfinished business
 - (9) New business
 - (10) Comments from Commissioners
 - (11) Adjournment (time and place of next meeting)

V. MINUTES AND REPORTS

- (a) Official minutes of meeting, reports and recommended resolutions will be submitted through the Administrative Secretary/Parliamentarian, who is responsible for distribution to:
 - (1) Board of Supervisors through the Board Clerk
 - (2) Director of Social Services
 - (3) Assistant Director of Social Services.
 - (4) United Veterans Council of Monterey County.
 - (5) Members of the Commission

VI. AGENDA MATTERS

- (a) Requests for matters to be brought before the Commission shall be presented in a written communication to the Chair or Administrative Secretary/Parliamentarian.
- (b) Agenda matters will be discussed in the order received.
- (c) Motions for Commission recommendations, Resolutions, and other actions deemed appropriate, shall be decided in accordance with “Roberts Rules of Order”.

VII. VOTING

- (a) Only appointed Commissioners may vote per Monterey County Resolution Number 86-639.

VIII. STANDARD OF CONDUCT

- (a) To the extent not inconsistent with other requirements imposed by state, federal, or local laws, procedures or policies regarding the duties of Commission members in their roles as public officials, each member shall perform their duties in good faith, in a manner the member believes to be in the best interest of the County of Monterey, on behalf of the Commission, and including such reasonable inquiry as an ordinarily prudent person in a like position would use under similar circumstances.

IX. CONFLICT OF INTEREST

- (a) No Commission member shall participate in any matter which comes before the Commission, or in any matter in which they are required to act in their capacity as a Commission member, when the member has or may have a direct or indirect economic interest which may be affected as a result of such action. Additionally, no Commission member shall undertake any employment, activity, or economic enterprise for compensation that is inconsistent, incompatible, in conflict with, or inimical to his or her duties as a Commission member.

X. ADOPTION

- (a) The Board of Supervisors shall adopt Bylaws with input from the Commission. Such Bylaws shall then be submitted to the Commission for implementation.

XI. AMENDMENT

- (a) These Bylaws may be amended by the Board of Supervisors at any time. The Commission may recommend amendments to these Bylaws to the Board of Supervisors. Such amended Bylaws shall then be submitted to the Commission for implementation.

[End of Bylaws]