

MONTEREY COUNTY VETERANS SERVICES ADVISORY COMMISSION
Monterey County Military and Veterans Affairs Commission
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 problems affecting veterans and advising the Board of appropriate action to resolve such problems.
- (b) To help unify different veterans groups in the overall interests of all veterans in Monterey County.
- (c) Consult with and advise the County Veterans Service Officer in matters pertaining to veterans within Monterey County.
- (d) Act as the liaison between the veterans community and County Government in conjunction with the County Veterans Service Office
- (e) Keep the public aware of the problems and needs of the veterans who fought and/or served to preserve our way of life.

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

- (a) All members of the Commission shall reside in Monterey County.
- (b) No employee of Monterey County shall serve as a voting member of the Commission.
- (c) The Veterans Service Officer shall be designated as Administrative Secretary 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.
- (e) 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.
 - (2) The United Veterans Council of Monterey County will select six (6) of their members to be appointed by the Board of Supervisors to serve on the Commission.

II. TERMS OF OFFICE

- (a) Members shall serve terms of three 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) For the purpose of formation, appointments to the first term of two (2) of the Veterans Council members and two (2) of the supervisorial district representatives shall be for three (3) years, two members from each group shall be two (2) years and two (2) Veterans Council Members and one (1) supervisorial district representative shall be for one (1) year.
- (c) Vacancies:
 - (1) A vacancy shall exist.
 - i. When a commission member submits a written resignation to the commission chair and the appointing body.
 - ii. When a commissioner fails to attend two (2) regular meetings (unexcused) or fails to attend four regular meetings annually, regardless of the circumstances.
 - iii. When a commissioners death or disability or other circumstances prevents him/her from completing a term, or
 - iv. When a commissioner no longer resides in the County, or 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 successor shall be appointed within sixty days. The successor shall serve for the remainder of the term of the member whose position was vacated.

III. OFFICERS

- (a) 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.
- (b) The elected chair will appoint a secretary and parliamentarian immediately upon election. The secretary and parliamentarian shall serve at the pleasure of the chair.
- (c) 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.

IV. MEETINGS

- (a) Regular; Regular meetings will be conducted at least bimonthly. The regular meeting shall be held on the second Tuesday of the month.
- (b) Special; Special meeting may be called at any time by the presiding officer or by a majority of the Commission.
- (c) Lack of Quorum; If less than a quorum is present at any meeting, the members present may adjourn the meeting to a time date and place in the order of adjournment.
- (d) Notice of Meetings; At least 24 hours advance notice must be given to members before a meeting can be conducted.
- (e) Meetings shall be open and public. And shall be conducted in accordance with the Brown act.
- (e) Order of Business:
 - (1) Call to Order
 - (2) Pledge of Alligience
 - (3) Roll Call of officers and members
 - (4) Comments from public
 - (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

Official minutes of meeting, reports and recommended resolutions will be submitted to (thru the Administrative Secretary who is responsible for distribution to):

- (a) Board of Supervisors through the Board Clerk

- (b) Director of Social Services
- (c) Assistant Director of Social Services.
- (d) Veterans Service Officer.
- (e) United Veterans Council of Monterey County.
- (f) Members of the Commission

VI. AGENDA MATTERS

- (a) Requests to for matters to be brought before the Commission shall be presented at least one work day before a scheduled meeting and must be a written communication to the Chair or Administrative Secretary. Brown Act Requirements for posting
- (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" (revised).

VII. VOTING

Only appointed commissioners may vote per Monterey County Resolution Number 86-639.