

AMENDED by the Veterans Affairs Commission of the County of El Dorado, State of California by a majority vote on 12 June 1998 and 10 July 1998.

#### THE COUNTY OF EL DORADO VETERANS AFFAIRS COMMISSION BY-LAWS

AS ESTABLISHED BY ORDINANCE NO. 4188. Title 2, Chapter 2.25.010 through 2.25.070 added to the El Dorado County Code of Ordinances effective thirty days after the adoption of this ordinance on 19 November 1991, the duly appointed commissioners of the County of El Dorado Veterans Affairs Commission recommend the acceptance of the following By-Laws providing for the dates of regular meetings of the Commission and such other rules as may be necessary for the transaction of Commission business.

1. Legal Authority: Established by Ordinance No. 4188, Title 2, Chapter 2.25.010 through 2.25.070 added to the El Dorado County Code of Ordinances effective thirty days after the adoption of this ordinance on 19 November 1991.
2. Elections: The commission consists of five (5) voting members and five (5) alternate non-voting members. Commission non-voting members become voting members in the absence of the voting member from the district from which appointed. If both members of a district are absent, then the chairperson may designate one of the present nonvoting members as a designated voting member. The attendance of three (3) voting members will constitute a quorum sufficient to conduct the business of the Commission. The Commission, at its first regular meeting, elected from among its five (5) voting members a chairperson and a vice chairperson for terms of two (2) years. Whether either office is vacated for any reason, at the next regular meeting of the Commission, replacement(s) will be elected from among the voting members of the Commission.
3. Terms of Office: A. Appointment. All Commissioners are appointed by members of the Board of Supervisors. The voting member and non-voting member from each supervisorial district are initially designated by the member of the Board of Supervisors representing the district. If there ever exist differences in the appointed terms of office, the other voting members of the Commission will make a recommendation to the Board of Supervisors to resolve the issue. B. Participation. Commissioners are expected to attend meetings of the Commission. "Three consecutive absences will be sufficient to cause a quorum of commissioners to request the Board of Supervisors to appoint a replacement who can participate on a more regular basis. Additionally, any commissioner who is absent from fifty percent or more of the regularly scheduled meetings during a year will cause a quorum of commissioners to request the Board of Supervisors to appoint a replacement who can participate on a more regular basis.
4. Definitions and Terms as They Pertain to El Dorado County Veterans Affairs: A. A veteran is an individual who has honorably served in the Armed Forces of the United States as defined by U.S. Code. B. A recognized veteran organization is an organization of veterans established in El Dorado County, that regularly conducts business in El Dorado County, consists of a majority of veterans who reside in El Dorado County, and whose membership is open to all qualified veterans without required membership in any other organization. C. The National Guard is the duly established CA State National Guard unit stationed in El Dorado County. D. The Armed Forces of the United States are

the duly established recruiting agents of the Armed Forces of the United States assigned to El Dorado County.

5. Power and Duties: As stated in Ordinance No. 4188 2.25.060, the Commission advises the Board of Supervisors in the following: A. Promoting, aiding and encouraging public support for veterans affairs. B. Promoting, aiding and encouraging public support to and recruitment for the National Guard and the Armed Forces of the United States of America. C. Reviewing policies and programs affecting veterans. D. Providing appropriate and timely information and recommendations to the Board of Supervisors and the public concerning veterans and the National Guard.

6. Activities:

- a. The Commission will conduct business in accordance with the provisions of the latest revised edition of Robert's Rules of Order and the established By-Laws.

i. The chairperson shall preside at all meetings of the Commission and the vice chairperson shall perform the duties of the chairperson in his absence.

ii. The chairperson and the County Veteran Service Officer ex-officio secretary will jointly develop the agenda for Commission meetings. The agenda will provide for standing committee and special committee reports and recommendation(s). The draft agenda will be distributed to commissioners seven (7) days prior to scheduled Commission meetings. All recommended changes to the agenda must be provided prior to publication of the final agenda. The agenda will be posted in accordance with the Brown Act to assure public awareness and to provide for public and County department participation.

iii. The County Veteran Service Officer ex-officio secretary will keep an accurate record of the proceedings of the Commission. The draft record of Commission meetings will be distributed to commissioners concurrent with the draft agenda. All Commission recommendations will be developed in coordination with appropriate County department(s) and the County Veteran Service Officer ex-officio secretary who shall provide administrative support for internal Commission correspondence, correspondence to County departments and the Board of Supervisors, and other correspondence required to conduct the business of the Commission.

iv. The chairperson and the County Veteran Service Officer ex-officio secretary will coordinate with the County to establish a regular time and appropriate meeting places for the conduct of Commission business. Maximum consideration shall be given to the need for public participation and availability of Commission members and County employees.

v. Commission meetings normally will be held on a monthly basis. Where possible and facilities are available, meetings will be scheduled in Georgetown and South Lake Tahoe.

vi. Commission activities will be reported to the Board of Supervisors on a monthly basis. Additionally, a final year-end report will be provided. The report shall identify policies reviewed, program implementation assessment and recommendation(s).

vii. Commission will determine whether decisions/actions recommended by the County Veterans Service Officer resulting from objections to the

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placement of any memorial at the County Veterans Monument shall stand as is, be modified or be overturned.

- b. The Commission shall establish standing committees:
  - i. The Rules Committee is established to maintain the By-Laws of the Commission. The Rules Committee shall consist of the chairperson, vice chairperson, and one (1) volunteer member from the El Dorado County Veterans Coordinating Council. Guidelines for committees are as follows:
    - 1. The membership of committees will not have more than two (2) commissioners as members. All committee chairpersons and vice chairpersons will be commissioners. The minimum number of members on a committee will be three (3) and the maximum number will be five (5) members. Additional volunteer members may be drawn from the membership of the El Dorado County Veterans Coordinating Council.
    - 2. The County Veteran Service Officer ex-officio secretary or his designee and the National Guard Commander ex-officio member or his designee may be additional members of every committee.
  - ii. The Rules Committee establishes standing committees to conduct the review of policy and programs affecting veterans of the County. The following standing committees are established:
    - 1. The Budget Committee is established to conduct the review of County policy, procedures and programs affecting veterans of the County and to assure county, state and federal mandates have adequate funding allocated to implement Veterans Affairs programs. The Budget Committee will meet at the call of the committee chairperson. The Committee vice chairperson will keep an informal record of the proceedings of the Committee. The Budget Committee will report on its activities at Commission meetings.
    - 2. The Education and Employment Committee is established to conduct the review of County policy, procedures and programs affecting veterans of the County and to assure compliance with state and federal mandates in the implementation of County policies, procedures and programs. The Education and Employment Committee will meet at the call of the Committee chairperson. The Committee vice chairperson will keep an informal record of the proceedings of the Committee. The Education and Employment Committee will report on its activities at Commission meetings.
    - 3. The Legislative Committee is established to conduct reviews of state and federal policy mandates and to determine compliance in County policy, procedures and programs affecting County veterans, the local National Guard unit, individual National Guard members and recruiting for the Armed Forces of the United States. The Legislative Committee will meet at the call of the Committee chairperson. The Committee vice chairperson will keep an

informal record of the proceedings of the Committee. The Legislative Committee will report on appropriate activities at Commission meetings.

4. The Transportation Committee is established to conduct the review of County policy, procedures and programs affecting veterans of the County and to assure adequate implementation of Veterans Affairs programs are in compliance with county, state and federal mandates. The Transportation Committee will meet at the call of the Committee chairperson. The Transportation Committee vice chairperson will keep an informal record of the proceedings of the Committee. The Transportation Committee will report on its activities at Commission meetings.
  5. The Real Property Committee is established to conduct the review of County policy, procedures and programs affecting County Veterans Affairs facilities, to assure compliance with state and federal mandates and to determine if there is an adequate implementation of policy, procedures and programs to establish, safeguard, preserve and maintain veterans facilities. The Real Property Committee will meet at the call of the Committee chairperson. The Committee vice chairperson will keep an informal record of the proceedings of the Committee. The Real Property Committee will report on its activities at Commission meetings.
- iii. The Rules Committee will periodically establish special committee(s) to conduct special reviews of a policy and/ or program(s) affecting veterans of the County. Special committees are established on short-term basis. The term of a special committee, usually less than a year in duration, is to conduct a one-time review of unique County policy, procedure and/ or program(s) affecting County veterans and to assure adequate funding is allocated. The special committee(s) will meet at the call of the committee chairperson. The committee vice chairperson will keep an informal record of the proceedings of the committee. The special committee(s) will report on its activities at every Commission meeting.
- c. Administration and Budget:
- i. The County Veteran Service Officer ex-officio secretary will maintain the official records of Commission proceedings, and commissioner and committee membership rosters.
  - ii. The County Veteran Service Officer ex-officio secretary shall distribute Commission agendas, records or proceedings, recommendations and other official Commission correspondence as requested by the chairperson of the Commission. All Commission correspondence will be on official Commission stationery.
  - iii. Commission travel expenditures will be funded from the County Veterans Affairs budget. No County obligations will be made without the prior approval of the Commission and the Board of Supervisors.

- iv. Travel and per diem expenses to be paid as authorized by County policy for County Commissioners and Committee Members.
- v. The County Veterans Service Officer ex-officio secretary will document Commission expenditures and shall be responsible for preparing and processing all expenditures, requisitions and claims.

PASSED AND ADOPTED by the Veterans Affairs Commission of the County of El Dorado, State of California on 12 June 1998 and 10 July 1998 by the following vote:

AYES;

Commissioner 1st District \_\_\_\_\_

Commissioner 2nd District \_\_\_\_\_

Commissioner 3rd District \_\_\_\_\_

Commissioner 4th District \_\_\_\_\_

Commissioner 5th District \_\_\_\_\_

NOES: None

ABSENT: None

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Chairperson, Veterans Affairs Commission

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ATTEST:  
Ex-Officio Secretary

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ATTEST:  
Ex-Officio Member Veterans Service Officer Commander Detachment 1 El  
Dorado County 870th MP Company CA National Guard