

AMENDED by the Veterans Affairs Commission of the County of El Dorado, State of California by a majority vote on 12 June 1998, 10 July 1998, and 13 December 2018.

COUNTY OF EL DORADO
VETERANS AFFAIRS COMMISSION
BY-LAWS

AS AUTHORIZED BY Title 2, Chapter 2.20.510 through 2.20.570 the duly appointed commissioners of the County of El Dorado Veterans Affairs Commission ("Commission") hereby adopt 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: In 2014, as part of a comprehensive County Code update, the Veterans Affairs Commission Ordinance was renumbered to Title 2, Sections 2.20.510 through 2.20.570.
2. Appointment: Pursuant to El Dorado County Ordinance Code Section 2.20.520, the Commission shall consist of five (5) voting members as follows:
 - A. Five (5) voting members shall be appointed by the Board of Supervisors from each of the supervisorial districts in the County upon nomination of the Supervisor representing the district, all of whom may be selected from nominees submitted by the recognized veterans organizations of the County.
 - B. Five (5) non-voting alternative members shall be appointed by the Board of Supervisors from each of the supervisorial districts in the County upon nomination of the Supervisor representing the district, all of whom may be selected from nominees submitted by the recognized veterans organizations of the County. The alternative member will be designated voting representative of the district whenever the primary voting member is absent.
 - C. A non-voting ex-officio member shall be the County Veterans Service Officer or his or her designee.
3. Terms of Office: Pursuant to Title 2, Section 2.20.530, the term of office shall be as follows:
 - A. Each voting member of the Veterans Affairs Commission shall hold office for a period to coincide with the term of office of the supervisor who nominates the member for appointment pursuant to Section 2.20.010.
 - B. Each non-voting alternative member of the Commission shall hold office for a period to coincide with the term of the office of the Supervisor who nominates the member for appointment pursuant to Section 2.20.010.

- C. The non-voting ex officio member of the Commission shall hold office for a period to coincide with the term of appointment as County Veterans Service Officer.
 - D. The term of office of each member of the Veterans Affairs Commission shall be as prescribed by Section 2.20.010. Vacancies shall be filled in the same manner as the original appointment for the unexpired portion of the term.
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.
5. Power and Duties: As stated in Title 2, Section 2.20.560, the Commission advises the Board of Supervisors in the following:
- A. Promoting, aiding and encouraging public support for veterans affairs.
 - B. Reviewing policies and programs affecting veterans.
 - C. Providing appropriate and timely information and recommendations to the Board of Supervisors and the public concerning veterans.
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.
 - 1) The Chairperson shall preside at all meetings of the Commission and the Vice Chairperson shall perform the duties of the Chairperson in his or her absence.
 - 2) 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.

- 3) 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.
- 4) 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.
- 5) Commission meetings normally will be held in Placerville on a monthly basis. Where possible and facilities are available, meetings will be scheduled in Georgetown, El Dorado Hills, and South Lake Tahoe.
- 6) 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).

B. The Commission shall establish standing committees:

- 1) The Rules Committee is established to maintain the By-Laws of the Commission. The Rules Committee shall consist of the Chairperson and Vice Chairperson. 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:
 - a) The Transient Occupancy Tax Committee (TOT) is established to review all Grant Applications that are submitted for relevance to the needs of the veteran community, provide a ranked list of all Mini-Grant applications in an order of most importance to the community needs on top and recommend to the full Commission to total dollar amount that each Mini-Grant should

be funded. The TOT Committee will report its activities at Commission meetings.

- b) 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.
- c) 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.
- d) 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 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.
- e) 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.
- f) The Social Media Committee is established to promote and aid the Veterans Affairs Office and the Veterans Affairs

Commission with the timely distribution of policies and programs affecting the veterans of El Dorado County. In addition "Social Media Platforms" will be used to promote public support of Veterans Affairs. Both El Dorado County Veterans Affairs and the El Dorado County Veterans Affairs Commission will share the management responsibility of the El Dorado County "Tag (metadata)" "El Dorado Veterans." The Committee Vice Chairperson will keep an information record of the proceedings of the Committee. The Social Media Committee will report on its activities at Commission meetings.

- g) 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.

7. Administration and Budget:

- A. The County Veteran Service Officer Ex-Officio Secretary will maintain the official records of Commission proceedings, and commissioner and committee membership rosters.
- B. The County Veteran Service Officer Ex-Officio Secretary shall distribute Commission agendas, minutes, 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 stationary.
- C. 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.
- D. Travel and per diem expenses to be paid as authorized by County of El Dorado Board of Supervisors Policy D-1: Travel for County Commissioners and Committee Members.
- E. 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.

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PASSED AND ADOPTED by the Veterans Affairs Commission of the County of El Dorado, State of California on 12 June 1998, 10 July 1998, and 13 December 2018 by the following vote:

AYES: Commissioner 1st District:

Commissioner 2nd District:

Commissioner 3rd District:

Commissioner 4th District:

Commissioner 5th District:

NOES:
ABSENT:

_____ Chairperson, Veterans Affairs Commission

ATTEST: Ex-Officio Secretary/Secretary
Veterans Affairs Commission
Veterans Service Officer
El Dorado County