



**RESOLUTION NO.  
OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO  
ESTABLISHING THE VETERANS AFFAIRS COMMISSION**

**WHEREAS**, on November 19, 1991, the Board of Supervisors (Board) adopted Ordinance 4188, establishing a Veterans Affairs Commission (Commission); and

**WHEREAS**, on January 15, 2019 the Board of Supervisors adopted Ordinance 5098 which repealed and replaced Ordinance 4188 and reflected current practices of the Veterans Affairs Commission; and

**WHEREAS**, the County Strategic Plan incorporates an objective directing the comprehensive review of County ordinances on file to include considerations for reducing the volume of ordinances where feasible; and

**WHEREAS**, at their meeting on April 11, 2019 the Commission voted to recommend that the Board be made aware of their request to modify their bylaws and, by extension, consider repealing Ordinance 5098 and instead use a Board Resolution to serve as the primary governing document for the Commission; and

**WHEREAS**, on June 25, 2019, the Board directed County staff to evaluate the feasibility of adding one member of the Board to the voting membership of the Commission; and

**WHEREAS**, at their meeting on November 19, 2019, the Board approved the Introduction of Ordinance **XXXX** to repeal Ordinance 5098; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board herewith resolves to continue the Veterans Affairs Commission. The Board further resolves to adopt new bylaws attached here to Exhibit A. The Board further resolves that future amendments to the bylaws may be recommended by the Commission or staff but shall be amended by the Board by Resolution.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the following vote of said Board:

Attest: Ayes:  
Kim Dawson Noes:  
Clerk of the Board of Supervisors Absent:

By: \_\_\_\_\_ \_\_\_\_\_  
Deputy Clerk Sue Novasel, Chair, Board of Supervisors

# EXHIBIT A

## Resolution XXX-2019 Veterans Affairs Commission

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

AS AUTHORIZED BY Board of Supervisors Resolution XXX-2019, 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 Board of Supervisors Resolution **XXX-2019**, the commission shall consist of the following members as follows:
  - A. Primary members: six Primary members shall be appointed by the Board of Supervisors. Five of the Primary members shall have been honorably discharged veterans of the U.S. Armed Forces; each of these shall be residents of El Dorado County and shall be nominated by a member of the County Board of Supervisors to represent his/her supervisorial district. One Primary member shall be a member of the County Board of Supervisors, selected by that body.
  - B. Alternate members: five Alternate members shall be appointed by the Board of Supervisors. Each shall have been honorably discharged veterans of the U.S. Armed Forces. Each of these shall be residents of El Dorado County and shall be nominated by a member of the County Board of Supervisors to represent his/her supervisorial district. Alternate members may vote when the Primary veteran member, representing his/her district, is absent.
  - C. Ex-officio members: The County Veterans Service Officer or his/her designee shall serve in an ex-officio, non-voting and advisory capacity on the Veterans Affairs Commission.
3. Quorum: A quorum shall be established when three voting members of the commission are present.
4. Voting: All actions and recommendations shall require an affirmative vote from the majority of the members present. No actions shall be taken without a quorum present other than adjourning the meeting. In the event of a tie vote, the member of the County Board of Supervisor's vote shall not be counted, in order to break the tie.

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5. Terms of Office: Pursuant to Title 2, Section 2.20.530, the term of office shall be as follows:

- A. The Board member shall hold office for one year with possible reappointment.
- B. Each public 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.
- C. Each 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.
- D. 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.
- E. 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.

6. 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.

7. 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.

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### 8. 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.

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- 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

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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 Medial 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

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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.

### 9. 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.

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.