

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
BOARD ACTION SUMMARY**

DEPT: Chief Executive Office

BOARD AGENDA: 6.B.5
AGENDA DATE: January 23, 2018

SUBJECT:

Approval to Amend the Bylaws of the Stanislaus County Veterans Advisory Commission

BOARD ACTION AS FOLLOWS:

RESOLUTION NO. 2018-0049

On motion of Supervisor Withrow, Seconded by Supervisor Chiesa

and approved by the following vote,

Ayes: Supervisors: Olsen, Chiesa, Withrow, Monteith, and Chairman DeMartini

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) Approved as recommended

2) Denied

3) Approved as amended

4) Other:

MOTION:

ATTEST:


ELIZABETH A. KING, Clerk of the Board of Supervisors

File No. BD-85-3

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

DEPT: Chief Executive Office

BOARD AGENDA:6.B.5
AGENDA DATE: January 23, 2018

CONSENT:

CEO CONCURRENCE: YES

4/5 Vote Required: No

SUBJECT:

Approval to Amend the Bylaws of the Stanislaus County Veterans Advisory Commission

STAFF RECOMMENDATION:

1. Approve and adopt the recommended amendment to the Bylaws for the Stanislaus County Veterans Advisory Commission regarding Commission terms.

DISCUSSION:

On April 3, 2012 the Board of Supervisors adopted a resolution creating the Stanislaus County Veterans Advisory Commission. The purpose of the Veterans Advisory Commission is to represent all veterans in Stanislaus County by advising the Board of Supervisors and County staff generally on matters pertaining to veterans, hold informal public meetings, provide the public with information and receive comments relative to veterans' issues.

Membership for the Commission consists of seven commissioners appointed by the Board of Supervisors; one from each Supervisorial District and two Public At-Large representatives appointed by the Chair and Vice Chair of the Board of Supervisors. Each Commissioner must be a resident of Stanislaus County and an honorably discharged veteran of the armed forces of the United States of America.

Each Commissioner's term is subject to a term limit of six consecutive years of service on the Commission. Officer elections are held annually in July and officers serve one year terms.

The Commission is requesting the following amendments to the Bylaws.

1. Amend the term limit to ten consecutive years of service.
2. A member serves until the successor is seated.
3. Amend the officer election process:
 - A person is limited to serving two consecutive terms in a single office. Once a person has served two consecutive terms, the person may run for another office or sit out a minimum of one term before running for election again.
 - A person may not serve as an officer for more than a total of six consecutive terms. Once the six consecutive terms has been reached, that person is required to sit out one term before running for election

again.

- If a person is elected to fill an unexpired term, this service will count towards each limit set forth above.
- A member's appointment to the Commission must be approved by the Board of Supervisors before that person seeks election as an officer.
- For elections to be held in July 2018 only, those officers elected for the 2017- 2018 term, and who have held officer position(s) for six consecutive terms, will be required to sit out one term before seeking election again. If no other person is interested in running for a particular office, then current officers may run for an office they have not yet held.

On December 18, 2017 the Veterans Advisory Commission voted to adopt the above the amendments. Upon approval by the Board of Supervisors, the amendments will be considered adopted and the Bylaws amended in accordance with the Commission's Bylaws.

POLICY ISSUE:

Amended Bylaws were approved by the Veterans Advisory Commission on December 18, 2017. Board of Supervisor approval of Bylaws is required.

FISCAL IMPACT:

There is no fiscal impact associated with this agenda item.

BOARD OF SUPERVISORS' PRIORITY:

The recommended action is consistent with the Boards' priority of *Enhancing Community Health* and the *Efficient Delivery of Services* by providing a mechanism to support the Commission in its efforts to support veterans in our community in an efficient and effective manner.

STAFFING IMPACT:

There is no staffing impact associated with this request.

CONTACT PERSON:

Patricia Hill Thomas, Chief Operations Officer, Telephone: 209-525-6333

**STANISLAUS
COUNTY
VETERANS ADVISORY COMMISSION**

BYLAWS

**ARTICLE I
Name**

The name of this body shall be the Stanislaus County Veterans Advisory Commission. Wherever the term "Commission" is used in these Bylaws, it shall mean the Stanislaus Veterans Advisory Commission.

**ARTICLE II
Authority**

The authority of the formation and operation of this Commission is set forth by the Stanislaus County Board of Supervisors' Resolution #2012-XX dated April 3, 2012.

**ARTICLE III
Purpose**

The purpose of this Commission shall be to represent all veterans in Stanislaus County by advising the Board of Supervisors and County staff generally on matters pertaining to veterans, hold informal public meetings, provide the public with information and receive comments relative to veterans' issues.

**ARTICLE IV
Membership**

- a. The composition of the Commission shall consist of seven appointed voting members, one from each Supervisorial District and two members from the public at-large.
- b. Members of the Commission shall be residents of Stanislaus County and honorably discharged veterans of the Armed Forces of the United States.
- c. Regular members of the Commission shall be appointed by the Board of Supervisors for a term of two years. Four of the original seven members shall serve a single one-year initial term, after which the standard two-year term will apply. At-large members of the Commission shall be appointed for a term of one year, and shall be nominated by the Chairman and Vice-Chairman of the Board of Supervisors. Approval of each member shall be by a majority vote of the Board of Supervisors. Vacancies shall be filled by appointment for the unexpired portion of

the term. Commission members are subject to a limit of ten consecutive years of service on the Commission. A member serves until the successor is seated. Former members of the Commission who have termed out may be reappointed to a vacant seat if two years have passed since the expiration of their final term.

- d. Members of the Commission shall serve without compensation.
- e. Members of the Commission shall acknowledge and adhere to all applicable County policies including but not limited to Non-Discrimination; Code of Ethics; Conflict of Interest; Harassment, Discrimination and Retaliation; and Political Activities.

ARTICLE V Officers

- a.
 1. The Commission shall, at its regular meeting in July of each year, elect a Chair, Vice Chair, and Secretary. The term of office shall be one year.
 2. A person is limited to serving two consecutive terms in a single office. Once a person has served two consecutive terms, the person may run for another office or sit out a minimum of one term before running for election again.
 3. A person may not serve as an officer for more than a total of six consecutive terms. Once the six consecutive terms has been reached, that person is required to sit out a minimum of one term before running for election again.
 4. If a person is elected to fill an unexpired term, this service will count towards each limit set forth above.
 5. A member's appointment to the Commission must be approved by the Board of Supervisors before that person seeks election as an officer.
 6. For elections to be held in July 2018 only, those officers elected for the 2017-2018 term, and who have held officer position(s) for six consecutive terms, will be required to sit out one term before seeking election again. If no other person is interested in running for a particular office, then current officers may run for an office they have not yet held.
- b. The duties of the Chair are to preside over all Commission meetings.
- c. The duties of the Vice Chair are to assume the duties of the Chair when he/she is absent.
- d. The duties of the Secretary are to record and maintain the minutes and other records of the Commission, and to receive communications and correspondence addressed to the Commission.

**ARTICLE VI
Meetings**

- a. The Commission shall hold regular monthly meetings on a schedule to be established and announced by the Commission. A regular meeting time and location shall be designated by the Chair.
- b. The Commission may, through public notification, call for those special meetings it deems necessary.
- c. All special and regular meetings of this Commission shall comply with California Government Code Sections 54950 et seq (The Brown Act).

**ARTICLE VII
Committees**

There shall be such standing, special and ad hoc committees or task forces as the Chair shall appoint with the approval of the Commission.

**ARTICLE VIII
Parliamentary Rules**

- a. The meetings of the Commission shall be conducted in accordance with *Robert's Rules of Order* (Revised Edition) and the Brown Act.
- b. Four of the total voting membership at the time of the meeting shall constitute a quorum.
- c. A majority of the Commission members present and voting, provided there is a quorum, shall constitute the vote required for action.
- d. Members are expected to attend all meetings of the Commission. A member who is unable to attend a meeting shall give advance notice of his/her inability to attend to the Chair of the Commission.

**ARTICLE IX
Conflict of Interest**

- a. Commission members shall not make, participate in making, or in any way attempt to use their position to influence a decision in which he/she knows or has reason to know he/she has a financial interest. In all such cases, the affected member shall disclose their interest in the records of the Commission and shall refrain from participating in all discussions and votes concerning the matter in which they have a financial interest.

- b. As an advisory commission to the Stanislaus County Board of Supervisors, members shall refrain from using the Commission or their individual status as members of the Commission, to advocate for or support issues of personal interest.
- c. Commission members shall not use their status on the Commission to support political activities of any kind (this includes use of official County or Commission letterhead, that might imply official endorsement).
- d. Commission members shall not use, promise, threaten or attempt to use their County position or official authority to influence the political actions of other County officers or employees or those seeking County employment.

**ARTICLE X
Amendments**

The Veterans Advisory Commission may amend its Bylaws in the following manner: (1) the amendment must be submitted in writing at the monthly meeting preceding the one at which it is to be voted upon, with a copy for each Commission member; (2) at the next monthly meeting the amendment shall be placed on the agenda, for discussion and vote; (3) adoption of the amendment shall be by a majority of the votes cast by the Commission, a quorum being present; and (4) upon approval by the Stanislaus County Board of Supervisors, the amendment will be considered adopted and the Bylaws amended.

**ARTICLE XI
Vacancies**

Vacancies on the Commission shall exist on the death, resignation or removal of any member, and whenever the number of authorized members is increased. The Commission members may declare vacant the seat of a Commission member who has missed three unexcused absences from the regular meeting dates, during any twelve month period, or has been declared of unsound mind by a final order of court, or has been convicted of a felony. Any member may resign effective upon giving written notice to the Chair of the Commission or the Stanislaus County Board of Supervisors, unless the notice specifies a later time for the effectiveness of such resignation.

Vacancies on the Commission may be filled by the Stanislaus County Board of Supervisors.