

NATIONAL CITY VETERANS AND MILITARY FAMILIES ADVISORY COMMITTEE

BYLAWS

ARTICLE I – THE COMMITTEE

Section 1. Name of Committee

The name of the Committee shall be the “National City Veterans and Military Families Advisory Committee” (hereinafter referred to as the “Committee”).

Section 2. Mission Statement

That the following shall be the Mission Statement of the Committee:

[Insert Mission Statement here]

Section 3. Duties

The duties of the Committee shall be:

- (a) To make recommendations to the city council with respect to veterans and military service member-related issues, ceremonies, and other activities that occur within National City.
- (b) To provide advice and assistance to National City residents regarding resources available for veterans, military personnel, and their families.
- (c) To act as a conduit of communication and coordination between the local veteran and military community, and the city of National City.
- (d) To make recommendations to the City Council regarding additional duties which the Committee may perform.
- (e) To make an annual report of its activities, findings and recommendations to the City Council.
- (f) With the assistance of the City Attorney’s Office, to investigate, consider, and act upon all matters referred to it by appropriate public officials or agencies or private citizens concerning members of the military, military veterans, and their families residing in the city.
- (g) With the assistance of the City Attorney’s Office, to conduct such investigations and prepare such reports described in this Article I as it is directed so to do by the city council.

- (h) With the assistance of the City Attorney's Office, to conduct investigations and prepare such reports described in this Article I as it deems appropriate upon request of responsible private citizens or organizations.

Section 4. Membership

A. Composition and Compensation

The Committee shall be comprised of eleven (11) individuals appointed by the Mayor with the approval of the City Council. The members of the Committee may be residents or non-residents of the city and need not be electors of the city. Committee members shall serve without compensation, except that the city council may from time to time pay such expenses of committee members that are incurred during the conduct of committee business as the council deems appropriate.

B. Terms of Membership

- 1) The terms of the members shall be for staggered terms of four years, subject to reappointment by the City Council.
- 2) If a vacancy occurs other than by expiration of a term, such vacancy shall be filled by appointment for the unexpired portion of said term in the same manner as original appointments are made.
- 3) In the event of expiration of a term, the member of the Committee whose term has expired shall continue to serve until their successor is appointed and sworn into office.

C. Termination of Membership

Membership in the Committee shall automatically terminate in the event that:

- 1) The member's term has expired. If a term expires, the member can either continue until reappointment or replacement; or
- 2) The member shall have been absent from the number of Committee meetings specified in these Bylaws.
- 3) The City Clerk certifies that the member failed, 30 days after receiving written notice from the City Clerk's Office, to complete:
 - a. Any ethics training required by Chapter 2.74 of the National City Municipal Code, or

- b. Any statement of economic interest required by Title 2 CCR section 18730, as amended, or the most current National City Conflict of Interest Code.

D. Removal of Members

A member may be removed by a majority vote of the City Council.

E. Resignation

Any Committee member may resign at any time by giving written notice to the Chairperson. Any such resignation will take effect upon receipt or upon any date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

F. Filling of Vacancies

In the event a vacancy occurs on the Committee by reason of death, resignation, removal or termination, such vacancy shall be filled by the Mayor with the approval of a majority of the City Council, with new members so appointed having to meet the qualifications set forth in Article I, Section 4(a). Persons appointed to fill vacancies shall fill the unexpired terms of their predecessors.

ARTICLE II – OFFICERS

Section 1. Officers

The officers of the Committee shall consist of a Chairperson and a Vice Chairperson, and shall be elected in the manner set forth in this Article II. In addition, the Committee may create and fill, in the manner set forth in this Article II, such other officers as it deems necessary.

Section 2. Chairperson

The Committee shall annually elect the Chairperson from among the appointed members. The Chairperson shall preside at all meetings of the Committee and shall submit such agenda recommendations and information at such meetings that are reasonable and proper for the conduct of the business affairs and policies of the Committee. The Chairperson shall sign all resolutions, approved minutes, and other legal documents of the Committee (if any).

Section 3. Vice Chairperson

The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson.

Section 4. Additional Duties

The officers of the Committee shall perform such other duties and functions as may from time to time be required by the Committee, the Bylaws or other rules and regulations, or which duties and functions are incidental to the office held by such officers.

Section 5. Election

The terms of the Chairperson and Vice Chairperson shall be one year. Upon the first anniversary of the appointment of officers, the terms of the Chairperson and Vice Chairperson shall expire, and a new Chairperson and Vice Chairperson shall be elected, according to the procedures set forth in this Section 5.

Section 6. Vacancies

Should the offices of the Chairperson or Vice Chairperson become vacant, the Committee shall elect a successor from among the Committee members at the next regular or special meeting, and such office shall be held for the unexpired term of said office.

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ARTICLE III – MEETINGS

Section 1. Regular Meetings

The Committee shall schedule and conduct at least one regular meeting each quarter for the purpose of exercising the authority and responsibility delegated to it in Chapter 16.09 of the National City Municipal Code. The Committee shall meet on the fourth Thursday of July, October, January, and April at 4:00 p.m. in the Main Conference Room of the National City Civic Center, 1243 National City Boulevard, 2nd Floor, National City, unless otherwise designated. The agenda for each regular meeting shall be posted by City staff at least 72 hours in advance consistent with the requirements of the Ralph M. Brown Act (Gov. Code, § 549501 et seq., as amended, hereinafter “the Brown Act”) and the City’s customary procedures.

Section 2. Special Meetings

Special meetings may be held upon call of the Chairperson, or of the majority of the membership of the Committee, for the purpose of transacting any business designated in the call, after notification of all members of the Committee by written notice personally delivered or by mail at least 24 hours before the time specified in the notice for a special meeting. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the Chairperson a written waiver of notice, and as to any member who is actually present at the time the meeting convenes. Additionally, City staff shall be responsible for the posting of the agenda of the special meeting at least 24 hours prior to the time specified in the notice for the meeting, and for providing copies of the notice of meeting to the news media. At such special meeting, no business other than that designated in the call shall be considered.

Section 3. Adjourned Meetings

Any meeting of the Committee may be adjourned to an adjourned meeting without the need for additional notice or agenda, provided that the adjournment indicates the date, time and place of the adjourned meeting, and provided that the adjourned meeting occurs not more than five (5) calendar days after the meeting for which notice and agenda requirements were met. Committee members absent from the meeting at which the adjournment decision is made shall be notified by the Chairperson of the adjourned meeting.

Section 4. All Meetings to be Open and Public

All meeting of the Committee shall be open and public to the extent required by law. All persons shall be permitted to attend any such meetings except as otherwise provided by law. Nothing contained in these Bylaws shall be construed to prevent the Committee from holding closed sessions during a meeting concerning any matter permitted by law to be considered in closed session provided the Committee complies with the conditions and procedures provided by law for closed sessions. All meetings shall be

limited to no more than three (3) hours unless the Chairperson requests additional time and a majority of the membership, by vote, agrees.

Section 5. Quorum

The powers of the Committee shall be vested in the members thereof in office from time to time. A majority of the members of the Committee qualified and eligible to vote shall constitute a quorum for the purpose of conducting the Committee's business, exercising its powers and for all other purposes, but less than a majority of the members of the Committee may adjourn the meeting from time to time until a quorum is obtained. An affirmative vote by a majority of the members of the Committee qualified and eligible to vote shall be required for approval of any question brought before the Committee.

Section 6. Non-Agenda Items and Placing Non-Agenda Items on the Agenda

Only matters that further either the Purpose of the Committee, as codified in National City Municipal Code section 16.09.020, or the Mission Statement in Article I, Section 2 of these Bylaws, may be placed on the Committee agenda.

A. Non-Agenda Items Requiring Immediate Action

Consistent with the Brown Act, non-agenda items requiring Committee approval will not be considered by the Committee except under the following two circumstances:

- 1) An emergency situation exists; or
- 2) The Committee determines by a two-thirds vote, or by a unanimous vote if less than two-thirds of the Committee is present, that:
 - a. There is a need for immediate action, and
 - b. The need to take action on the item arose after the posting of the agenda

If the Committee finds the need to take action arose subsequent to the agenda posting, pursuant to criteria 2) above, the Committee shall make those findings by separate motion, including the factual reasons supporting the findings. The findings shall be reflected in the Committee minutes.

B. Committee Member Comments and Requests to Place Items on a Future Agenda

Committee members seeking to place an item on a future agenda may either:

- 1) Communicate at least two weeks before the scheduled meeting with the staff members assigned to the Committee; or

- 2) Make a request to the staff member assigned to the Committee under Committee member comments.

The scheduling, consideration, and action taken on all agenda items will be made consistent with the Brown Act.

Section 7. Excused – Unexcused Absences

A. Partial Committee Member Terms

Upon first adoption of these Bylaws, or once a new Committee member is appointed to complete the balance of an unexpired term, Committee members may incur as many absences as they have unexpired years on their term. For example, if a Committee member is appointed to fill a two-year term, that Committee member may incur two absences during that time. Membership in the Committee shall automatically terminate for a Committee member who exceeds the number of absences provided in this Section 7(A). Absences mentioned in this Section 7(A) shall include any number of excused or unexcused absences.

B. Full Committee Member Terms

Once a member begins a complete four-year term, membership in the Committee shall automatically terminate if a member has:

- 1) Two (2) consecutive unexcused absences from meetings, whether regular or special; or
- 2) Four (4) total absences, including any number of excused or unexcused absences, from regular or special meetings, in a four (4) year term.

At each meeting, after the roll has been called, the Chairperson shall report to the Committee the name of any member who has so notified of their intent to be absent and the reason of such absence. A member's absence may be excused if at least twenty-four (24) hours prior to the meeting from which said member will be absent, said member notifies the Chairperson or Designee of intent to be absent and the reason therefore. Additionally, illness is an example of an excused absence and prior plans are an example of an excused absence from a special meeting or a meeting where the date or time is changed. The Committee shall approve or disapprove such reasons for excused absences.

Section 8. Order of Business

The following shall be the order of business at regular meetings of the Committee:

- a. Roll Call
- b. Approval of Minutes of previous meeting
- c. Public Comment
- d. Action Items
- e. Adjournment

Section 9. Minutes and Other Records

Minutes of the Committee shall be recorded as “action only” minutes and shall be in writing. Copies of the Minutes of each Committee meeting shall be made available to each member of the Committee. Minutes shall be made available to the public, unless they are privileged and confidential items.

Approved Minutes shall be filed in the official Book of Minutes of the Committee. The Committee shall also keep a record of its resolutions, transactions, findings, and determinations.

Section 10. Rules of Order

Except as provided in these Bylaws, all business and matters before the Committee shall be transacted in conformance with Rosenberg’s Rules of Order, as amended.

Section 11. Committee Reports

Oral and written reports of the Committee, including resolutions adopted by the Committee, shall include a report of the position of the minority of the Committee as well as the majority. When applicable, an indication of the relative size of the majority and the minority for each such report shall be included within the report.

ARTICLE IV – REPRESENTATION BEFORE PUBLIC BODIES

Any official representations on behalf of the Committee before the City Council or any other public body shall be made by the Chairperson, the Vice Chairperson in the Chairperson’s absence, or a member of the Committee specifically so designated by the Committee pursuant to the Brown Act.

ARTICLE V – SUBCOMMITTEES

Section 1. Establishment

The Committee shall have the authority to, and may, establish subcommittees as necessary to accomplish the purposes set forth in Section 3 of Article I of these Bylaws.

Section 2. Membership

Each subcommittee shall be composed of at least one (1), but not more than three (3) members of the Committee.

Section 3. Appointment of Members

Members on a subcommittee shall be appointed by the Chairperson of the Committee with the approval of the Committee.

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Section 4. Officers and Meetings

Subcommittee chairpersons shall be designated by the Chairperson of the Committee from among the Committee members appointed to the subcommittee. Each subcommittee shall elect a vice chairperson, and shall establish the date, time and place for meetings to conduct the subcommittee's business.

The Complaint Review Subcommittee shall coordinate with the National City Police Department's Internal Affairs Unit at least 1 time per month to determine if there are available cases to review.

Section 5. Subcommittee Reports

From time to time, the subcommittee shall submit reports to the Committee, which reports summarize the subcommittee's activities, findings and/or recommendations on matters for which the subcommittee was established.

ARTICLE VI – AMENDMENTS

Section 1. Amendment of Bylaws

The Bylaws of the Committee may be amended upon the affirmative vote of a majority of the voting seated members but no such amendment shall be adopted unless at least seven (7) days' written notice thereof has previously been given to all members of the Committee. Notice of amendment shall identify the section or sections of the Bylaws proposed to be amended.

ARTICLE VII- ORDER OF PRECEDENCE

Section 1. Conduct of Affairs

The Committee will observe all applicable requirements of state and local law, including the following, which have been summarized as follows:

- a. The Brown Act
- b. National City Municipal Code Title 16 City Boards, Committees and Committees Chapter 16.09 Veterans and Military Families Advisory Committee
- c. National City Council Policy #119 – Code of Ethics and Conduct for Elected Officials, Council Appointed Officials and Members of City Boards, Committees and Committees