

**BYLAWS AND RULES OF PROCEDURE OF THE SAN MATEO COUNTY  
VETERANS COMMISSION**

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**PREAMBLE**

These Bylaws and Rules of Procedure (“Bylaws”) of the San Mateo County Veterans Commission (“Commission”) are adopted pursuant to Section 16 of Resolution No. 069276 of the San Mateo County Board of Supervisors (*Resolution Specifying Standing Rules for County Boards, Commissions, and Advisory Committees*). These Bylaws, effective as of March 14, 2016, have been reviewed and approved by the San Mateo County Counsel and the Commission and they expand upon and further refine the procedures set forth in Resolution No. 069276. They are not intended to expand or restrict the scope, purpose, or authority of the Commission as prescribed by the Board of Supervisors in Resolution Nos. 073812 and 074159 and 074183. Upon adoption, these Bylaws will be filed with the Clerk of the Board of Supervisors.

***Rule 1 Authority and Purpose.***

These Bylaws are adopted pursuant to San Mateo County Board of Supervisors Resolution No. 69276, which sets forth the Standing Rules for County Boards, Commissions, and Advisory Committees. These Bylaws have been reviewed and approved by the Office of the San Mateo County Counsel and, upon adoption by the Commission, shall be submitted to the Clerk of the Board of Supervisors for filing.

***Rule 2 Members.***

**Section 2.1 General.**

The Commission was created by the Board of Supervisors Resolution No. 073812, adopted on June 2, 2015. The members, the members’ terms, and the members’ duties are as set forth in that Resolution and in Resolution No. 074159 and Resolution No. 074183, which, respectively, provided

for expansion of the Commission's voting membership from nine to eleven members and provided for the appointment of up to two alternate members. In the event of any inconsistency between any of those resolutions and these Bylaws, the resolution will take precedence and control over the Bylaws.

**Section 2.2 Number of Members.**

The Commission's membership shall consist of eleven (11) voting members. In addition to the Commission's eleven voting members, there shall be up to two alternate members ("Alternate Members") and one Alternate Member shall be authorized to participate in discussions and votes on matters before the Commission at a Commission meeting for each regular voting member who is absent.

**Section 2.2.1 Selection of Alternate Member to Participate at a Meeting**

When the Alternate Members become aware that a regular voting member will be absent from a meeting of the Commission, the Alternate Members will confer to determine whether either of them is available to attend the Commission meeting in place of the regular voting member. If one Alternate Member is available to attend, that available Alternate Member shall attend the Commission Meeting and the Alternate Member not attending shall have first priority to attend the next Commission Meeting from which a regular voting member is absent. If both Alternate Members are available to attend a Commission meeting at which a regular voting member is absent, the Alternate Member to attend the Commission meeting shall be determined by lot and the Alternate Member not selected by lot to attend the meeting shall have first priority to attend the next Commission Meeting from which a regular voting member is absent.

**Section 2.3 Appointment.**

All members shall be selected by the Board of Supervisors.

**Section 2.4 Length and Limitation of Terms.**

Members shall serve terms of office of three (3) years, except that, pursuant to Resolution Nos.

073812 and 074159, for initial appointments at the time of formation of the Commission, six (6) members were appointed to serve three (3) year terms and five (5) members were appointed to serve two (2) year terms. Alternate Members shall serve terms of office of three (3) years, except that, upon the initial appointment of Alternate Members to the Commission, one was appointed to serve a three (3) year term and the other was appointed to serve a two (2) year term. At the conclusion of a term, a member, including an Alternate Member, may be reappointed to another term, provided that a member may be appointed to a maximum of four (4) full three (3) year terms of service as a regular voting member or Alternate Member or combination of service as a regular voting member and Alternate Member.

**Section 2.5. Dates of Terms.**

Terms are for a fixed period. They shall begin on July 1 and end on June 30 of the applicable year. The fact that a member may be appointed or begin his or her service in the middle of a term does not affect the starting or ending dates of the term for purposes of these Bylaws.

**Section 2.6 Resignation.**

Any member may resign effective on giving written notice to the Clerk of the Board of Supervisors, unless the notice specifies a later time for his or her resignation to become effective. The acceptance of a resignation shall not be necessary to make it effective.

**Section 2.7 Removal.**

Any member appointed by the Board of Supervisors may be removed from office at any time for any reason or without any reason by the Board.

**Section 2.8 Vacancies.**

Any vacancy on the Commission, however created, shall be filled for the unexpired term by the Board.

**Section 2.9 Action by the Board of Supervisors.**

Notwithstanding the foregoing, the qualifications, term and other conditions of Commission membership shall be as determined from time to time by action of the Board.

**Rule 3 Officers.**

The Officers shall be a *Chairperson*, who shall preside at all meetings of the full Commission, and a *Vice-Chairperson* who, in the Chairperson's absence or inability to act shall preside at the meetings. If both the Chairperson and Vice-Chairperson are absent or unable to act, the members present shall select one of the members present to act as chairperson *pro tempore*, who, while so acting, shall have all of the authority of the Chairperson. The officers shall be elected annually at the Commission's meeting in March or at an adjournment of that meeting. Each officer shall be elected upon a nomination of a regular voting member to serve as the officer. A regular voting member nominated to serve as an officer shall be elected to the office if the nomination receives a majority of the votes of regular voting members authorized to vote on the nomination, which is to say that six votes shall be necessary to elect a member to an officer position. The officers shall serve for one (1) year terms.

**Rule 4 Meetings.**

**Sec. 4.1 Regular and Special Meetings.**

The date, time and place of regular meetings shall be established by resolution of the Commission. The Commission shall hold at least six regular meetings each calendar year unless otherwise determined by a majority vote of the Commission. Special meetings shall be held at any time and place at the call of the Chairperson or a majority of the regular voting members of the Commission.

**Sec. 4.2 Open and Public.**

Meetings shall be open and public and all persons shall be permitted to attend, except for closed sessions, all as required and permitted by applicable law.

**Sec. 4.3      Notice.**

No notice of any regular meeting need be given. Written notice of each special meeting shall be delivered personally or by mail to each regular voting member and Alternate Member and to each local newspaper of general circulation, radio or television station requesting notice in writing. Such notice shall be received at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the agenda for the meeting. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting. In cases of emergency, notice of special meetings may be dispensed with only to the extent permitted by applicable law.

**Sec. 4.4      Attendance and Participation.**

Members must attend the regular meetings of the Commission and of committees to which they are appointed and shall contribute their time and special abilities as may be required for the benefit of the Committee. If a Member is unable to attend a meeting, he or she shall so inform the Chairperson giving the reason therefore and the Chairperson will promptly notify the Alternate Members of the anticipated absence of the regular voting member. Failure to attend a meeting without first notifying the Chair shall, except in cases of emergency or extreme hardship, be treated as an unexcused absence.

**Sec. 4.5      Quorum.**

A majority of the regular voting members of the Commission shall constitute a quorum for the transaction of business at any regular or special meeting of the Commission. The Commission may take action only by a majority vote of the total authorized regular voting membership of the Commission, meaning a minimum of six votes. For purposes of calculating a quorum or for determining whether sufficient votes have been cast for an item of business, Alternate Members present and voting at a Commission meeting in the place of an absent regular member shall be counted.

**Sec. 4.6      Meeting Agendas.**

The Commission shall prepare, or have prepared, an agenda for every meeting, which shall set forth a brief general description of each item of business to be transacted or discussed at the meeting and the time and location of the meeting. Each agenda for a regular meeting shall provide an opportunity for members of the public to address the Commission directly on items of interest to the public that are within the subject matter jurisdiction of the Commission. At least 72 hours before a regular meeting, the agenda shall be posted in the Hall of Justice and Records at 400 County Center, Redwood City, California 94063 and at the offices of the County Veterans Service Officer.

**Sec. 4.7        Conduct of Business.**

The items on the agenda shall be considered in order unless the Commission votes to change the order of the agenda. Unless an agenda item identifies a particular source for a report, the Chairperson or County Veterans Service Officer shall present the item, after which members may comment, and then the topic shall then be open to public comment upon recognition of the speaker by the Chairperson.

**Sec. 4.8        Resolutions.**

All official acts of the Commission shall be taken and authorized by resolution, adopted on motion, duly made, seconded and adopted by vote of the Members.

**Sec. 4.9        Voting.**

All resolutions to the Commission shall be adopted by the affirmative vote of a majority of the authorized regular voting members of the Commission, which is to say that at least six (6) votes are needed. For purposes of determining whether sufficient votes have been cast for an item, Alternate Members present and voting at a Commission meeting in the place of an absent regular member shall be counted.

**Sec. 4.10      Disqualification from Voting.**

A Member shall be disqualified from voting on any resolution relating to a transaction in which he or she has a financial interest, as required by law. Except as required by law, no Member shall be

disqualified from serving as a Member or taking part in any proceedings of the Commission because of any financial interest of a Member.

**Sec. 4.11**      **Minutes.**

The Commission shall keep minutes of its meetings. The County Veteran Service Officer shall arrange to have prepared the minutes of each meeting of the Commission. The minutes shall be an accurate summary of the Commission's consideration of each item on the agenda and an accurate record of each action of the Commission. At a subsequent meeting, the minutes shall be submitted for approval by a majority vote of Members in attendance at the meeting covered by the minutes. When approved, the minutes shall be kept with the record of proceedings of the Commission.

**Sec. 4.12**      **Public Records.**

All documents and records of the Commission, not exempt from disclosure by applicable law, shall be public records under the California Public Records Act (California Government Code Section 6250, *et seq.*).

***Rule 5 Committees.***

**Sec. 5.1**      **Appointment.**

The Commission may by resolution, from time to time, create and appoint the members of such committees and subcommittees as it deems necessary to carry out its purposes.

**Sec. 5.2**      **Meetings.**

Regular meetings of committees and subcommittees shall be held at such times and places as are determined by the Commission. Special meetings may be held at any time and place as may be held at any time and place as may be designated by the Chairperson, the County Veteran Service Officer or a majority of the members of the committee or subcommittee. A majority of the authorized number of members of the committee or subcommittee shall constitute a quorum for the transaction of business.

**Sec. 5.3      Open and Public.**

Meetings of standing committees and subcommittees will be open and public.

***Rule 6      Annual Work Plan.***

The Commission will develop an annual work plan and submit an annual report to the Board of Supervisors.

***Rule 7      Oath of Office.***

Before beginning service, each member will take an oath of office, to be personally administered by the Clerk of the Board of Supervisors or another official authorized to administer such oath.

***Rule 8      Amendment of Procedural Rules***

These Rules may be amended only by a resolution of the Commission adopted at a meeting of the Commission.