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CITY OF MILPITAS
VETERANS COMMISSION

(DRAFT) BYLAWS

The Milpitas City Council established the Veterans Commission on December 1, 2009.

Section 1. Purpose

The Veterans Commission is established by the City Council and works in an advisory capacity to the City Council on matters pertaining to veterans in Milpitas.

Section 2. Membership

The Veterans Commission is composed of seven (7) voting members who are Milpitas residents and veterans or current military service members and two (2) alternate members appointed by the Mayor and approved by the City Council.

Section 3. Term of Office and Removal

The term of office of Commission members will be three years or until reappointed or a successor is appointed. The term of office for alternates is two years or until reappointed or a successor is appointed. Members and alternates are expected to attend all meetings. Any member or alternate with three or more unexcused absences in a 12-month period shall be reported to City Council with a recommendation for removal from the Commission. Any member or alternate of the Veterans Commission may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting.

Section 4. Vacancies

Vacancies will be filled for the unexpired portion of any Commissioner's terms in the same manner as the original appointment.

Section 5. Officers

A Chair and Vice Chair will be annually selected at the first meeting of the calendar year from the appointed members for a term of one year. The Chair will call for meetings and preside over all sessions. In the absence of the Chair, the Vice Chair will preside. In the absence of both the Chair and Vice Chair, the member with highest seniority will preside.

Section 6. Meetings

The Veterans Commission shall hold bi-monthly meetings on the first Wednesday of the month at 5:30 pm. Should a scheduled meeting occur on a holiday, said meeting will be deferred to the same day of the following week. All meetings shall be open to the public. Special meetings of the Veterans Commission may be called by majority of the members, the Chair, or the City Council. Notice of any special meeting shall be given as required by law. The Veterans Commission will follow Robert's Rules of Order.

Section 7. Quorum

Any four (4) members shall constitute a quorum for the transaction of business.

Section 8. Voting

Voting authority is extended to seven (7) members. An alternate member shall vote only if seated in the absence of a regular member. In the event that one regular member is absent, alternate members shall be seated in order of their alternate position.

Section 9. Duties of Commission to be Advisory Only

It is intended that the Commission shall be an advisory agency to the City Council. Nothing in these By-Laws shall be construed as a limitation on the power of the City Council or the administrative staff of the City in their supervision or authority over property or personnel which are under their jurisdiction.

Section 10. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Veterans Commission with such information and staff assistance as the Veterans Commission may from time to time request subject to limitations imposed by the City Council. The appointed staff liaison shall attend meetings of the Veterans Commission and submit such reports as the Commission may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 11. Amendments

These Bylaws and operating procedures may be amended by simple majority of those voting at any legal Veterans Commission meeting, subject to approval by the City Council.

PASSED AND ADOPTED by the Veterans Commission on the 5th day of May 2010.

PASSED AND ADOPTED by the Milpitas City Council on the _____ day of _____ 2010.