



Advisory Committee Operating Guidelines for State Veterans Cemeteries

Purpose

Military and Veterans Code (M&VC) (Sections 1402 and 1456(a)) and California Code of Regulations Title 12, Division 2, Chapter 3, Subchapter 5, Section 462 establish an Advisory Committee (AC) for each State Veterans Cemetery. The purpose of the AC is to review and provide feedback on proposals for the construction, placement, or donation of monuments and memorials to the cemetery. All proposals for the construction, placement, or donation of monuments and memorials to the cemetery shall be subject to the approval of the CalVet Secretary.

I. Names

1. The Advisory Committee is hereafter referred to as AC.
2. The California Department of Veterans Affairs is hereafter referred to as CalVet.

II. Operating Procedures

Except where otherwise expressed in these Operating Guidelines, the Committee shall adhere to and operate in accordance with Robert's Rules of Order. The Committee Co-Chair CalVet shall be responsible for the rulings in matters of procedure. Questions as to the meaning and interpretation of these Operating Guidelines shall be the responsibility of the Committee Co-Chair CalVet. All meetings shall be conducted in compliance with the Bagley-Keene Open Meeting Act (Gov. Code, §§11120-11132).

III. Structure

1. For the Northern California Veterans Cemetery, the AC shall be established with members stated in M&VC Section 1402: "...the cemetery administrator, representatives from the County of Shasta, local veterans' service organizations, and others as approved by the director."
2. For the California Central Coast Veterans Cemetery, the AC shall be established per M&VC Section 1456(a): "One representative from the County of Monterey, nominated by the Board of Supervisors of the County of Monterey. One representative from the City of Seaside, nominated by the City Committee of the City of Seaside. One representative from the Fort Ord Reuse Authority, nominated by the board of directors of the Fort Ord Reuse Authority. Two members from the Fort Ord Veterans Cemetery Citizens Advisory Committee, nominated by that committee. At least two members from the department."

3. The Committee shall be jointly chaired by the Committee Co-Chair CalVet (Cemetery Administrator/Manager) and the Committee Co-Chair representing the NCVV community (Community Representative).
4. CalVet Committee Co-Chair:
 - A. Shall preside over all meetings of the Committee.
 - B. Shall be an ex-officio member of all Committees and Subcommittees.
 - C. Shall accept an issue or concern from the full Committee or Committee Committees regarding CalVet activities.
5. CalVet Committee Co-Chair shall nominate the Community Representative Committee Co-Chair.
 - A. Community Representative Committee Co-Chair must be a resident of the communities surrounding the cemetery.
 - B. Community Representative Committee Co-Chair shall serve a term of two years not to exceed two consecutive terms.
 - C. Community Representative Committee Co-Chair must be approved by the CalVet Secretary or his or her designee.
6. CalVet Committee Co-Chair and Community Representative Committee Co-Chair shall determine agendas, distribution of the minutes and other administrative duties of the Committee.

IV. Membership

1. An applicant must submit an application to become a member of the AC, including the name of the person nominated to be the Alternate Representative, to the CalVet Committee Co-Chair. The request for membership shall include the applicant's affiliated organization and the primary business interest the association exists for. The CalVet Committee Co-Chair shall respond to all requests for membership in writing. Applications for membership will be accepted on a continuous basis.
2. Per statute, the Committee members shall be approved by the CalVet Secretary, or his or her designee.
3. Any member serving on the AC shall be removed from membership for any of the following causes:
 - Improper conduct (see Section IX).
 - Two consecutive absences of the Primary or Alternate Representatives at regularly scheduled meetings
4. Members serve a two-year term with the option to apply for additional successive terms. CalVet will notify members in January of the second year of their terms of their need to re-apply. Members must then submit to the CalVet, within ninety (90) days from notification, a written request to serve an additional term.
5. The CalVet Committee Co-Chair will evaluate membership on the AC in an effort to maintain balance of representation. When a member vacancy occurs,

consideration will be given to applicants that have not previously been a part of the AC and to applicant associations representing a diversified membership. A waiting list will be established for that purpose.

6. Members serve on the AC at the pleasure of the CalVet.

V. Role of the Primary/Alternate Committee Member

1. The role of the Committee member is to provide input and feedback in an advisory capacity on the monuments and memorials that affect or impact the NCVV.
2. It is the responsibility of the Primary/Alternate representatives to disseminate information resulting from the AC meetings to their association membership and to bring forward issues and recommendations from their constituency.
3. Primary members, or alternate members, on the AC shall not represent themselves as speaking or acting on behalf of the AC or CalVet.
4. Members must strive to represent their constituent groups and seek to recommend action to benefit the program as a whole. They must not act to personally benefit their individual organization to the detriment of the program.

VI. Committee Motions and Voting Rights

1. The Committee Co-Chairs shall not vote except to break a tie.
2. The right to make a motion or vote on issues before the AC is limited to the Primary/Alternate representatives. The Primary representative will cast one vote for his/her member association. The Alternate representative is allowed to cast one vote only when the Primary representative is absent. Motions involving policies and practices of CalVet shall be voted upon by AC members and shall be set forth as recommendations to CalVet made in an advisory capacity only.
3. Only sitting AC members are allowed to vote.
4. A quorum of the AC shall consist of two-thirds of the voting members. A quorum for a Subcommittee shall consist of two-thirds the subcommittee members.

VII. Committee Meetings

1. The general meeting of the AC will convene at the state veterans cemetery, or a location agreed upon by the AC. Specific meeting dates will be determined prior to each annual planning meeting and provided to all AC members. The CalVet Committee Co-Chair retains authority to change meeting dates when necessary.
2. The meetings of the Committee will abide by the applicable provisions of the Bagley-Keene Open Meeting Act (Gov. Code, §§11120-11132).

VIII. Meeting Minutes

The CalVet Committee Co-Chair shall provide for minute taking at all AC meetings. Approval of minutes from the previous AC meeting shall be a regular agenda item. The minutes shall not be official until approved by the AC and signed by the CalVet Committee Co-Chair CalVet. It is CalVet's responsibility to provide meeting minutes within twenty (20) working days of a AC meeting. Approved minutes shall be maintained for at least one year from the date of publication. Copies of the minutes shall be retained in physical form as determined by law and CalVet's established records retention policies.

IX. Conduct

1. All Members shall observe the CalVet policies concerning Sexual Harassment, Workplace Violence, Drug-Free Workplace, Incompatible Activities and Conflicts of Interest, and Zero-Tolerance of Discrimination.
2. Any member serving on the AC shall be removed for:
 - a) Disruptive and/or abusive behavior.
 - b) Non-observance of the CalVet policies.
3. No Primary or Alternate member shall use their membership on the AC or Subcommittees of the AC for personal gain or influence; as a means to obtain preliminary access to, or obtain privileges to, contract opportunities, contract administration, or access to government elected officials.

X. Committees

1. The Committee Co-Chairs may establish standing committees, ad hoc committees, and subcommittees, as they deem appropriate to carry out the purpose of the Committee.
2. The recommendation to form a new Committee and the appointment of a Committee Chair must be approved by the CalVet Committee Co-Chair and Deputy Secretary for the Veteran Services Division. The recommendation must be in writing and include the objective and duration of the committee.
3. The aforementioned committees must be approved by both Co-Chairs Committees shall consist of community residents_(primary and alternate) and may, at the discretion of the CalVet Co-Chair, include other persons who are not members of the Committee.
4. The meetings of the Committee will abide by the applicable provisions of the Bagley-Keene Open Meeting Act (Gov. Code, §§11120-11132).

XI. Committee Chairs

The Committee Chairs shall:

1. Serve as Committee Chair for a minimum of one (1) year—not to exceed two (2) calendar years. Prior to the selection, the current Chair of each Committee shall first solicit nominations of Committee members interested and willing to serve as Committee Chair.
2. Only Primary Committee members, not their alternates, are eligible to serve as a Committee Chair.
3. Hold the position from January 1 through December 31 of applicable calendar year.
4. Prepare the Committee agenda, schedule the meeting date, time and location, and oversee preparation of the minutes.
5. Ensure the Bagley-Keene Act (Gov. Code, §§11120-11132) procedures and rules are followed.
6. Solicit agenda items from Committee members and submit all agenda items in writing to the Committee Coordinator no later than seven (7) calendar days prior to the scheduled Committee meeting.
7. Present to the full Committee a summary of all discussions and recommendations from the Committee meetings. A copy of the Committee minutes shall be presented to the Committee-Co-Chair CalVet.
8. Disseminate action items and minutes thorough committee liaison within ten (10) working days of the meeting.

XII. Subcommittees

1. The recommendation to form a new Subcommittee and the appointment of a Subcommittee Chair must be approved by the CalVet Committee Co-Chair and Deputy Secretary for the Veteran Services Division. The recommendation must be in writing and include the objective and duration of the subcommittee.
2. The Subcommittee Chair shall have the same role and responsibilities as a Committee Chair as detailed above.
3. Maintain Subcommittee meeting minutes and disseminate the minutes to committee chair and members, and CalVet within ten (10) working days after the meeting.
4. The meetings of the Committee will abide by the applicable provisions of the Bagley-Keene Open Meeting Act (Gov. Code, §§11120-11132).