



## **Monuments and Memorials Advisory Committee Operating Guidelines**

### **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 the Monuments and Memorials Advisory Committee (MMAC) for each State Veterans Cemetery. The purpose of the MMAC 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 Monuments and Memorials Advisory Committee is hereafter referred to as MMAC.
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 Council shall adhere to and operate in accordance with Robert's Rules of Order. The Council 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 Council Co-Chair CalVet. All meetings shall be conducted in compliance with the Bagley-Keene Open Meeting Act.

### **III. Structure**

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

#### **IV. Membership**

1. An applicant must submit an application to become a member of the MMAC, including the name of the person nominated to be the Alternate Representative, to the CalVet Council Co-Chair. The request for membership shall include the applicant's affiliated organization and the primary business interest the association exists for. The CalVet Council 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 Council members shall be approved by the CalVet Secretary, or his or her designee.
3. Any member serving on the MMAC 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 Council Co-Chair will evaluate membership on the MMAC 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 MMAC and to applicant associations representing a diversified membership. A waiting list will be established for that purpose.
6. Members serve on the MMAC at the pleasure of the CalVet.

## **V. Role of the Primary/Alternate Council Member**

1. The role of the Council member is to provide input and feedback in an advisory capacity on the monuments and memorials that affect or impact the NCVC.
2. It is the responsibility of the Primary/Alternate representatives to disseminate information resulting from the MMAC meetings to their association membership and to bring forward issues and recommendations from their constituency.
3. Primary members, or alternate members, on the MMAC shall not represent themselves as speaking or acting on behalf of the MMAC 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. Council Motions and Voting Rights**

1. The Council Co-Chairs shall not vote except to break a tie.
2. The right to make a motion or vote on issues before the MMAC 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 MMAC members and shall be set forth as recommendations to CalVet made in an advisory capacity only.
3. Only sitting MMAC members are allowed to vote.
4. A quorum of the MMAC shall consist of two-thirds of the voting members. A quorum for a Subcommittee shall consist of two-thirds the subcommittee members.

## **VII. Council Meetings**

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

## **VIII. Meeting Minutes**

The CalVet Council Co-Chair shall provide for minute taking at all MMAC meetings. Approval of minutes from the previous MMAC meeting shall be a regular agenda item. The minutes shall not be official until approved by the MMAC and signed by the CalVet Council Co-Chair CalVet. It is CalVet's responsibility to provide meeting minutes within twenty (20) working days of a MMAC 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 MMAC 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 MMAC or Subcommittees of the MMAC 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 Council Co-Chairs may establish standing committees, ad hoc committees, and subcommittees, as they deem appropriate to carry out the purpose of the Council.
2. The recommendation to form a new Committee and the appointment of a Committee Chair must be approved by the CalVet Council 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 Council.
4. The meetings of the Council 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 Council members interested and willing to serve as Committee Chair.
2. Only Primary Council 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 procedures and rules are followed.
6. Solicit agenda items from Committee members and submit all agenda items in writing to the Council Coordinator no later than seven (7) calendar days prior to the scheduled Committee meeting.
7. Present to the full Council a summary of all discussions and recommendations from the Committee meetings. A copy of the Committee minutes shall be presented to the Council-Co-Chair CalVet.
8. Disseminate action items and minutes through 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 Council 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 Council will abide by the applicable provisions of the Bagley-Keene Open Meeting Act (Gov. Code, §§11120-11132).