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VETERANS' SERVICES PROGRAM

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SANTA BARBARA COUNTY VETERANS' ADVISORY COMMISSION (VAC) BYLAWS

- Title and Authority:** Board of Supervisor Minute Order April 5, 1982; and as amended by Minute Orders June 6, 1995; November 13, 2001; July 8, 2003 September 16, 2003, August 20, 2013 and August 18, 2020.
- Mission:** The mission of the VAC is to advise the Board of Supervisors about current and unmet needs of veterans residing in Santa Barbara County and recommend action intended to meet those needs.
- Number of Members:** Seven
- Membership:** Five – Regular Members representing each Supervisorial District and appointed by the Board of Supervisors.
- One – At-Large Member (North) representing the 3rd, 4th & 5th Supervisorial Districts, nominated by VAC Regular Membership and appointed by the Board of Supervisors.
- One – At-Large Member (South) representing the 1st & 2nd Supervisorial Districts, nominated by VAC Regular Membership and appointed by the Board of Supervisors.
- Term of Membership:** The term shall expire July 1, four (4) years after appointment or until a successor is qualified and appointed.
- Absenteeism:** If a VAC Member has unexcused absences from two or more meetings during the course of the year, the Chair shall notify the appropriate Supervisor for the purpose of determining if the seat should be vacated and refilled.

Adoption of
Procedural Rules:

The Commission shall promulgate administrative and procedural rules to delineate and promote efficient conduct of its affairs, within the scope of Robert's Rules of Order and the Ralph M. Brown Act. These rules shall be adopted and become effective at the next meeting following the adoption of said rules by this Commission and can be amended at any other meeting.

Goals and
Objectives:

The goals and objectives of this commission are to:

- Study and advise the Veterans' Service Officer and the Board of Supervisors on special problem areas relating to veterans within the Santa Barbara County and the Tri-County area (San Luis Obispo, Santa Barbara and Ventura Counties) as needed.
- Ensure that each person obtain entitlement benefits for which they may be eligible.
- Serve as a liaison between the veteran, our Veterans' Service Officer and the Board of Supervisors in order to improve and enhance their relationships and coordinate community activities.
- Recommend to the Board of Supervisors such action as may enhance the welfare of veterans located in our service area.

PROCEDURAL AND ADMINISTRATIVE RULES

- Regular Meetings:** Regular meetings shall occur not less than once per calendar quarter, on the fourth Thursday of the first month of each quarter, at 6:00p.m., at a central location.
- Notice of Meetings:** Notice of regular and special meetings shall be served and posted at least 72 hours prior to the time of such meeting and shall be open to the public. All meetings shall comply with provisions of the Ralph M. Brown open meetings law.
- Special Meetings:** The Chair or majority of the members may call a special meeting of the VAC.
- Quorum:** Four members shall constitute a quorum for doing any business. No act shall be valid without the votes of the quorum.
- Ad Hoc Committees:** The VAC may establish such ad hoc committees as are deemed helpful in the deliberations aimed at rendering reliable information and advice to the entire Commission and ultimately, to the Board of Supervisors.
- Officers:** At the first regular meeting of the calendar year, the Commission shall elect a Chair and Vice-Chair who shall serve for two year terms or until a successor is duly qualified and elected. If a vacancy occurs, a successor shall be elected for the balance of the term at the next regular meeting.
- Staff Assistance:** The Veterans' Service Officer or designee shall serve as Secretary of the Commission, give notice of meetings, shall cause the minutes to be prepared and signed by support staff, and assist with the preparation of reports, and related limited activities involving the administration of the Commission's function.