**ARTICLE I: Name and Duties**

1. The name of this organization shall be the Los Angeles County Veterans Advisory Commission (“LACVAC”). Authority granted under Chapter 3.60 of the Los Angeles County Code, Board Order No. 11 of January 3, 1995 and Board Order No. 72 of January 6, 1998.
2. The duties of the LACVAC are to:
	1. Consult with and advise the Department of Military and Veterans Affairs in matters concerning veterans within the County;
	2. Study, advise and recommend to the Board on special problem areas relating to veterans within the County;
	3. Serve as a means of communication within the County;
	4. Act as a liaison with the Armed Forces in the interest of improving and enhancing relationships and coordinating community activities.
3. The official location and mailing address of the LACVAC shall be:

Los Angeles County Department of Military and Veterans Affairs

ATTN: Veterans Advisory Commission

1816 Figueroa Street

Los Angeles, CA 90015

**ARTICLE II: Appointment and Membership**

1. In accordance with Chapter 3.60.020 of the Los Angeles County Code, the Commission shall consist of 10 members appointed by the Board of Supervisors. Persons appointed shall have been veterans.
2. Each Commissioner will serve a term length as deemed appropriate by the Supervisor which appointed him or her.

**ARTICLE III: Executive Officers, Succession and Change of Command**

1. LACVAC officers shall consist of:
	1. Chairperson:
		1. The duties of the Chairperson shall be to preside at meetings, decide points of order, announce all business, entertain motions, put motions to vote and announce vote results.
		2. The Chairperson shall appoint and may remove Subcommittee Chairpersons.
		3. The Chairperson may call special meetings of the LACVAC.
		4. The Chairperson or his or her designee may represent the LACVAC at public functions.
	2. Vice-Chairperson:
		1. The Vice-Chairperson shall perform the duties of the Chairperson in his or her absence.
	3. Secretary:
		1. The duties of the Secretary shall be provided by staff of the Department. The staff representative will serve as a non-voting member.
2. Succession and Change of Command
	1. The roles of Chairperson and Vice-Chairperson shall be performed by members from the Supervisorial District designated as Chair/Mayor of the Board of Supervisors.
	2. Change of Command, including Chairperson and Vice-Chairperson, shall occur at the first Regular Meeting of each calendar year.
	3. Selection of Chairperson and Vice-Chairperson duties is at the discretion of both members from the presiding Supervisorial District.
	4. If both members from the presiding Supervisorial District cannot reach agreement as to who will serve as Chairperson and Vice-Chairperson, an election will occur at the first Regular Meeting of each calendar year. Selection of Chairperson will be determined by a simple majority of members. In the event of a tie, the most senior member from the presiding Supervisorial District shall become Chairperson.
3. Executive Officer Vacancies
	1. In the event of a Vice-Chairperson vacancy, the Chairperson will appoint a member from any Supervisorial District to serve as Vice-Chairperson until the vacancy is filled.
	2. In the event that there are two vacancies from the presiding Supervisorial District, the role of Chairperson and Vice-Chairperson will be performed by the two most senior members on an interim basis until at least one vacancy from the presiding Supervisorial District is filled.

**ARTICLE IV: Duties of Members**

1. Members shall attend Regular Meetings and of committees to which they are appointed.
2. Members shall notify the Executive Committee of any expected absence for a Regular Meeting by 5:00pm the day before, indicating good and sufficient reasons for the absence. Such notification shall be transmitted via email.

**ARTICLE V: Committees**

1. Executive Committee will consist of three members including:
2. The Chairperson
3. The Vice-Chairperson and
4. Secretary
5. Subcommittee(s): LACVAC shall have any number subcommittees as determined by a simple majority of the members.
	1. Each Subcommittee shall have a Subcommittee Chair appointed by the Chairperson.
	2. Subcommittee Chairs may appoint no more than two members to the Subcommittee.
	3. Each Subcommittee shall be allotted time on the Regular Meeting agenda to provide updates on relevant Subcommittee matters. Time allotted will be at the discretion of the Chairperson.
	4. A Subcommittee may be disbanded by a simple majority of the members.

1. Ad Hoc Subcommittee(s): The Chairperson may establish an Ad Hoc Subcommittee to accomplish time-limited tasks, not to exceed three months, that support the goals of the LACVAC.
	1. The Chairperson shall serve as Ad Hoc Subcommittee Chair.
	2. The Chairperson may appoint no more than two members to the Ad Hoc Subcommittee.
	3. Each Ad Hoc Subcommittee shall be allotted time on the Regular Meeting agenda to provide updates on relevant Ad Hoc Subcommittee matters. Time allotted shall be no more than five (5) minutes.

**ARTICLE VI: Regular Meetings, Quorum and Public Comment**

1. LACVAC shall meet once each month, but not to exceed 14 meetings in any one year, according to Chapter 3.60.80. Regular Meetings shall occur on the third Wednesday of every month at 1:30pm and run no more than 90 minutes in length.
2. LACVAC shall have satisfied a quorum with a simple majority of the appointed members in attendance.
3. LACVAC meetings shall be open, public and noticed in compliance with the provisions of the Ralph M. Brown Act, California Government Code Section 54950 et seq. as amended, and hosted at a location within Los Angeles County, California that satisfies the access requirements of the Americans with Disabilities Act. The Department is responsible for publishing notice of meetings at least three days (72 hours) prior to Regular Meeting start time.
4. All Regular Meetings shall allot time for public comment. The registration deadline for priority public comment will close at least one day (24 hours) prior to the Regular Meeting start time in accordance with instructions outlined in the notice of meeting. If there is time remaining allotted for public comment, the Chairperson may call upon members of the public who submit public comment registration to the Secretary in-person on the day of the Regular Meeting. The Chairperson shall provide all registered members of the public with no more than three (3) minutes of speaking time. Commissioners may not respond to public comments during the public comment period.
5. The Chairperson, or acting Chairperson, may adjourn the meeting after all agenda items have been addressed, in the event of an emergency or to maintain good order.

**ARTICLE VII: Special Meetings**

1. The Chairperson, or simple majority of members, may call for a Special Meeting of the LACVAC as along as it does not exceed the maximum quantity of meeting allowable under Chapter 3.60.080.
2. All Special Meetings shall allot time for public comment. The registration deadline for priority public comment will close at least one day (24 hours) prior to the Special Meeting start time in accordance with instructions outlined in the notice of meeting. If there is time remaining allotted for public comment, the Chairperson may call upon members of the public who submit public comment registration to the Secretary in-person on the day of the Special Meeting. The Chairperson shall provide all registered members of the public with no more than three (3) minutes of speaking time. Commissioners may not respond to public comments during the public comment period.

**ARTICLE VIII: Recommendations to the Board of Supervisors**

1. LACVAC may adopt recommendations to the Board of Supervisors in accordance with its duties.
2. Any member may begin the recommendation process by drafting a recommendation on a particular matter for deliberation by the LACVAC. A member shall submit the draft recommendation to the Executive Committee by email at least two weeks prior to the next Regular Meeting.
3. Upon receipt of the draft recommendation within the specified period, the Chairperson shall create an agenda item and allot time at the next Regular Meeting for a reading of the draft recommendation and discussion.
4. LACVAC may vote to adopt a recommendation to the Board of Supervisors by a simple majority of its members.
5. Each recommendation will include a signature block for those that voted in the “Yea”, “Nay” and/or “Abstain”. All members shall sign the recommendation once adopted in accordance with their vote. Both wet or digital signatures are acceptable forms of acknowledgement.
6. Once the signature process is complete the Secretary shall submit an electronic copy of the signed recommendation to the Department Director, LA County Board of Supervisors Executive Office / Commission Services Division and each Board Deputy assigned to Military and Veterans Affairs on behalf of the Board of Supervisors.
7. The Chairperson is encouraged, but not required, to attend the following Regular Meeting of the Board of Supervisors and provide public comment regarding the recommendation offered by LACVAC.

**ARTICLE IX: Ratification and Amendment of Bylaws**

1. Initial ratification of the LACVAC Bylaws requires a simple majority of members.
2. Any member may propose amendments to these Bylaws. Proposed amendments shall be submitted to the Executive Committee by email at least two weeks prior to the next Regular Meeting.
3. Upon receipt of the proposed amendment within the specific period, the Chairperson shall allot time on the agenda at the next Regular Meeting to read the proposed amendment and provide discussion.
4. These Bylaws may be amended by a simple majority of the members.