# ORDINANCE OF THE COUNCIL OF THE CITY OF ROSEVILLE ADDING CHAPTER 2.34 OF TITLE 2 OF THE ROSEVILLE MUNICIPAL CODE REGARDING VETERANS BOARD

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Chapter 2.34 of Title 2 of the Roseville Municipal Code is hereby added to read as follows:

# 2.34.010 Established.

There is established a veterans board of the city which shall act as an advisory body to the city council.

# 2.34.020 Membership.

A. The veterans board shall be composed of seven members who are residents of the city. Appointments shall be made by the city council for overlapping four year terms. No member of the veterans board shall serve more than two consecutive terms. The initial appointments to the board shall consist of four members appointed for four years and three members appointed for two years. Each of such initial terms shall be considered as one term for purposes of the two term limit.

B. At least four members of the veterans board must meet one of the following criteria: (1) a veteran of the U.S. armed forces; (2) an active duty armed forces member serving in a civilian capacity; or (3) a member of a Veterans Service Organization based within the Roseville city limits which is federally chartered and/or recognized by the Department of Veterans Affairs for claim representation.

#### **2.34.030** Vacancies.

In the event of a vacancy in the veterans board, other than vacancies caused by expiration of the terms of members, the city council shall appoint a person to fill the unexpired term. Such an appointment to fill an unexpired term shall not be considered as one term for purposes of the two term limit established by Section 2.32.020.

#### 2.34.040 Duties.

The veterans board shall review all veteran related requests which require city support.

For purposes of this section, "city support" shall include, but not be limited to, funding, city staff time, materials, street closures, event sponsorships, city staff attendance or participation at events or ceremonies, and the provision of locations for the placement of memorials and monuments.

In addition, the veterans board shall review all requests for modifications, improvements, removal, or relocation of existing war or veterans memorials or monuments. Only requests receiving a majority vote of all members present and qualified to act will be forwarded to the city council for consideration.

SECTION 2. This ordinance shall be effective at the expiration of thirty (30) days from the date of adoption.

SECTION 3. The City Clerk is hereby directed to cause this ordinance to be published in full at least once within fourteen (14) days after it is adopted in a newspaper of general circulation in the City, or shall within fourteen (14) days after its adoption cause this ordinance to be posted in full in at least three (3) public places in the City and enter in the Ordinance Book a certificate stating the time and place of said publication by posting.

PAS	SED AND ADOPTED by the Council of the City of Roseville this	day of
	, 20, by the following vote on roll call:	
AYES	COUNCILMEMBERS:	
NOES	COUNCILMEMBERS:	
ABSENT	COUNCILMEMBERS:	
	MAYOR	-
ATTEST:		
City (	Clerk	



# Veterans Board Meeting Procedures Parks and Recreation Department

Adopted by Veterans Board \_\_\_\_\_, 2010 Adopted by City Council \_\_\_\_\_, 2010





#### **INTRODUCTION**

The purpose of these guidelines is to provide standardized procedures for conducting Veterans Board meetings.

These meeting procedures are intended for the use of not only the Board and staff, but also for the general public. It is the City's hope that by providing clear guidelines for conducting meetings, that the public will both feel more comfortable in participating and will promote stronger public participation in the process.

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#### MEETING PROCEDURES OF THE VETERANS BOARD

#### I. MEETINGS

## A. Regular Meetings

The regular meeting of the Veterans Board shall be held quarterly in January, March, June and October on the second Wednesday of those months commencing at 7:00 P.M. If a regular meeting date falls on a legal holiday, the meeting shall be rescheduled or canceled. The Director of Parks and Recreation or designee will consult with the Chair to determine if a special/additional meeting is needed and schedule one accordingly.

# B. <u>Meeting Place</u>

All regular meetings shall be held in the Senior Wing at the Maidu Community Center unless, by consensus, the Board decides to meet elsewhere, in which case, notice of such alternate meeting place shall be posted by the Board's staff liaison or designee in a public place in advance of the proposed meeting in accordance with the Ralph M. Brown Act.

# C. <u>Special Meetings</u>

Special meetings may be called at the request of the Chair, the Director of Parks and Recreation or designee, or any four (4) members of the Board at a mutually convenient time and place. Agendas shall be posted in accordance with City policy and the Ralph M. Brown Act.

#### D. Adjourned Meetings

The Board may adjourn any regular or special meeting to a specified time and place.

#### E. Quorum

#### 1. Defined

Majority of the appointed Board members, present and qualified to act, shall constitute a quorum for the transaction of business at Board meetings.

# 2. Lack of Quorum

- a. In the absence of a quorum which is not known prior to the scheduled meeting time, the Presiding Officer, the Director of Parks and Recreation or designee may adjourn the meeting or postpone any business to a later time, provided that 15 minutes shall have elapsed after the hour set for such meeting.
- b. If the Director of Parks and Recreation or designee is aware of a lack of a quorum prior to the meeting, the Director of Parks and Recreation or designee shall post at the entrance to the meeting place a notice stating that the meeting has been canceled and continued to a certain date due to a lack of a quorum.

#### II. CHAIR

#### A. Defined

The Chair is the Presiding Officer of the meeting. In the absence of the Chair, the Vice Chair shall be the Presiding Officer of the meeting. Upon the arrival of the Chair, the Vice Chair shall relinquish the chair immediately upon the conclusion of the item of business before the Board.

# B. <u>Election</u>

The Chair and Vice Chair shall be elected annually by the members of the Board during the January meeting and shall assume their positions at the next scheduled meeting. The length of a term for the Chair and Vice Chair shall be one year. However, there are no limitations on the number of consecutive terms the Chair or Vice Chair may serve, provided they are appointed to the Board.

# C. <u>Limitations of Presiding Officer</u>

The Presiding Officer of the Board may not make any motion, but may second a motion. The Presiding Officer shall have the right to participate subject only to such limitations as are imposed on all members, and shall be deprived of none of the rights or privileges of a Board member by reason of occupying the Chair.

## D. <u>Duties of Presiding Officer</u>

The Presiding Officer shall conduct and preserve order at all meetings. Requests for recognition to speak shall be directed to the Presiding Officer.

# E. <u>Authority of Presiding Officer</u>

The Presiding Officer shall decide all questions of order without debate, subject, however, to advice from the City Attorney or City staff. The Presiding Officer will recognize the member or person with the right to speak.

#### III. ORDER OF BUSINESS

# A. Regular Meetings

The order of business at all regular meetings of the Board will be as follows:

ROLL CALL
APPROVAL OF MINUTES
ORAL COMMUNICATIONS – LIMITED TO 5 MINUTES
SPECIAL PRESENTATIONS/REPORTS/WORKSHOPS
REPORTS/COMMENTS/BOARD/STAFF
ADJOURNMENT

# B. Change of Order

The order of business herein prescribed may be changed at any time by the Presiding Officer or by consensus of the Board.

# C. Special Meetings

The preceding order of business shall apply as necessary for special meetings.

#### D. Recess of a Meeting

A recess of a meeting may be called at the discretion of the Presiding Officer.

#### IV. CONDUCT OF BUSINESS

#### A. Session

At the commencement of each meeting the Presiding Officer shall take the chair and call the Board to order.

#### B. Roll Call

Before proceeding with the business of the Board, the roll of the members shall be called by the Board staff liaison or designee and the names of those present shall be entered in the minutes.

# C Approval of Minutes

Minutes of prior meetings, prepared as described in Section V herein, shall be provided with agendas for Board members to review. The Presiding Officer shall ask for comments and/or approval of the Minutes as submitted. Comments and/or amendments by staff and/or Board members shall be noted and approval made to the Minutes as corrected, amended or submitted. Approval of the Minutes shall confirm all business described therein. A copy of the approved Minutes of each Board meeting shall be filed with the City Clerk and the Board staff representative.

# D Public Hearings

Public hearings shall be held as needed. All public hearings shall be conducted in accordance with procedures approved by the City Attorney.

# E. Presentations

Reports and proposals on timely topics of interest to veterans may be presented to the Board as the need occurs. All such presentations, including allotted time, shall be arranged by staff. Descriptive written information in advance or at the time of presentation is appropriate. Questions for clarification or additional information during presentations should be directed through the Presiding Officer. Debate is not appropriate during a presentation.

# F. <u>Correspondence/Special Communications</u>

Correspondence directed to the Board may be included with the agenda material.

## G. Reports by Members/Staff

# 1. Reports

Topics of continuing interest and involvement by Board members and staff shall be the cause of regular reports (oral and/or written) and related discussion.

## 2. Request for Information

The Board may request information from staff to the extent that the information is relevant, in a readily accessible form (published, report, etc.) and/or related to work identified in the work program for that fiscal year. Requests for information which would require significant staff time or when such information is not readily accessible, must be made to the City Council. The Board shall not discuss any matter which may require future Board action.

## H. Oral Communications

"Oral Communications" is intended to allow the public to address the Board only on matters not listed on the agenda. The Board shall not engage in debate regarding, or take any action on, any matter brought to their attention under this item except to refer the matter to staff or to determine that the matter should be included on a future agenda for debate or action.

#### I. Motion to Adjourn

A motion to adjourn shall not be debatable. It shall be in order at any time, except as follows:

- 1. When repeated without intervening business or discussion.
- 2. When made as an interruption of a member while speaking.
- 3. When the previous question has been ordered.
- 4. While a vote is being taken.

A motion to adjourn "to another time" is debatable only as to the time to which the meeting is adjourned. Once adjourned, the meeting may not be reconvened.

### J. Standards of Decorum

# 1. Board Members and Staff

While the Board is in session, its members and staff shall preserve order and decorum. No one shall delay or disrupt the proceedings or the decorum of the meeting or refuse to obey the orders of the Presiding Officer.

#### 2. Other Persons/General Public

All persons are expected to be orderly at all times. Any person making personal, impertinent or slanderous remarks or who shall become disruptive while addressing the Board, shall be barred by the Presiding Officer from further audience before the Board during that meeting, unless permission to continue is granted by consensus of the Board.

# K. <u>Manner of Public Addressing Board</u>

#### 1. Public Comment

Persons addressing the Board shall step up to the podium and shall be requested to give their name, address and who he/she represents in an audible voice for the record. All remarks shall be addressed to the Board as a body and not to any individual. No person, other than a member of the Board or staff member and the person having the floor, shall participate in any discussion without the permission of the Presiding Officer. All questions shall be directed to the Presiding Officer for a response or referral. The Presiding Officer may refer the question to staff for a response.

#### 2. Oral Communications

All persons addressing the Board shall be limited to five (5) minutes, unless such time is extended by the Presiding Officer.

# 3. Spokesperson for Group of Persons

Whenever any group of persons wishes to address the Board on the same subject matter, the Presiding Officer may request that a spokesperson be chosen by the group to address the Board and limit the number of persons so addressing the Board in order to avoid unnecessary repetitions. The Presiding Officer may set a time limit for each side of an issue. Any video to be presented to the Board

must be submitted to the Board staff liaison or designee, at least 24 hours in advance of the meeting.

#### V. OFFICIAL RECORD

#### A. Preparation of Minutes

The Minutes of the Board shall be prepared and kept by the Board staff liaison or designee and shall be printed and kept in a binder for that purpose, with a record of each particular type of business transacted. The Board staff liaison or designee shall make a record of such business as was actually passed upon by a vote of the Board, and may record any pertinent remarks of Board members or of any other person. A record also shall be made of the names, addresses and affiliations of persons addressing the Board, the title of the subject matter to which their remarks relate and the purpose and/or substance of the remarks.

# B. Agenda

The agenda and related written material of each meeting also shall be filed as part of the Board's official records.

# C. <u>Tape Recordings</u>

A tape recording should be made of all Board meetings.

A copy of tape recordings of the Board meetings shall be kept by the Parks and Recreation Department for the State required 30-day retention period or until the minutes of the meeting have been approved, whichever occurs later.

#### VI. VOTING

#### A. <u>Majority Vote</u>

Except where otherwise required by law, all business requiring approval of the Board shall be carried by a majority vote of all Board members present and qualified to act. No business requiring approval of the Board shall be carried by the affirmative vote of less than three (3) Board members.

#### B. Abstention

An abstention shall occur when a Board member, although qualified to vote on a motion chooses not to register his or her vote. An abstention constitutes a "yes" vote on the motion then pending.

#### C. Temporary Absence

Upon approval of the Presiding Officer, a member of the Board may temporarily absent himself/herself from the meeting. Such absence shall be noted in the Minutes.

#### D. Conflict of Interest

#### 1. Participation Prohibited

No Board member shall make, participate in making or in any way attempt to use his or her official position to influence a decision on any issue when prohibited from so doing by the Political Reform Act of 1974 as amended (Government Code Section 87100 et seq.). A Board member shall, when the item is called, declare that a Conflict of Interest exists, state what the Conflict of Interest is, and shall remove himself or herself from the room during the discussion. The Board member's removal shall be noted on the record by the Presiding Officer, who shall also note the member's return when the item is concluded.

#### 2. Majority Vote

Failure of a member of the Board to vote when prohibited herein from doing so shall not be considered for purposes of determining a majority vote or passage of any action.

# VII. AMENDMENTS

For good cause, the Board may amend these procedures subject to approval by the City Council.

#### VIII. BOARD MEMBER MEETING ATTENDANCE POLICY

Any member of any board or commission who is appointed by the City Council who is absent three consecutive meetings without excuse; or, 25% of meetings in a calendar year; or, three meetings in a calendar year for two consecutive years, shall forfeit his or her office. The secretary or clerk of each board or commission

shall certify the absences to the Councilmembers, with a copy to the City Clerk. The Mayor follows up with a letter to the Board/Commission member, with a copy to Councilmembers, requesting the member either justify their absences and request a waiver to the attendance policy, or resign. If the member resigns, Council is notified and the Clerk begins the recruitment process to fill an unexpired term. If the absences are justified and a waiver is requested, or there is no response by the member, the item is listed on a subsequent agenda for Council action. In addition, the secretary or clerk of each board or commission is to submit Board/Commission member attendance records, either quarterly or semi-annually, for Council review.