

**PERTAINING TO THE CREATION OF THE VETERANS AFFAIRS  
COMMISSION**

**WHEREAS**, the Board of County Commissioners of Calvert County, Maryland (hereinafter, the "Board of County Commissioners"), upon its own initiative, seeks to understand the best methods of providing meaningful support and services for the veterans of our community;

**WHEREAS**, the Board of County Commissioners desire to continue to take reasonable steps to ensure that the controllable aspects of support and services available for veterans are positive and impactful, and investigate what more can and should be done for the veterans of the County; and

**WHEREAS**, the Board of County Commissioners desires to establish a Veterans Affairs Commission to explore the provision of support and services available for veterans, gaps in support or services, whether in availability or delivery, and advise the Board where improvements may be had or changes warranted.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners that there shall be Veterans Affairs Commission with the following:

**1. Authority.**

- A. The Board of County Commissioners hereby establishes the Veterans Affairs Commission and vests authority within that Commission to:
  1. Serve in an advisory capacity to the Board of County Commissioners on programs, policies, and initiatives affecting the veterans of Calvert County;
  2. Actively pursue input from the community to promote expansion of existing support and services within the County for veterans; and
  3. Provide assistance, guidance, and information to the businesses and other public entities to ensure adequate representation of veterans in employment, education, training and public programs throughout Calvert County.
- B. The Commission shall have no authority to supervise or direct County staff other than its liaison, the Executive Administrative Assistant within the Department of Community Resources.
- C. The Commission shall have no authority to hire its own employees or independent contractors.

**2. Membership.**

- A. Board of County Commissioners shall appoint nine (9) voting members, each of whom has separated from the military service under honorable conditions. Of the nine (9) members:
  1. One (1) member shall be an owner or operator of a local business;
  2. One (1) member shall be an educator or educational administrator;
  3. Three (3) members shall be at-large; and
  4. Four (4) members shall be members of the American Legions within Calvert County, with one (1) member from each of the following Legions:
    1. American Legion Post 206;
    2. American Legion Post 220;

3. American Legion Post 274; and
  4. American Legion Post 85.
- B. The Board of County Commissioners shall designate the following non-voting members, who will be considered *ex officio*:
1. The Director of Stateside Military Operations of University of Maryland Global Campus, or their designee;
  2. The Veterans Affairs Coordinator of College of Southern Maryland, or their designee; and
  3. A member of the Board of County Commissioners, or their designee.
- C. The members shall provide a fair representation from all three voting districts of Calvert County.
- D. Members shall be appointed for 3-years terms and no Commission member shall be eligible to serve more than three (3) consecutive full terms. Upon creation of the Commission, each member shall be assigned a term of up to 3-years to stagger appointments.
- E. Upon motion passed by majority vote, the Commission may choose to include additional *ex officio*, non-voting members.
- 3. Officers.** The Veterans Affairs Commission shall elect by majority vote the Chair and Vice-Chair from among its membership annually.
- A. Duties and Responsibilities of the Chairperson include:
1. Provide leadership to the Commission in carrying out its purposes;
  2. Serve as the official voice/spokesperson for the Commission;
  3. Develop agendas and preside over Commission meetings;
  4. Sign documents approved by a majority of the Commission that require the signature of a Commission official;
  5. Put motions to a vote and announce the results of the vote; and
  6. Present an annual report to the Board of County Commissioners to document the achievements of the past twelve months and forecast future plans.
- B. Duties and Responsibilities of the Vice-Chairperson include performing the duties and responsibilities of the Chairperson in her/his absence, and, when so acting, shall have all the powers of and be subject to all restrictions governing the Chairperson.
- 4. Compensation.** Members shall serve without compensation.
- 5. Resignation.** Any member of the Veterans Affairs Commission may resign at any time by providing written notice to the Board of County Commissioners.
- 6. Removal.**
- A. The Board of County Commissioners retains the authority to remove any member on its own initiative or based on recommendation of a majority vote of the Veterans Affairs Commission, when, in its discretion, the best interest of the community or Commission would not be served by continued membership.

- B. The Chairperson shall notify the Board of County Commissioners if a member of the Veterans Affairs Commission misses three (3) scheduled meetings in any twelve (12) month period without an excused absence. The Board of County Commissioners shall remove and replace such member.

## 7. Rules and Support

- A. Veterans Affairs Commission members shall abide by and fully comply with the Calvert County Code of Ethics, as amended from time to time.
- B. No Commission member shall cast a vote on any matter where a conflict of interest exists.
- C. In any instance where the determination of a conflict of interest is uncertain, the Commission may request a determination of conflict of interest from the Calvert County Ethics Commission.
- D. A quorum shall consist of a majority of the voting members.
- E. The Calvert County Department of Community Resources shall provide support personnel as may be required by the Veterans Affairs Commission. The Calvert County Attorney's Office shall provide legal support to the Veterans Affairs Commission.
- F. The Board of County Commissioners shall provide such meeting space, supplies, and equipment as may be required by the Veterans Affairs Commission to perform its duties.
- G. All meetings shall be conducted in accordance with *Roberts Rules of Order Newly Revised*, unless they are inconsistent with the approved Rules or this Resolution.
- H. There shall be one vote per Commission member. The Chair is entitled to vote on any item before the Commission unless precluded by operation of the Calvert County Code of Ethics.
- I. A tie vote for and against a motion means that a motion fails.

## 8. Meetings

- A. Meetings of the Veterans Affairs Commission shall be held monthly unless otherwise decided by the Commission.
- B. Notice of all meetings of the Commission shall be in accordance with the Maryland Open Meetings Act.
- C. The regular meetings of the Commission shall be held at a place, on dates and at times decided by the Department of Community Resources staff.
- D. The Commission may meet in special meetings at the call of the Chair, or the Vice-Chair in the absence of the Chair, or at the request of two-thirds of the Commission members.
- E. Matters considered at a Special Meeting are limited to the purpose and agenda contained in the notice of the meeting.
- F. Adequate notice of all Special Meetings will be provided to all Commission members.
- G. All meetings are open to the public, except that the Commission may meet in closed session or adjourn an open session to meet in a closed session in accordance with the Maryland Annotated Code, *General Provisions Article*, § 3-305, as amended from time to time.
- H. Any meeting of the Commission may be conducted by telephone conference call provided that Commission members and the public are given at least three-day notice prior to the

meeting and a full duplex telephone system is used with provision for a location where the public who may wish to observe the meeting may listen to the entirety of the meeting as it is occurring.

**BE IT FURTHER RESOLVED** by the Board of County Commissioners of Calvert County, Maryland that, in the event any portion of this Resolution is found to be unconstitutional, illegal, null or void, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the Resolution shall be enforceable and valid.

**BE IT FURTHER RESOLVED** by the Board of County Commissioners of Calvert County, Maryland that the foregoing recitals are adopted as if fully rewritten herein.

**BE IT FURTHER RESOLVED** by the Board of County Commissioners of Calvert County, Maryland that this Resolution shall be effective upon recordation without publication of a fair summary.

**DONE**, this 23<sup>rd</sup> day of March, 2021 by the Board of County Commissioners of Calvert County, Maryland.

Aye: 5  
Nay: 0  
Absent/Abstain: 0

ATTEST:

**BOARD OF COUNTY COMMISSIONERS  
OF CALVERT COUNTY, MARYLAND**

Rachel M. Distel  
Rachel M. Distel, Clerk

Earl F. Hance  
Earl F. Hance, President

Steven R. Weems  
Steven R. Weems, Vice-President

Approved for form and legal  
sufficiency:

Mike Hart  
Mike Hart

John B. Norris, III  
John B. Norris, III, County Attorney

unavailable to sign ~RD  
Thomas E. Hutchins

Received for Record... March 23, 2021  
at 2:55 o'clock PM M. Same day Keyo. H  
recorded in Liber KPS No. 63 Kelly D. McConkey  
Folio... 352 COUNTY COMMISSIONERS  
ORDINANCES AND RESOLUTION.

Garry P. Smith