

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
ECONOMIC DEVELOPMENT DEPARTMENT**

TO: Mayor and City Council

FROM: Ramiro A. Cavazos, Director, Economic Development Department

THROUGH: Terry M. Brechtel, City Manager

COPIES: Christopher J. Brady; Trey Jacobson; Veronica Zertuche; Ed Davis; File

SUBJECT: Amendments to the Veterans Affairs Commission Bylaws

DATE: September 4, 2003

SUMMARY AND RECOMMENDATIONS:

This ordinance approves proposed amendments to the existing Bylaws of the City of San Antonio Veterans Affairs Commission (VAC) that were previously adopted by City Council. The amendments to the Bylaws specify that the purpose for the "Annual" meeting shall be to elect officers and establish the process for the nomination, election and installation of Commission officers. (The amendments are included as Exhibit A).

Staff and members of the Veterans Affairs Commission recommend approval of this ordinance.

BACKGROUND INFORMATION:

The Veterans Affairs Commission was chartered on April 12, 2001 to advise the City Council on military veterans' issues. The Commission is an eleven-member board representing the Mayor and the ten City Council districts. The goals are to: (1) establish a single clearinghouse for veterans' services provided by local, state, and federal agencies; (2) advise City Council on all issues affecting veterans and their families; and (3) establish an outreach program for veterans. The vision for the Commission is to be San Antonio's preferred source of veterans' information and assistance. The Veterans Affairs Commission normally meets the third Monday of each month. A copy of the Commission's major accomplishments is included as Exhibit B.

The existing Veterans Affairs Commission Bylaws do not specify the month for the "Annual" meeting to elect officers, nor do they indicate the process for nominating and electing officers. This amendment to the By-laws establishes the first commission meeting held each calendar year (normally January) will be designated as the "Annual" meeting, and specifies the process for nominating, electing and installing new officers. The ordinance establishing the Commission (Ord. # 93743) requires that any changes made to the Commission be approved by City Council.

POLICY ANALYSIS:

This amendment clarifies governance issues for the Commission, which approved this change at its June 16, 2003 meeting.

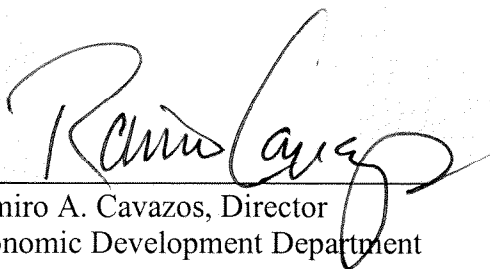
FISCAL IMPACT:

There is no fiscal impact to the City associated with these amendments to the Veterans Affairs Commission Bylaws.

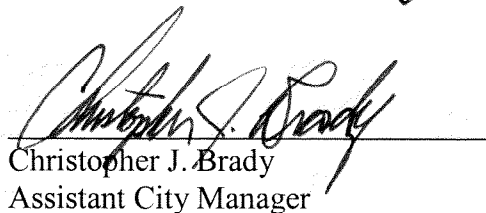
COORDINATION:

The Economic Development Department staff has met with the City Attorney's Office to finalize the proposed revisions to the bylaws.

SUPPLEMENTARY COMMENTS: None

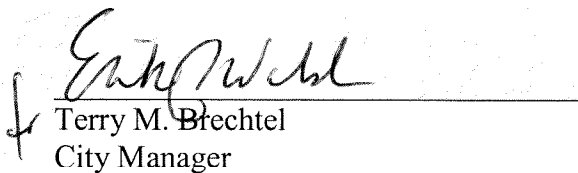


Ramiro A. Cavazos, Director
Economic Development Department



Christopher J. Brady
Assistant City Manager

Approved:



Terry M. Brechtel
City Manager

Attachments

EXHIBIT "A"

BYLAWS OF THE CITY OF SAN ANTONIO COMMISSION ON VETERANS AFFAIRS

DUTIES OF COMMISSION

The Commission shall perform the following duties on behalf of, and for the benefit of the City of San Antonio City Council.

- Meet annually with City staff to develop Commission goals and objectives for the following fiscal year. The goals and objectives are to be incorporated with the budget development process, which results in such goals and objectives being submitted to the City Council for review and final approval.
- Meet periodically with City staff to review any budget, operating, advertising, staffing, or other issues and participate with the Director in presentations to the City Council during the year.
- The Commission will monitor all federal, state and local legislative initiatives that may affect veterans in the manner and by the means the Commission determines most cost effective and efficient in fulfilling its mission.
- The Commission will set up a database listing any and all programs available to Veterans in San Antonio, Texas. This database should include information on how to contact the service providers, including their web site, if any, as well as the types of services each provider offers.
- The Commission will perform any and all duties and functions as may be directed by the City Council.

COMMISSION MEETINGS

Regular Meetings. Regular meetings of the Commission shall be held on such day and time as may be designated by the Commission, but no less than quarterly.

Annual Meeting. **The first Commission meeting held each calendar year (normally January) shall be designated as the Annual Meeting. The purpose of the Annual Meeting shall be for the election of the offices of Chairperson and Vice-Chairperson, which are selected at the meeting preceding the Annual meeting, and installed in the meeting subsequent to the Annual meeting by Resolution and such other business as the Chairperson deems appropriate.**

Place. Meetings of the Commission shall be held at the location specified by the

Chairperson or Commission.

Quorum. A quorum shall be a simple majority of Commission members in office.

Order of Business. The order of business for each regular meeting shall be set out in a printed agenda and distributed to the members of the Commission prior to the meeting.

City Council. The Commission, through its Chairperson, may request a joint meeting with City Council when the Chairperson deems such meetings necessary. The date, time, place and agenda for such meeting shall be set at the mutual convenience of the Commission and City Council and, if required, shall be posted and noticed as mandated by applicable law.

Conduct of Meetings. Robert's Rules of Order, Newly Revised, shall govern proceedings of all meetings.

Excused Absences. Excused absences by Commission members from regular, special, or called meetings of the Commission shall be considered in accordance with currently established City policy as it relates to other Council-appointed Boards, Commissions, Committees, etc.

Minutes. The minutes of all regular, special, annual, or called Commission meetings shall reflect Commission member attendance. The reason for absence; i.e., excused absence or non-excused absence, shall be noted in the attendance section of the minutes of all Commission meetings.

OFFICERS

Officers. Officers of the Commission shall be as follows: Chairperson and Vice-Chairperson. They shall be currently appointed members of the Commission and elected by a majority vote of the Commission. **Officers shall be selected at the meeting preceding the Annual Meeting, elected at the annual meeting, and installed at the meeting subsequent to the Annual Meeting by Resolution for one-year terms or until installation of new officers.**

COMMITTEES

Executive Committee. The Chairperson and the Vice-Chairperson shall select members of the Executive Committee. The Executive Committee shall be comprised of no more than five (5) members. The Executive Committee shall meet no less than five (5) days prior to a meeting to set and review the agenda for the next regular or annual meeting and to consider such other items as may be considered appropriate. The Chairperson shall set the date, time and location of Executive Committee meetings.

Standing Committees. Standing Committees shall be appointed by the Chairperson and

approved by the Commission. The number of Standing Committees, the membership of each, the frequency of their meetings, and their duties and responsibilities shall be determined by the Chairperson and approved by the Commission. Appointees to Standing Committees shall be limited to currently appointed members of the Commission. Standing Committees shall be created to address issues facing Veterans.

A quorum is not necessary for the conduct of meetings by Standing Committees.

Special Ad Hoc Committees. The Chairperson may appoint special Ad Hoc Committees for the study and investigation of special problems or other special purposes from time to time. Non-Commission members may be appointed to Special or Ad Hoc Committees. Non-Commission members may participate fully in committee business and cast votes on issues being considered by such Special or Ad Hoc Committees.

Special or Ad Hoc Committees shall serve until the work for which they have been appointed has been completed or for the time specified by the Chairperson at the time of appointment.

Committee Powers. No committee, or member of any committee, shall have or exercise any authority to take any action except to discuss, investigate, report and recommend to the Commission, unless the Commission has specifically authorized such authority in advance.

Nominating Committee. A Nominating Committee shall be appointed by the Chairperson and approved by the Commission **two meetings prior to the annual meeting of the Commission.** The Nominating Committee shall be composed of three (3) members of the Commission.

The Nominating Committee shall meet **to determine nominees for the upcoming year. One meeting prior to the annual meeting,** present a slate of nominees to the Commission for Commission officers, one nominee for each office. Such nominees must be currently appointed members of the Commission.

Currently appointed members of the Commission may make nominations for officers from the floor after the slate of nominees is presented to the Commission. The Commission accepts the slate of the Nominating Committee or votes on nominations from the floor. The Commission elects one final nominee for each office, through a majority vote, to be elected at the annual meeting.

AMENDMENTS TO THESE BYLAWS

The Commission may, in its discretion and upon City Council approval by ordinance, amend these bylaws.

*****END*****

Exhibit B
Veterans Affairs Commission (VAC)
Accomplishments/Activities

- The Commission was chartered by the City Council on April 12, 2001. They are an eleven-member board representing the Mayor and 10 City Council Districts. The Commission was assigned to be staffed by the Economic Development Department.
- Mission Statement: The Veterans Affairs Commission will serve as the community's liaison and advocate for veterans' affairs; advise the City Council on issues affecting San Antonio Veterans and their families; and make recommendations for improving services.
- VAC goals are to: (1) establish a single clearinghouse for veterans' services provided by local, state, and federal agencies; (2) advise City Council on all issues affecting veterans and their families; and (3) establish outreach programs for veterans.
- VAC Vision: To be San Antonio's Preferred Informational and Assistance Source on Veterans Services and Issues.

Accomplishments/Activities

- The Commission monitors all state and federal legislation affecting veterans and their families. The VAC worked with the County to get legislation approved by the 78th Legislature protecting the privacy of discharge records.
- The Commission is participating in Retiree Appreciation days at each installation.
- The Commission is actively involved in the planning and implementation of Celebrate America's Military (CAM) Week activities (November 2-11) and the Veterans Day Parade, November 8, 2003.
- The VAC publishes a quarterly newsletter with the second edition due out in August 2003. The first edition (April 2003) received rave reviews and comments.
- The VAC is currently developing a marketing brochure and a web page.
- The City of San Antonio co-sponsored, along with the Department of Defense, a 50th Anniversary of the Korean War ceremony held on March 8, 2003. The Mayor appointed Ms. Rankin, VAC Chair, as the point of contact. Mr. Richard Gonzales, VAC Vice-Chair, was the keynote speaker at the event.
- Commission members attended City Council on Thursday, April 24, 2003, to support a Resolution by Councilman Carroll Schubert to "Support the Troops."

8/18/2003

- The Commission assisted in honoring Ms. Caryl Hill, USO Director, at her retirement ceremony presenting a Certificate of Appreciation from the Mayor.
- Ms. Rankin, VAC Chair, participated in the 2002 and 2003 "SA-to-DC" trip presenting veterans' issues to the San Antonio congressional delegation and senior Veterans Administration staff officials, joined by Economic Development Department staff.
- The VAC worked to bring a "¾ scale" replica of the Vietnam Memorial Wall to San Antonio in conjunction with the National VFW Convention in August 2003.
- Commission members worked with Chapter 1836 of the Purple Hearts and the Mayor's Office on the June 6, 2003 ceremony unveiling the new stamp.
- VAC members participated in the 2003 Armed Forces Parade on May 17, 2003.
- The Commission helped design the Crest of the USS San Antonio (May 2003).
- The Commission is working with local VA Counselors and military installations to host a community event for veterans regarding education and retiree benefits.
- The Commission purchased a 7'x 3' "We're Proud of Our Troops" banner and used it at the May 1, 2003 Prayer Service.
- The Commission purchased 1,000 "flag-with-yellow-ribbon" lapel pins for distribution to show support for deployed military troops (April 03).
- Commission members helped plan and implement the City-wide Prayer Service on May 1, 2003. Ms. Rankin, VAC Chairperson, emceed the event.
- The VAC secured two 7'x 3' "Welcome Home" banners that are being displayed at both terminals at SA International Airport as the troops return home.
- The Commission participated at a City Council ceremony on Thursday, May 15, 2003, when the Texas Secretary Of State, Ms. Gwyn Shea, presented the Mayor and Commission Members with a Texas-Size "Thank the Troops" card signed by the entire Texas Legislature. This was only done in San Antonio.
- The VAC helped sponsor the play "Veteranos" presented at the Lila Cockrell Theatre June 23-30, 2002, promoting the contributions of Latino veterans.
- The Commission, at the request of citizen Ms. Elvira Cisneros, facilitated the placement of a new sign providing directions to the Veterans Memorial Plaza and organized a dedication ceremony involving the Mayor and the City Manager.