

**PERTAINING TO THE REPEAL AND REENACTMENT OF RESOLUTION NO. 13-21 FOR THE PURPOSE OF CHANGING THE NAME AND AMENDING THE AUTHORITY, STRUCTURE, COMPOSITION AND MEETING REQUIREMENTS 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, active-duty military and military families of our community;

**WHEREAS**, the Board of County Commissioners established the Veterans Affairs Commission on March 23, 2021, by Resolution No. 13-21 which set forth the Commission’s duties and responsibilities;

**WHEREAS**, the Board of County Commissioners, in an effort to mirror state level policy changes, desires to change the name of the Veterans Affairs Commission to the Commission for Veterans and Military Families to more accurately reflect its service to veterans, active-duty military and their families; and

**WHEREAS**, the Board of County Commissioners also desires to amend the Commission’s authority, composition and meeting requirements to more effectively represent and support the veterans, active-duty military and military families of our community.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Calvert County, Maryland that Resolution No. 13-21 **BE** and hereby **IS** repealed and reenacted with amendments upon the effective date of this Resolution as set forth in Exhibit A attached hereto and made a part hereof;

**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; and

**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 19<sup>th</sup> day of November, 2024 by the Board of County Commissioners of Calvert County, Maryland.

Aye: 5  
Nay: 0  
Absent/Abstain: 0

**[SIGNATURES ON FOLLOWING PAGE]**

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ATTEST:

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

Katie E. Brittain  
Katie E. Brittain, Clerk

Earl F. Hance  
Earl F. Hance, President

Catherine M. Grasso  
Catherine M. Grasso, Vice-President

Approved for form and legal  
sufficiency:

Mark C. Cox Sr.  
Mark C. Cox Sr.

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

Mike Hart  
Mike Hart

Todd Ireland  
Todd Ireland

Received for Record... 11/20 ....., 2024  
at 2:14 ....., o'clock... P ....., M. Same day  
recorded in Liber KPS No. 75  
Folio 66 ....., COUNTY COMMISSIONERS  
ORDINANCES AND RESOLUTION.

Garry P. Smith

**EXHIBIT A****PROCEDURES GOVERNING THE ESTABLISHMENT, AUTHORITY, STRUCTURE,  
COMPOSITION, DUTIES AND RESPONSIBILITIES OF THE COMMISSION FOR  
VETERANS AND MILITARY FAMILIES****1. Authority.**

- A. The Board of County Commissioners hereby establishes the Commission for Veterans and Military Families 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 and military families of Calvert County;
  - 2. Actively pursue input from the community to promote expansion of existing support and services within the County for veterans and military families; and
  - 3. Provide assistance, guidance, and information to the businesses and other public entities to ensure adequate representation of veterans and military families in employment, education, training and public programs throughout Calvert County.
- B. The Commission shall have no authority to direct County staff other than its staff liaison 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 eleven (11) voting members, each of whom is either active duty, national guard, reserve or has separated; or retired from military service under honorable conditions; or is spouse a of the aforementioned. Of the eleven (11) 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. One (1) member shall be a military spouse or veteran caregiver;
  - 4. Four (4) members shall be at-large; and
  - 5. 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-year 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 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 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 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 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. 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 Commission. The Calvert County Attorney's Office shall provide legal support to the Commission.
- F. The Board of County Commissioners shall provide such meeting space, supplies, and equipment as may be required by the 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 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 or virtually, provided that Commission members and the public are given at least three-day notice prior to the meeting and a full duplex telephone system or video conferencing 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.