

TOWN OF GARNER
VETERANS ADVISORY COMMITTEE
BYLAWS

ARTICLE I. NAME

The name of this body shall be the Veterans Advisory Committee.

ARTICLE II. MISSION

To plan, advise and communicate recommendations to town officials with the objective of promoting, coordinating and strengthening the advocacy of veteran's affairs, observances and memorialization in the greater Garner community.

ARTICLE III. PURPOSE

The purpose of this Veterans Advisory Committee is to assist and advise the Town Council on matters related to veterans and the Garner Veterans Memorial.

- Section A.** Serve in an advisory and counseling capacity to the Mayor, Town Council and Town Manager on matters concerning veterans' affairs.
- Section B.** Make recommendations concerning issues related to town policies which affect veterans.
- Section C.** Operate as a public interface between Garner residents and Town officials to explore ways in which to honor and recognize the service of area veterans.
- Section D.** Assist the Town of Garner's planning for ceremonies, observances, holidays and events honoring veterans and interact with local veterans' organizations.
- Section E.** Assist the Town of Garner in the preservation, operation, integrity, maintenance and upkeep of the Garner Veterans Memorial.
- Section F.** Coordinate activities required in the engraving and additions of panels and/or benches and the sales, engraving and installation of engraved bricks at the Garner Veterans Memorial.
- Section G.** Solicit and coordinate the activities of volunteers who possess expertise in any element desired or needed to accomplish the purposes of the Veterans Advisory Committee.
- Section H.** Foster an understanding and appreciation of the achievements, contributions and sacrifices area veterans have made.

ARTICLE IV. DURATION OF THE COMMITTEE

The duration of the Veterans Advisory Committee shall be indefinite.

ARTICLE V. MEMBERSHIP AND APPOINTMENTS

- Section A.** The Veterans Advisory Committee shall consist of eleven (11) total Committee Members. Eight (8) Citizen Members will be nominated by the Council Human Resources Subcommittee and appointed or reappointed by the Town Council.

- Section B.** A majority of the Citizen Members shall be honorably discharged veterans of the armed forces of the United States.
- Section C.** Three (3) Ex-Officio members and three Ex-Officio alternates will be nominated by the Council Human Resources Subcommittee and appointed or reappointed by the Town Council from the following organizations: a representative of the American Legion Post 232, a representative of Veterans of Foreign Wars Post 10225, and a representative of Disabled American Veterans Woodrow Wilson Chapter 1. Each organization shall recommend representatives in good standing in accordance with the respective organization's governing documents. Ex-Officio members shall be accorded the same voice and voting rights as Citizen members. Ex-Officio alternates shall sit in the case of an absence, inability to act, or resignation or removal of the Ex-Officio member from their organization.
- Section D.** The Mayor or a Councilmember shall serve as the Council liaison to the Veterans Advisory Committee in accordance with the Town of Garner Liaison Policy. The Council liaison may attend meetings, without vote, and shall report Committee activities to the full Council.
- Section E.** A representative of the Administration Department and a representative of the Parks, Recreation and Cultural Resources Department may serve and attend meetings in a liaison capacity, without vote.

ARTICLE VI. TERMS OF OFFICE

- Section A.** All Members shall be appointed for a term of three years.
- Section B.** Members in good standing may be reappointed by the Town Council for an additional three-year term of office as long as the member desires to serve and the member's participation in committee activities is satisfactory. The Council Human Resources Subcommittee shall solicit input from the Committee Chair regarding reappointments. No individual may serve more than two terms without sitting out at least one year.
- Section C.** The Chair or staff liaison will notify the Council Human Resources Subcommittee of all resignations and recommendations to remove members for cause. Vacancies which may occur during an unexpired term of office shall be filled only for the unexpired portion of the term. If the unexpired portion of the term is more than eighteen months, it shall be considered a full term. However, the appointee shall be eligible for reappointment at the end of an unexpired term to a full term.
- Section D.** A member may continue to serve, if possible, until the member's successor has been appointed.
- Section E.** A member may be removed from office by the Town Council for cause. The committee, by a majority vote, shall recommend to the Town Council the removal of any member who misses three regular meetings or scheduled events in a fiscal year without sufficient notification to the committee prior to being absent from these meetings and the committee voting to excuse the absence.

ARTICLE VII: OFFICERS

- Section A.** The Veterans Advisory Committee shall elect from its regular members a Chair, a Vice-Chair and a Secretary annually at the first meeting following the beginning of the Town of Garner's fiscal year.

Section B. The Secretary shall draft meeting minutes for distribution by the staff liaison as designated by the Town Manager

Section C. Duties of officers shall be in accordance with Roberts Rules, latest edition.

ARTICLE VIII. MEETINGS

Section A. The Veterans Advisory Committee shall hold regularly scheduled committee meetings every three months on the second Monday of the months of March, June, September, and December with meeting time scheduled at 9:00am, at the White Deer Park Nature Center.

Section B. Special meetings may be called by the Chair or any three members of the committee. Notice shall be provided at least 48 hours in advance or as required by the Open Meetings Act.

Section C. A quorum shall consist of a majority of voting members in attendance at any committee meeting.

Section D. Town of Garner Rules and Procedures shall apply to committee meetings. Roberts Rules, latest edition, shall also be used as a guide for committee meetings but by majority vote of the members present deviation from Roberts Rules shall be allowed.

Section E. Ex-officio Alternate Members may attend all meetings of the Committee and may participate in discussions but may not vote, unless designated by the Chair to vote in the absence of an Ex-officio Member during that meeting or portion of a meeting.

ARTICLE IX. SUBCOMMITTEES AND WORK GROUPS

Section A. To fulfill the duties and purposes of the committee, the Chair is authorized to appoint subcommittees or work groups consisting of both committee members and non-committee members.

Section B. Appointments to subcommittees or work groups shall be for one year or upon completion of written duties, whichever is first, except that the Chair is authorized to reappoint.

Section C. The Chair, Vice-Chair, and Secretary may participate on any subcommittee or work group. A quorum of the subcommittee or workgroup shall be a majority of the number of members appointed.

ARTICLE X. ORDER OF BUSINESS

An agenda or order of business shall be drafted by the Secretary or staff liaison and approved by the Chair and distributed to committee members at the opening of all meetings.

ARTICLE XI. MINUTES AND REPORTS

Section A. Draft meeting minutes shall be distributed to all committee members as soon as practical following a meeting but not later than the next scheduled meeting.

Section B. A copy of approved meeting minutes shall be retained by the Committee Secretary and submitted to the Town Clerk.

Section C. Annually, the Committee Chair shall present a written report of Committee activities, accomplishments and recommendations to the Town Council.

ARTICLE XII. REGULATORY

Section A. All regular and special meetings of the committee shall be open to the public as governed by North Carolina General Statutes Chapter 143, Article 33C – Meetings of Public Bodies (Open Meetings Act).

Section B. All records made or received by the committee and its subcommittees and work groups shall be retained as governed by North Carolina General Statutes Chapter 132 – Public Records (Public Records Act).

ARTICLE XIII. ADOPTION AND AMENDMENTS

Adoption of and amendments to these bylaws shall require a two-thirds (2/3) vote of the committee and shall be effective upon adoption and amendment approval by the Town Council.

Adopted by the Veterans Advisory Committee: December 8, 2025

Approved by the Town Council: January 20, 2026, new ex-officio member and alternate terms to be effective July 1, 2026.