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# Establishment of Veterans Commission

## TOWN OF EAST WINDSOR

The following ordinance was adopted at a Special Town Meeting duly warned and held on December 19, 2002.

### **“AN ORDINANCE ESTABLISHING A VETERANS COMMISSION”**

**WHEREAS**, the Town wishes to establish a commission committed to addressing the service needs of its veterans, providing public educational programs concerning veterans, commemorating the historic contributions made by veterans through monuments and memorials, and coordinating the Memorial Day and Veterans Day Observances; and

**WHEREAS** it would be beneficial to establish a Veterans Commission comprised of both Town veterans and non-veterans who are interested in honoring and preserving the memory of, or providing for the comfort and needs of, our Town’s veterans of military service;

**NOW, THEREFORE, BE IT ORDAINED** by the legislative body of the Town of East Windsor that a Veterans Commission be established, as follows:

#### **MEMBERSHIP:**

The East Windsor Veterans Commission shall consist of thirteen (13) members, all electors of the Town, to be appointed by the Board of Selectmen. Not more than seven (7) members of the Commission shall be members of the same political party. Not less than seven (7) members of the Commission shall be a veteran of the armed forces of the United States of America. Commission members shall serve without compensation.

#### **TERMS OF OFFICE:**

Of the thirteen (13) commissioners first appointed, four (4) commissioners shall be appointed for a term of four (4) years. Three (3) commissioners shall be appointed for a term of three (3) years; and three (3) commissioners shall be appointed for a term of two (2) years; and three (3) commissioners shall be appointed for a one (1) year term. Thereafter, all commissioners shall be appointed for a term of four (4) years. In the event of a vacancy in the commission’s membership, the succeeding member shall be appointed to serve the unexpired term of the vacating member.

#### **COMMISSION’S ORGANIZATION:**

- A. The Commission shall elect a Chairman, Vice-Chairman, and Secretary from its membership at its first organizational meeting, such officers to serve for terms of two (2) years. Any vacancies in such offices shall be filled by the Commission for the balance of any unexpired terms. The Commission may further organize itself in whatever manner it deems appropriate.

A majority of all members of the Commission shall constitute a quorum for conducting the Commission’s business and any motion shall pass upon the approval of a majority those members present and voting.

The Commission shall meet as often as is necessary to carry out its obligations, but not less than once every two months, at such times as the chairman may designate. Any five (5) members of the Commission may, in writing, request the chairman to call a special meeting for a specific purpose and the chairman shall call such meeting for such purposes, in accordance with such request.

At its organizational meeting, and thereafter every two years, the Commission shall adopt rules of procedure for its governance, including some form of Robert’s Rules of Order.

#### **FUNCTIONS:**

The Commission shall advise the Board of Selectmen regarding the service needs of veterans, provide educational programs, sponsor events regarding the history and commemoration of veterans, preserve veterans’ monument and memorials and coordinate the Memorial Day and Veterans Day Observances.

#### **DUTIES AND RESPONSIBILITIES**

The Commission shall perform all duties necessary to effectuate the purposes of the Commission.  
The Commission may raise funds through events or activities to support its efforts hereunder, and shall have authority to disburse such funds,  
however the maintenance of all such funds, including keeping records for the receipt and disbursement thereof, shall be carried out by the  
Town Treasurer's Office.  
The Commission shall submit a report of its activities to the Board of Selectmen once each year in December.

Said ordinance shall become effective fifteen (15) days from publication thereof.

Ord. 02-04

Attest: \_\_\_\_\_  
Karen W. Gaudreau CCTC  
Town Clerk of East Windsor

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