

ORDINANCE NO. 80- 823

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE VI, DIVISION 4.5 OF THE CODE OF ORDINANCES OF THE CITY OF WARREN, ENTITLED VETERANS ADVISORY AND MEMORIAL COMMISSION FOR THE CITY OF WARREN.

THE CITY OF WARREN ORDAINS:

SECTION 1. That the Code of Ordinances of the City of Warren, Michigan, ARTICLE V, DIVISION 4.5, SECTIONS 2-154 through SECTION 2-160, creating a VETERANS ADVISORY AND MEMORIAL COMMISSION for the City of Warren,

IS AMENDED ADDED TO READ AS FOLLOWS:

DIVISION 4.5. - VETERANS ADVISORY AND MEMORIAL COMMISSION

Sec. 2-154. - Created.

There is hereby created for the city a commission to be known as the Veterans Advisory and Memorial Commission.

Sec. 2-155. - Member composition, appointment, and qualifications.

(1) The commission shall consist of five (5) residents of the City of Warren who shall be appointed by the mayor, **and notice of the appointments shall be sent to City Council pursuant to City Charter, section 7.6 (a).** ~~and confirmed by council.~~

(1) At least three members of the commission shall be veterans. The term “veteran” as used in this article shall mean an honorably discharged veteran, as defined by Act No. 190 of the Public Acts of Michigan of 1965 (MCL 35.61, et seq.), as amended.

Sec. 2-156. – Term, officers, vacancy and compensation.

~~(4)~~ The terms of office shall be staggered so that subsequent appointments shall not all recur at the same time. At the commencement of the commission,

members shall be appointed as follows: two members for a one-year term; two members for a two-year term; and three members for a four-year term. All subsequent appointments shall be for a **three-year** ~~four-year~~ term, except when an appointment is made to fill a vacancy, in which case the term of the member shall be for the duration of the unexpired term.

- (2) At each first annual meeting, the commission shall, by a simple majority, elect from its members a chairperson, vice chairperson, and secretary. These officers may be re-elected for any number of terms.
- (3) The chairperson shall guide the commission; set goals and objectives; set the calendar, activities, and meeting agendas; follow through on action items; and preside over meetings.
- (4) The vice chairperson shall serve as the chairperson in the chairperson's absence and shall assist in the performance of the chairperson's duties as agreed upon with the chairperson.
- (5) The secretary shall keep the minutes and records and assist with communications.
- (6) When a vacancy occurs, the chairperson shall notify the mayor for a replacement member. A commissioner, whose term of office has expired, shall continue to hold office until a successor has been appointed.
- (7) All vacancies to the commission shall be filled for the remainder of the unexpired term in the same manner as the other member were appointed.
- (8) Members of the commission shall serve without compensation.

Sec. 2-157. - Meetings, procedure, and records.

- (1) Veterans Advisory and Memorial Commission meetings will be held quarterly in at ~~7:30 p.m. on the third Wednesday in~~ January, March, June, and September, and as often as the chairperson deems necessary.
 - (2) **Three** physically present members shall constitute a quorum.
 - (3) The commission shall adopt rules of procedure and keep a record of its meetings, which shall be conducted in compliance with Robert's Rules of Order.

Sec. 2-158. - Purpose and function.

The purpose and function of the commission shall be as follows:

- (1) Assist resident veterans and their families **with information, contacts and materials on available resources and agency support organizations.**
- (2) Create awareness, expand access points and develop creative partnerships to ensure veterans find the proper channel to agencies that respond to the needs of veterans.
- (3) Establish and maintain working relationships with all other veteran agencies, organizations, or businesses within the city, county, and state.
- (4) Increase community awareness of the rights and needs of veterans and their families, in addition to services available to veterans and their families.
- (5) Offer and promote **community participation** in volunteer opportunities in programs that benefit resident veterans and their families.
- (6) Recognize and honor resident veterans, deceased resident veterans, and residents currently serving in the U.S. military, and to preserve the honor of future resident veterans.
- (7) ~~Recognize and honor residents who distinguish themselves~~ for community service, particularly in the area of veterans' needs and issues.
- (8) Work cooperatively with other city boards, commissions, and departments to study, develop, and implement policies and programs to address veterans' interests.
- (9) Serve as the City of Warren Memorial Fund Committee (VMFC).
- (10) Provide recommendations to the Parks and Recreation Department or other designated city department for programs to be held at the All Veterans Memorial at Veteran's Memorial Park.
- (11) Provide recommendations for the upkeep and maintenance of the All Veteran's Memorial to the Parks and Recreation Program.
- (12) **Market and coordinate the sale and** ~~Facilitate advertisement of requests for purchase~~ of brick pavers and other memorials to be installed at the All Veteran's Memorial, **in coordination with the administrative department designated by the Mayor.** Work cooperatively with the Parks and Recreation Department or other designated city department for installation of brick pavers and other memorials.

(13) Provide an annual report for its activities to the **Mayor** and City Council.

Sec. 2-159. - Advisory board.

One member of city council; one designated representative from the **Mayor's** office; one member designated by the Economic Development Director; and **the Parks and Recreation Director or his or her designee** shall together act as a non-voting advisory body to the Veterans Advisory and Memorial Commission, making recommendations and suggestions and aiding and cooperating in carrying out all of the duties of the commission as set forth in section 2-158. Other City officials other than city council may serve as **non-voting honorary members** of the advisory board, as requested and recommended by the commission. **Administrative personnel may be assigned by the Mayor to assist or advise the commission.**

Sec. 2-160. – Expenditures.

Neither the Veterans Advisory and Memorial Commission, nor any of its members, shall incur any expense or create any obligation or liability upon the city. Any expenditure of city funds required in connection with the commission's function shall require **prior appropriation** ~~require prior approval~~ of the city council.

SECTION 2. This Ordinance shall take effect on October 23, 2024.

I HEREBY CERTIFY that the foregoing Ordinance No. 80- 823 was adopted by the Council of the City of Warren at its meeting held on August 13, 2024.


SONJA BUFFA
CITY CLERK

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