



**REGULAR MEETING
OF THE VETERANS COMMITTEE**

Tuesday, August 23, 2022

5:00 PM

Little Elm Town Hall

100 W Eldorado Parkway, Little Elm, TX 75068

1. **Roll Call/Call to Order Regular Veterans Committee Meeting at 5 p.m.**
 - A. Invocation.
 - B. Pledge to Flags.
2. **Public Comments**

Persons may address the Veterans Committee on any issue. This is the appropriate time for citizens to address the Committee on any concern whether on this agenda or not. In accordance with the State of Texas Open Meeting Act, the committee may not comment or deliberate such statements during this period, except as authorized by Section 551.072, Texas Government Code.
3. **Regular Items.**
 - A. **Review of Parliamentary Procedure and Robert's Rules of Order.**
 - B. **Review of By-Laws and Selection of Officers.**
 - C. **Discuss and Set Future Meeting Schedule.**

4. **Workshop**
 - A. **Discuss Veterans Day Event.**
 - B. **Discuss Volunteering Opportunity for Rock the Doc.**
 - C. **Discuss Additional Events and Programs for the Veterans Committee.**
5. **Adjourn.**

Persons with disabilities who plan to attend this meeting and who may need auxiliary aide of service such as interpreters for the hearing impaired, reader or large print are requested to contact the secretary at 214-975-0452 two days prior to the meeting so appropriate arrangements can be made.
BRAILLE IS NOT PROVIDED.

Respectfully,

Deputy Town Secretary

This is to certify that the above notice was posted on the Town's website this 18th day of August 2022 before 5:00 p.m.



Date: 08/23/2022
Agenda Item #: 3. A.
Department: Administrative Services
Strategic Goal: Maintain operational integrity and viability
Staff Contact: Kate Graham, Assistant to the Town Manager

AGENDA ITEM:

Review of Parliamentary Procedure and Robert's Rules of Order.

DESCRIPTION:

Like other Town boards and commissions, the Veterans Committee will follow Robert's Rules of Order. Staff will provide a brief overview of what this is.

BUDGET IMPACT:

There is no budget impact for this item.

RECOMMENDED ACTION:

Information only, no action required.

Attachments

Robert's Rules of Order Handout

Robert's Rules of Order

Role of Meeting Chair

1. Calling the meeting to order on time
2. Announcing the business before the group in the order noted on the agenda
3. Determining the presence of a quorum
4. Recognizing members who want to speak
5. Processing all motions
6. Expediting business
7. Ruling on points of order
8. Conducting the meeting in a fair and equitable manner

Notes:

- The goal of following Robert's Rules is to protect the rights of the minority, ensure legality and expedite business.
- Chair should remain neutral, not making motions and not debating. If chair participates in the debate, he or she should relinquish the chair's position until after the vote.
- When the meeting strays from the business item being addressed, the chair needs to bring the focus back to the specific motion, even if it means interrupting a speaker.

Making a motion is a six-step process:

1. Member makes a motion.
2. Another member seconds the motion.
3. The chair states the motion, formally putting it before the group.
4. The members discuss the motion.
5. The chair puts the question to a vote.
6. The chair announces the results of the vote.

Debates and decorum

- After a motion is made, the floor is open for debate.
- The person making the motion has the right to speak first.
- Each speaker needs to be recognized by the meeting chair.
- Ideally, speakers should alternate between those in favor of a motion and those opposed.
- Each speaker is given a specific time limit to present his or her argument, usually 10 minutes. {Our meetings typically don't have the luxury of time, so this may be too long.}
- A longer time can be given, if approved by a two-thirds vote.
- A person who hasn't spoken out yet gets precedence over people who have already spoken to the motion.
- No speaker can speak more than two times.
- Maker of the motion (or the chair) calls for closure of the debate after everyone who wishes to speak has been heard. If someone calls the question before that, the group must vote on whether to end debate (no discussion). A two-thirds vote is required to end a debate.
- To keep the discussion focused on the motion, avoid discussing personalities of the people involved, questioning the motives of other members, making derogatory remarks, including name calling.



Date: 08/23/2022
Agenda Item #: 3. B.
Department: Administrative Services
Strategic Goal: Maintain operational integrity and viability
Staff Contact: Kate Graham, Assistant to the Town Manager

AGENDA ITEM:

Review of By-Laws and Selection of Officers.

DESCRIPTION:

Section 1. Titles and Term of Office.

- (a) The officers of the Committee shall be a Chair and a Vice-Chair. Terms of office shall be one (1) year with the right of an officer to be re-elected for no more than three (3) consecutive years.
- (b) All officers shall be subject to removal from office at any time by a vote of a majority of the entire Board.
- (c) A vacancy in the office of any officer shall be filled by a vote of a majority of the members.

Section 2. Chair. The Chair shall be a member of the Committee and shall preside at all meetings of the Committee. The Chair will always vote last on any business and their vote will count twice if necessary to break a tie.

Section 3. Vice-Chair. The Vice-Chair shall be a member of the Committee and shall exercise the powers of the Chair during that officer's absence or inability to act.

Section 4. Subcommittees. The Chair may create sub-committees as deemed necessary to serve the Veterans Committee. Sub-committees may be staffed by veteran students, employees, or non-veterans with no residence requirement or formal appointment to the Committee. Sub-committee chairs shall be members appointed by the Chair and will be appointed members of the Veterans Committee.

BUDGET IMPACT:

There is no budget impact for this item.

RECOMMENDED ACTION:

Staff recommends direction.

Attachments

Approved Bylaws

**TOWN OF LITTLE ELM
ORDINANCE NO. 1664**

**AN ORDINANCE OF THE TOWN COUNCIL OF LITTLE ELM, TEXAS ("TOWN"),
ESTABLISHING A LITTLE ELM VETERANS COMMITTEE AND APPROVING BY-
LAWS.**

WHEREAS, residents of the Town of Little Elm have indicated wanting more opportunities for veterans; and

WHEREAS, the veterans of the Town of Little Elm constitute an underutilized resource of ideas, knowledge, and experience with respect to the Town and its affairs; and

WHEREAS, The Town of Little Elm Town Council identified a need for creating more opportunities for veterans in the adopted 2022 Strategic Plan; and

WHEREAS, a task force of Council members and community members have brought forth a recommendation for a Veterans Committee and By-Laws to govern the Committee.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF
LITTLE ELM, TEXAS:**

SECTION 1. The Veterans Committee is hereby established.

SECTION 2. Membership.

The Veterans Committee shall consist of seven (7) members appointed by the Town Council, at least five (5) of whom shall be military veterans. All seven (7) members shall reside within the Town limits of the Town of Little Elm. The term of each member shall be for three (3) years, except that the original members shall be appointed for staggered terms, three (3) for two (2) years, and four (4) for three (3) years.

SECTION 3. Purpose and responsibilities.

(A) The Veterans Committee shall have the following responsibilities:

- (1) Advise the Town Council by making recommendations on military veteran programs, policies, and practices designed to improve the quality of life for veterans;
- (2) Educate the community on the status of military veterans' rights, needs, and contributions to our community;
- (3) Recommend ways to strengthen existing services for military veterans while pursuing the creation of new program and service opportunities;
- (4) Assist in creating and supporting a community connection point to inform, guide, and direct military veterans seeking personal and professional enhancement services that may include education, mentoring, workforce support, and health and wellness; and
- (5) Advise and make recommendations on other issues and matters relating to military veterans as the Town Council may direct.

SECTION 4. Procedures; rules and regulations.

The Veterans Committee shall:

- (A) Establish rules, regulations, and procedures that shall govern its affairs, including provisions for the selection of a Chair and Vice-Chair and such other officers as may be deemed reasonably necessary for the effective and efficient operation of the Committee.
- (B) Establish the time and place of all regular and special meetings.
- (C) Establish the manner of adoption, amendment, and repeal of the rules and regulations of the committee.

SECTION 5. Town manager staff designee.

The Town Manager shall assign a designee to serve as the staff representative to the Committee. The Town Manager or designee may refer as appropriate administrative matters to the Committee for recommendations.

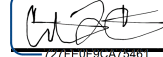
SECTION 6. By-Laws.

- (A) The attached Veterans Committee By-Laws are hereby approved.
- (B) The By-Laws may be amended as found appropriate by the Veterans Committee without approval of the Town Council.

PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF LITTLE ELM, TEXAS, ON THIS THE 3RD DAY OF MAY, 2022.

Town of Little Elm, Texas

DocuSigned by:



Curtis Cornelious, Mayor

ATTEST:

DocuSigned by:



Caitlan Biggs, Town Secretary

Attachment A

Little Elm Veterans Committee By-Laws

BY-LAWS OF
LITTLE ELM VETERANS COMMITTEE

ARTICLE I
MISSION AND VISION

Section 1. Mission. The mission of the Little Elm Veterans Committee, hereafter referred to as the “Committee” is to bring the Town’s veterans together through activities, committees, and comradery; champion veterans’ accomplishments through awareness; and bring veterans together in a community driven environment.

Section 2. Vision. The vision of the Committee is to aid the Town in becoming a Town appreciative of its veteran residents from all branches of service and create a sense of belonging for veterans through Town sponsored activities.

ARTICLE II
COMMITTEE MEMBERSHIP

Section 1. Committee Makeup and Terms of Office.

(a) The Veterans Committee shall consist of seven (7) members appointed by the City Council, at least five (5) of whom shall be military veterans.

(b) The term of each member shall be for three (3) years, except that the original members shall be appointed for staggered terms, three (3) for two (2) years, and four (4) for three (3) years.

(c) Any member may be removed from office by the Town Council at any time without cause.

(d) Each member must reside within the Town of Little Elm.

(e) The Town Manager shall assign a designee to serve as the staff representative to the Committee. The Town Manager or designee may refer, as appropriate, administrative matters to the Committee for recommendations.

(f) In addition to the seven (7) members, the Committee shall have one (1) liaison from the Town Council who will serve in an ex-officio role.

(g) All members of the Committee shall adhere to the Town of Little Elm Boards and Commissions Policy.

Section 2. Selection Criteria.

(a) Applications for the Veterans Committee can be accessed and submitted through the Town's website. Applications are considered current for 12 months after their original submittal, after which the application will be removed for consideration and a notice of such action emailed to the applicant. The applicant may reapply and submit a new application.

(b) Interviews for the Committee vacancies will be conducted with the Mayor, Mayor Pro Tem, and the Council Liaison. Any Committee member serving less than a full-term that is up for renewal would not have to re-interview if they have served less than one year.

Section 3. Meetings of Committee. Committee meetings will be held at least quarterly on the day and time agreed to by the committee members. As needed, the Committee may call Special Meetings. Meeting attendance is important and committee members are requested to make attendance a priority. An attendance log will be maintained and members who are unable to attend 3 consecutive regularly scheduled meetings in a 12 month period can be recommended by for removal by the Town Council. The committee Chair shall determine any changes to the meeting schedule and location and notify the members.

Section 4. Notice and Open Meetings Act. The Committee shall be considered a "governmental body" within the meaning of section 551.001 of the Texas Government Code, as amended, and notice of each meeting and deliberation shall be given to the public in accordance with the provisions of the Texas Government Code, Chapter 551 (The Texas Open Meetings Act), as amended.

Section 5. Quorum and Voting. A majority of the members shall constitute a quorum for the conduct of the official business of the Committee. Meetings will be collaborative with determinations approved and enacted by a majority vote of the Committee. A member may not vote by proxy.

Section 6. Conduct of Business.

(a) At all meetings of the Committee, the Chair shall preside, and in the absence of the Chair, the Vice-Chair shall exercise the powers of the Chair.

(b) The presiding officer may appoint any person to act as secretary of the meeting.

**ARTICLE III
OFFICERS**

Section 1. Titles and Term of Office.

(a) The officers of the Committee shall be a Chair and a Vice-Chair. Terms of office shall be one (1) year with the right of an officer to be re-elected for no more than three (3) consecutive years.

(b) All officers shall be subject to removal from office at any time by a vote of a majority of the entire Board.

(c) A vacancy in the office of any officer shall be filled by a vote of a majority of the members.

Section 2. Chair. The Chair shall be a member of the Committee and shall preside at all meetings of the Committee. The Chair will always vote last on any business and their vote will count twice if necessary to break a tie.

Section 3. Vice-Chair. The Vice-Chair shall be a member of the Committee and shall exercise the powers of the Chair during that officer's absence or inability to act.

Section 4. Subcommittees. The Chair may create sub-committees as deemed necessary to serve the Veterans Committee. Sub-committees may be staffed by veteran students, employees, or non-veterans with no residence requirement or formal appointment to the Committee. Sub-committee chairs shall be members appointed by the Chair and will be appointed members of the Veterans Committee.

ARTICLE IV RESPONSIBILITIES

Section 1. Responsibilities. The Veterans Committee shall have the following responsibilities:

(a) Advise the Town Council by making recommendations on military veteran programs, policies and practices designed to improve the quality of life for veterans;

(b) Educate the community on the status of military veterans' rights, needs and contributions to our community;

(c) Recommend ways to strengthen existing services for military veterans while pursuing the creation of new program and service opportunities;

(d) Assist in creating and supporting a community connection point to inform, guide, and direct military veterans seeking personal and professional enhancement services that may include education, mentoring, workforce support, and health and wellness; and

(e) Advise and make recommendations on other issues and matters relating to military veterans as the Town Council may direct.

ARTICLE V EFFECTIVE DATE, AMENDMENTS

Section 1. Effective Date. These By-Laws shall become effective upon the occurrence of all of the following events:

- (a) the recommendation of these By-Laws to the Town Council;
- (b) the approval of these By-Laws by the Town Council; and
- (c) the approval and adoption of these By-Laws by the Committee.

Section 2. Amendments to By-Laws. These By-Laws may be amended as found appropriate by the Committee.



Date: 08/23/2022
Agenda Item #: 3. C.
Department: Administrative Services
Strategic Goal: Ensure strong relationship within the community and region
Staff Contact: Kate Graham, Assistant to the Town Manager

AGENDA ITEM:

Discuss and Set Future Meeting Schedule.

DESCRIPTION:

Per the by-laws of the Veterans Committee, the Committee shall meet at least quarterly. Being the inaugural committee, a set schedule for regular meeting times needs to be established.

BUDGET IMPACT:

There is no budget impact for this item.

RECOMMENDED ACTION:

Staff recommends regular meeting times to be 5 p.m. on the fourth Tuesday of every three months.



Date: 08/23/2022
Agenda Item #: 4. A.
Department: Administrative Services
Strategic Goal: Ensure strong relationship within the community and region
Staff Contact: Kate Graham, Assistant to the Town Manager

AGENDA ITEM:

Discuss Veterans Day Event.

DESCRIPTION:

Veterans Day is Friday, November 11, 2022. The Committee will discuss ideas for a Veterans Day event.

BUDGET IMPACT:

There is no budget impact for this item.

RECOMMENDED ACTION:

Staff requests direction.



Date: 08/23/2022
Agenda Item #: 4. B.
Department: Administrative Services
Strategic Goal: Ensure strong relationship within the community and region
Staff Contact: Kate Graham, Assistant to the Town Manager

AGENDA ITEM:

Discuss Volunteering Opportunity for Rock the Doc.

DESCRIPTION:

This year's Rock the Doc event, benefiting the Little Elm Area Food Bank, will take place on September 17, 2022. The Committee will discuss volunteering at this event.

BUDGET IMPACT:

There is no budget impact for this item.

RECOMMENDED ACTION:

Discussion for the Committee to decide.



Date: 08/23/2022
Agenda Item #: 4. C.
Department: Administrative Services
Strategic Goal: Ensure strong relationship within the community and region
Staff Contact: Kate Graham, Assistant to the Town Manager

AGENDA ITEM:

Discuss Additional Events and Programs for the Veterans Committee.

DESCRIPTION:

The Committee will discuss at a high-level events and programs that they would like to see the Veterans Committee offer to the community. Because this is a new committee, this discussion will help guide the future of the Veterans Committee.

BUDGET IMPACT:

There is no budget impact for this item.

RECOMMENDED ACTION:

Staff recommends direction.
