

**CHARTER**  
**of the**  
**TOWN of SPRING LAKE**  
**MILITARY AND VETERANS AFFAIRS ADVISORY COMMITTEE**

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WHEREAS the Town of Spring Lake, hereinafter referred to as the “Town” has appointed a committee in order to promote Military and Veterans Affairs functions and activities in the Town of Spring Lake.

WHEREFORE, pursuant to Chapter 160A, Article 19, Part 7, said committee is hereby organized and constituted as follows:

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**I**

**NAME**

The name of the committee is **Military and Veterans Affairs Advisory Committee**.

**II**

**PURPOSE**

The purpose of this committee shall be to promote Military and Veterans Affairs functions and activities in the community and to provide recommendations to the Town Manager and Board of Aldermen in planning programs and activities to enhance the quality of life and recognition of military residents, veterans, and their families in the community.

**III**

**MEMBERS**

The committee shall consist of a seven (7) members to be appointed by the **Board of Aldermen**. All appointments are for three (3) year terms and members may serve an unlimited number of appointed terms, upon approval of the Board of Aldermen.

Staff members from the Office of the Town Manager, or members of the **Board of Aldermen**, may, upon appointment by the Mayor, serve as ex-officio members of the committee with no voting rights.

All members shall be residents of the Town of Spring Lake or Municipal influence area and shall serve without compensation.

**IV**

**OFFICERS**

The membership of the committee shall annually elect a chairman, a vice-chairman and a secretary whose duties shall be as follows:

Chairperson: The chairperson shall conduct all meetings of the committee.

Vice-chairman: The vice-chairperson shall serve in the place of the chairperson if the chairperson is absent or otherwise unable to fulfill the duties of chairperson.

Secretary: The secretary shall record the minutes of all meetings of the committee. With the concurrence of the chairman, the secretary shall prepare draft agendas for all meetings, provide appropriate public notice of meetings to the Town Clerk, attend to correspondence of the committee and perform such other clerical duties as necessary for the committee.

## V

### FUNCTIONS

The committee shall have the following functions and duties:

- (1) To recommend, promote and assist in the implementation of programs related to support for the military residents, veterans, and their families within the Town;
- (2) To seek to coordinate the activities of individuals, agencies and organizations, public and private, whose plans, activities and programs bear upon the military residents, veterans, and their families within the Town;
- (3) To provide recommendations to the Board of Aldermen in matters of military and veterans affairs;
- (4) To participate, in any way deemed appropriate by the **Board of Aldermen**, in the implementation of its plans. To this end, the **Board of Aldermen** may place upon the **Military and Veterans Affairs Advisory Committee** the following functions:
  - (a) To direct the attention of Town officials to needed programs or activities that may in any way affect the quality of life of the military residents, veterans, and their families of the Town.
  - (b) To promote public interest in and an understanding of the Town's commitment to fully support the unique needs of our military residents, veterans, and their families.

## VI

### MEETINGS

The committee shall meet at least once a month on a regular basis. The meeting date, time, and place shall be as determined by the members at their first meeting. The chairperson may call other meetings at his/her discretion upon giving proper notice to the other members and the public in accordance with law.

Any member who misses three (3) consecutive meetings, or a total of four (4) meetings during a calendar year, shall be subject to dismissal from the committee, upon a majority vote of the committee and a ratification by the **Board of Aldermen**.

## VII

### ADVISORY SUB-COMMITTEES

The Committee may establish sub-committees as they deem proper, in order to carry out the purposes for which it was created.

## VIII

### ANNUAL REPORT

The committee shall, no later than January 15<sup>th</sup> of each year, submit to the Town Clerk, a written report of its activities for the previous year.

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### AMENDMENT

This Charter may be amended from time to time upon the recommendation of a simple majority of the committee to the **Board of Aldermen** and the approval of said amendments shall be made by the **Board of Aldermen**.

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Approved this 23<sup>rd</sup> day of November, 2015.



ATTEST:

James P. O'Garra  
Mayor Pro Tem

Rhonda D. Webb, MMC  
Town Clerk