



UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NC 28542-0004

BO 1800.1
S-1
JUN 25 2010

BASE ORDER 1800.1

From: Commanding Officer
To: Distribution List

Subj: CAMP LEJEUNE MILITARY RETIREE COUNCIL

Ref: (a) SECNAVIST 5420.169J
(b) MCO 1800.10

Encl: (1) Constitution of the Camp Lejeune Military Retiree Council
(2) Bylaws of the Camp Lejeune Military Retiree Council

1. Situation. This Order establishes the Camp Lejeune Military Retiree Council for Marine Corps Base (MCB), Camp Lejeune, in accordance with the references. Enclosure (1) is the Constitution of the Camp Lejeune Military Retiree Council, and enclosure (2) is the Bylaws of the Camp Lejeune Military Retiree Council.

2. Mission. The Camp Lejeune Military Retiree Council will establish an active program that supports the military retiree community, surviving spouses, active duty personnel, and their families.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To solicit advice from the Camp Lejeune Military Retiree Council regarding the best use of the Commander's resources in support of the military retiree community, including surviving spouses.

(b) To maintain a strong, mutually supportive relationship between retired military personnel and active duty personnel to ensure the philosophy of "Once a Marine always a Marine" endures.

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(2) Concept of Operations

(a) The Camp Lejeune Military Retiree Council will maintain liaison with the retired community and facilitate the delivery of installation services to the military retiree community and surviving spouses.

(b) Per the references, commanders of Marine Corps installations with authorized Retired Activities programs are responsible for establishing and operating military retiree and surviving spouse programs for the benefit of authorized patrons. Commanders are also responsible for program performance and quality of service. In support of these responsibilities, the Camp Lejeune Military Retiree Council will advise the installation commander, via the Director, Base S-1, on the overall operation of installation programs in support of military retirees and surviving spouses and make recommendations for improvement. The Chairman, Military Retiree Council, shall also have direct access to the Commander on retiree issues.

b. Composition of the Military Retiree Council. The Council will consist of retired military personnel living in the greater Onslow County area who are nominated for membership and selected by the Council. Ex-officio memberships, with non-voting rights, will be extended by the Retiree Council Chairman to: the presiding Chairman, Onslow County Council of Veterans Organizations; the Sergeant Major, MCB Camp Lejeune; Retired Activities Office Coordinator, MCB Camp Lejeune; Director, Base S-1 ; Director, Marketing Division, Marine Corps Community Services (MCCS), Camp Lejeune; Command Master Chief, Naval Hospital, Camp Lejeune; local representatives to the Secretary of the Navy's Retiree Council; the Manager of the Onslow County Veterans Affairs Office; and others, who by virtue of their position, knowledge, or function are able to provide assistance to the Council in fulfilling its purpose and objectives.

c. Organization and Operation of the Military Retiree Council. The Council will be organized and operate in accordance with the enclosures and shall comply with pertinent orders promulgated by the Commanding Officer and higher headquarters.

d. The Director, Base S-1. The Director, Base S-1 will support and assist the Camp Lejeune Military Retiree Council with S-1 functions and support from the staff (e.g., Retired

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Affairs Office, Civilian Human Resource Office, Installation Personnel Administration Center, Base Postal, and the Camp Lejeune Reception Center (ID Cards, TRICARE, Vehicle Registration, etc.) to better support the military retiree community and surviving spouses.

4. Administration and Logistics

a. The Council will meet the second Tuesday of every month.

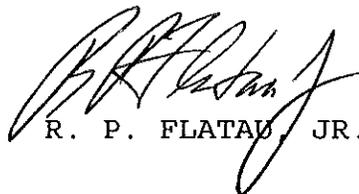
b. MCCS will provide a representative to inform the Camp Lejeune Military Retiree Council of local MCCS events and other appropriate information of interest to the military retiree community.

c. The Chairman, Camp Lejeune Military Retiree Council will ensure that minutes of each meeting are published to all standing and Ex-officio members no later than five working days after each meeting.

5. Command and Signal

a. Command. This Order is applicable to MCB Camp Lejeune and tenant commands.

b. Signal. This Order is effective the date signed.



R. P. FLATAO, JR.

DISTRIBUTION: A

CONSTITUTION
OF THE
CAMP LEJEUNE MILITARY RETIREE COUNCIL

Preamble

SECNAVINST 5420.169J formally directed the Retired Affairs Program and the Retiree Council policy for the Department of the Navy. MCO 1800.10 provides guidance for the Marine Corps, requiring installation commanders to establish Retired Advisory Committees in their geographic areas. This Order provides the Commanding Officer's guidance on the management of Retired Affairs Program and the Camp Lejeune Military Retiree Council aboard Camp Lejeune. The Camp Lejeune Military Retiree Council is established to provide a means to ensure that the relationship between area retirees and the active forces is reinforced and remains mutually beneficial. It has been created as part of an overall strategy to maintain responsibility to and for military retirees. Military retirees continue to be an integral part of mobilization and contingency plans. Thus the Camp Lejeune Military Retiree Council is charged with providing assistance during times of increased operational tempo and deployments, as requested by the Commander, Marine Corps Base Camp Lejeune. In addition, this Council will: (1) support retiree programs which are designed to enhance force operational readiness, (2) address those quality of life issues affecting military retirees, their surviving spouses and appropriate family members, and (3) provide a link between retired and active duty populations.

Article I

Name, Location, and Authority

Section 1: This Council shall be known as the Camp Lejeune Military Retiree Council.

Section 2: Mailing Address is: Camp Lejeune Military Retiree Council, Retired Affairs, Molly Pitcher Road (Building 60, Room 142), Camp Lejeune, North Carolina 28547.

Section 3: This Council shall consist of retired military personnel for the purpose of advising the Commanding Officer, MCB Camp Lejeune, via the Director, Base S-1, on matters affecting the retired community, as well as other purposes listed in the Preamble and in Article III below.

Article II

Mandatory Statement

Section 1: This Council is established at the direction of the Commanding Officer, MCB Camp Lejeune, North Carolina.

Section 2: Discrimination Clause. This organization fully supports the United States and the State of North Carolina's policies on equal opportunity and will not discriminate in membership eligibility on the basis of race, gender, color, religion, national origin, age, or disability. This organization will not accept invitations from, nor participate in, any activity or organization that does not conform to United States and North Carolina's nondiscrimination policies or that discriminates on the basis of race, gender, color, religion, national origin, age, or disability.

Section 3: All Council members are required to read the Constitution and Bylaws upon joining the Council, as well as after they have been revised and republished.

Section 4: All members are required to maintain high professional standards in accordance with their chosen occupation.

Section 5: Any member who, without being excused by either the Chairman, Vice-Chairman, or Secretary, absents himself/herself from three consecutive regular meetings may forfeit his/her seat on the Council once the Council has approved this under Article VI.

Section 6: All regular meetings held by the Council will be open meetings (i.e., open to attendance by all military retirees, or their surviving spouses, residing in proximity to Camp Lejeune).

Article III

Purpose/Objectives of the Council

Section 1: To foster communications between MCB Camp Lejeune and the retired military community.

Section 2: To advise the Commanding Officer, via the Base S-1, on all matters affecting the retired military community.

Section 3: To maintain liaison with veterans' organizations within the community.

Section 4: To increase retiree participation in community/veteran's activities throughout the state of North Carolina.

Section 5: To identify, develop, and present retiree concerns and issues, and to track and follow-up on actions taken regarding these concerns and issues.

Section 6: To provide MCB host and tenant command/activity/agency personnel with an insight into the problems and needs of retirees.

Section 7: To develop means of participating, communicating with, and supporting active-duty personnel at all levels.

ENCLOSURE (1.)

Section 8: To provide an opportunity to analyze decisions, policies, and laws that affect retirees, and to make recommendations regarding their development, possible enactment and/or implementation.

Section 9: To participate in programs that concern the well being of the military retiree community.

Section 10: To assist in the development of public support for military programs and activities.

Section 11: To promote an understanding of ongoing military health care issues.

Section 12: To assist fellow military retirees in resolving problems associated with the active-retired relationship.

Section 13: To conduct forums, presentations, and/or lectures on matters of military historical interest for the benefit of active duty personnel and the local community, as well as to address other matters of interest for the military retiree community.

Section 14: To assist the Retired Activities Office Coordinators, MCB Camp Lejeune, with the annual Military Retiree Appreciation Day.

Section 15: To improve base and community services and support for retired and active duty personnel, and their families.

Article IV

Membership

Section 1: The Council will consist of retired military personnel living in the greater Onslow County area who are nominated for membership and selected by the Council. Ex-officio memberships, with non-voting rights, will be extended by the Retiree Council Chairman to: the presiding Chairman, Onslow County Council of Veterans Organizations; the Sergeant Major, MCB Camp Lejeune; Retired Activities Office Coordinator, MCB Camp Lejeune; Director, Base S-1 Department, MCB Camp Lejeune; Director, Marketing Division, Marine Corps Community Services (MCCS), Camp Lejeune; Command Master Chief, Naval Hospital, Camp Lejeune; local representatives to the Secretary of the Navy's Retiree Council; the Manager of the Onslow County Veterans Affairs Office; and others, who by virtue of their position, knowledge, or function are able to provide assistance to the Council in fulfilling its purpose and objectives.

Section 2: The Council, not including ex-officio members, shall number no less than 7 and no more than 21 members.

Section 3: A quorum will consist of a majority of the members of the Council. A quorum is required of the Council on voting matters.

Article V
Composition of the Governing Body

Section 1: The Council shall have the following officers:

Chairman

Vice-chairman

Secretary

Section 2: The Council shall have the following committees:

2.1. Executive Committee. The Executive Committee will be comprised of the:

Chairman

Vice-Chairman

Secretary

Committee Chairmen

Parliamentarian*

* Note: The Parliamentarian is an appointed member of the committee and is, therefore, not in the chain-of-command for assuming chairmanship in the absence of the Chairman.

2.2. Membership Committee

2.3. Issues Committee

2.4. Speakers Committee

2.5. Secretary of the Navy's Military Retiree Council Representative Nomination Committee

Section 3: The Council shall have a Parliamentarian. The Parliamentarian shall be appointed by the Chairman.

Article VI
Election of Officers

Section 1: Nominations for officer positions will be made at the first regular meeting in August.

ENCLOSURE (1)

Section 2: Annual elections shall be held at the first regular meeting in September. The successful candidates shall take office not later than the next regular meeting.

Section 3: All officer vacancies occurring during the year shall be filled by special election. The Chairman may appoint a temporary officer to fill a vacancy until the special election is held.

Section 4: Following the annual election of officers at the regular meeting in September, the slate of officers elected shall be forwarded to the Commanding Officer, MCB, Camp Lejeune, within five working days of the election meeting date.

Section 5: A candidate for election to Chairman shall be a member in good standing with this Council for at least five months prior to meetings at which the individual becomes a candidate. The five-month requirement may be waived upon two-thirds vote of members in good standing present.

Section 6: All Council officers are subject to removal from office for cause upon a vote of three-fourths of all members present.

Section 7: Any officer who absents himself/herself for three consecutive regular meetings without just cause shall forfeit their office. Upon an affirmative vote of three-fourths of all members present the office shall be declared vacant.

Section 8: Any office, which becomes vacant after the installation of officers, shall be filled at the next regular meeting. Except as provided in Section 5 of this article, the candidates may be any member of the Council.

Section 9: All officers must be active members of the Council.

Article VII

Fees and Dues

No fees or dues payments are required to be a member of this Council.

Article VIII

Amendments

Section 1: The Constitution and/or the Bylaws may be amended or repealed, in whole or in part, upon the affirmative vote of three-quarters of the members present. All members will be given sufficient time to review proposed changes in advance of the meeting at which the changes will be considered and may vote in person or by proxy.

ENCLOSURE (1)

BYLAWS
OF THE
CAMP LEJEUNE MILITARY RETIREE COUNCIL

Article I
Duties of Officers

Section 1: The duties of the Chairman shall include, but shall not be limited, to the following:
He/she shall preside over all meetings and shall follow applicable laws and regulations.

He/she shall appoint all committee members and chairpersons, except where objection is raised and sustained by a majority of the members present.

He/she may sit as a participant and voting member in any meeting of any standing committee, or other committee under the cognizance of the Council.

He/she shall be responsible for such other functions as are usual for presiding officers.

He/she shall be the only official spokesperson for the Council, and he shall have direct access to the Commander, Marine Corps Base Camp Lejeune.

He/she shall, with the approval of a majority of the members of the Council, appoint the Council Parliamentarian.

Section 2: The Vice Chairman

2.1. He/she shall perform the functions of the Chairman when, for any reason, the Chairman is absent or unable to perform his/her duties.

2.2. He/she shall assist the Chairman with his/her duties.

Section 3: The Secretary

3.1. He/she shall observe and keep minutes of the proceedings of each meeting; no more than five days after each meeting, he/she shall submit the minutes to the Chairman for approval at the next regular meeting; and he/she shall maintain the approved minutes in a permanent record file.

3.2. He/she will bring a copy of the approved minutes of each meeting for the past year to all regular meetings.

3.3. The Secretary will maintain a copy of all documents presented to or emanating from the Council.

3.4. The Secretary will maintain a log of Council members' attendance at all regular meetings. He will record in the log, under separate headings: those "Present"; those with "Excused Absences"; and those "Absent without Excuse." He/she will incorporate into the minutes of each meeting those members present, those with an excused absence, and those absent without excuse.

3.5. He/she shall provide a copy of the Constitution and Bylaws to all new members of the Council, and a copy of all changes to the Constitution and Bylaws to all members once they are approved.

3.6. He/she shall provide a current roster to all members of the council whenever a change is made to

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information contained in those rosters, to new members upon joining, and to all members following the installation of new officers.

Section 4: The Parliamentarian

4.1. He/she shall advise the Chairman and committees on questions of parliamentary procedures according to the latest edition of *Robert's Rules of Order*.

4.2. He/she shall interpret the Council's Constitution and Bylaws that govern committees.

Section 5: Within two weeks of the end of their terms of office, officers will ensure that all committee records are delivered to their incumbent successors, or that these records are given to the Secretary for placement in a permanent organizational file, which is available and accessible to all officers. Documents pertaining to the Council are not the property of the individual officers and may not be withheld.

Article II

Duties of Standing Committees

Section 1: The Membership Committee

1.1. This committee shall consist of no less than 2, and no more than five, Council members to review qualifications of prospective Council members and to recommend their addition to the Council.

1.2. When a Retiree Council member has completed a three-year tour of duty on the Council, the Membership Committee will recommend continuance or discontinuance of the member's service on the Council. This recommendation will be based on the member's attendance, participation in Council affairs, productivity, and willingness to continue to serve. The Committee's recommendation will be placed before the Council, and will be voted upon, at the regular meeting following the member's third anniversary of service to the Council. Members completing a three-year tour may opt to remove themselves from consideration for continuance by notifying the membership committee on or before the date of their third anniversary.

1.3. The Membership Chairman shall review the minutes of each Council meeting to identify those members "Absent Without Excuse" and report to the Council the names of those members who, by virtue of unexcused absences, he/she recommends to notified that they have forfeited their Council seat. Once the Council has approved his/her recommendation to remove a Council member, and prior to the next Council meeting, the Membership Committee Chairperson will prepare correspondence for the Chairman's signature to notify those members being dropped from the Council of the action being taken and the reason for that action.

Section 2: The Issues Committee

2.1. This committee shall consist of no less than two and no more than five Council members, appointed by the Council Chairman, and will address issues presented to the Council which fall within the purview of the Council, as discussed under Article III of the Council's Constitution. The Committee's recommended action will be presented to the Council for approval. Any correspondence developed by the Committee/Council as a result of approved recommendations will be presented by the Committee Chairman to the Council Chairman for signature.

2.2. The Issues Committee shall solicit concerns from the retiree and surviving spouse communities for presentation to the Council. For those issues that cannot be resolved locally, they shall develop issue papers,

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in a background, issue, and recommendation(s) format, for presentation each year to the Council at its February meeting. The Council will select 3-5 issues for the Issues Committee to finalize for submission to the Secretary of the Navy's Military Retiree Council. By 15 March, the Issues Committee shall present to the Chairman of the Camp Lejeune Military Retiree Council the finalized issue papers and a letter for his signature and submission to the Secretary of the Navy's Military Retiree Council.

Section 3: The Speakers Committee

3.1. This Committee shall consist of no less than two and no more than five Council members, appointed by the Council Chairman, which will recruit and organize volunteers possessing varying military and other backgrounds to form a Speakers Bureau for the purposed outline in Article III, Sections 7, 10, and 13 of the Constitution. The Committee will: maintain a current roster of volunteer speakers annotated with each speaker's area(s) of expertise; advertise the capabilities of the Bureau base-wide to local commands, to base schools, and to veterans service organizations off base and other appropriate organizations; arrange speaking engagements; obtain evaluations of speaker performance from organizations using this service; monitor/critique speaker performance; and manage all other aspects of the Speaker Bureau Program.

Section 4: Secretary of the Navy's Military Retiree Council Representative Nomination Committee

4.1: This Committee shall consist of no less than two and no more than four members to be appointed by the Council Chairman. Committee members are to review qualifications of prospective Council members and recommend nominations to the Council for selection by majority vote to represent the regional military retiree community as a member of the Secretary of the Navy Military Retiree Council. This committee shall also have the responsibility to recommend to the Military Retiree Council that a previously selected member be removed as our Secretary of the Navy's Military Retiree Council Representative for failure to satisfactorily work with the Camp Lejeune Military Retiree Council and the Military Retiree Community, or for conduct considered to render the representative to be unsuitable to continue to represent our community on the Secretary of the Navy's Military Retiree Council. If a Retiree Council Representative receives a 2/3 MCB Military Retiree Council vote for removal, the Chairman of the Council will brief the Commanding Officer MCB; and upon approval will immediately advise MMSR-6.

4.2: The Nomination Committee will be activated at the direction of the Council Chairman with the goal of having a Military Retiree Council vote on the Representative no later than two calendar months before the designated deadline by MMSR-6 for submission of nominations. This allows opportunity to brief the Commanding Officer MCB and a timely submission to MMSR-6. Any review for continuance in office will be called by the Council Chairman.

4.3: The military retiree selected to represent the regional military retiree community is not required to have previously served as a member of the Camp Lejeune Military Retiree Council. It is required that the individual selected become a member of the Camp Lejeune Military Retiree Council throughout his/her tenure as a Representative on the Secretary of the Navy's Military Retiree Council. This is to insure the willingness and ability to interact with the Council and our military retiree community while serving on the Secretary of the Navy's Military Retiree Council.

4.4: The Secretary of the Navy's Military Retiree Council Representative is required to work with the Camp Lejeune Military Retiree Council, the local Veteran Service Organizations (VSO's), and members at large of the regional military retiree community. He/she is to actively solicit input from our military retiree community, advise the Secretary of the Navy's Military Retiree Council on the issues and concerns of our community (even if not his/her personal opinion), and actively brief the appropriate organizations listed above after the annual Secretary of the Navy's Military Retiree Council meetings. The

ENCLOSURE (2)

responsibility to keep the regional military retiree community abreast of actions and considerations by the Secretary of the Navy's Military Retiree Council is continuous.

Article III

Meetings

Section 1: Meetings will be held the second Tuesday of each month at 1000 aboard Marine Corps Base Camp Lejeune at a designated location, which will be specified in the agenda for the next meeting sent to Council members, ex-officio members, and invited guests.

Section 2: The Chairman may call special meetings at any time, upon his/her own volition, upon the petition of one-fourth of the members, or upon resolution of the Executive Committee.

Section 3: A quorum will consist of the majority of the members of the Council.

Section 4: The order of business at any regular meeting of the Council shall be as follows:

- Introductory Remarks and Welcome Guests
- Guest Speaker Presentations
- Reading of previous month's minutes and any recommended modifications received.
 - Discussion of minutes and any recommended changes
 - Approval of minutes
- Reading of Correspondence
- Reports of Officers
- Reports of Committees
- Old Business
- New Business
- For the Good of the Order
- Adjournment

Section 5: When neither the Chairman nor the Vice-Chairman is present, a meeting shall be presided over by the officer present whose office is listed earliest in Article V. Section 2 of the Constitution.

Section 6: All reports and correspondence prepared for the Council, the Council Chairman, or for forwarding shall be computer printed or typewritten.

Article IV

Amendments to the Bylaws

The methods, requirements, and procedures for amending the bylaws shall be as stated in Article VIII of the Constitution.