

Veterans Advisory Board Of Cowlitz County

By-Laws

Article 1: Purpose

The Veterans Advisory Board was established by the Cowlitz County Commissioners with Ordinance No. 06-072 on June 13, 2006 as authorized by RCW 73.08.035. The county Veterans Advisory Board (VAB) will provide advice to the Commissioners on veteran matters including: veteran assistance programs, resources, other programs that benefit the needs of county veterans or their families, and the budget of the veteran assistance fund. The VAB will work with the veteran fund administrator to review the current assistance program and, when necessary, provide an interim appeal process for assistance.

Article 2: Membership and Terms

Membership on the Board shall be comprised of seven veterans serving overlapping, four-year, terms with members limited to no more than three consecutive terms. Members may be representatives from veteran service organizations or the community at large; however, the majority of the members shall be from nationally recognized veteran service organizations per RCW 73.08.035.

Article 3: Officers

Officers shall consist of a Chair and Vice Chair. No member shall hold more than one office at a time. Officers shall be elected from the Board members and shall serve 1 year terms of office. No member shall serve more than two consecutive terms in the same office.

In the event of a vacancy in the office of the Chair, the Vice Chair automatically fills the position. The vacancy would then occur in the Vice Chair position; that vacancy or other officer vacancies will then be filled in the same manner as offices were originally filled. These officers would serve for the remainder of the term.

Duties of Officers

The Chair shall have supervisory responsibility over the Board. The Chair shall set the agenda for the meetings, preside over the meetings, and be an ex-officio member of any committees established. Other duties, as may be determined by the Board, may be assigned.

The Vice Chair shall act in place of the Chair in the Chair's absence. The Vice Chair shall be responsible for the logistical arrangements of organizational meetings. Other duties, as may be determined by the Board, may be assigned.

Article 4: Elections

Elections of officers shall be held annually at the first meeting of each year to serve until the next scheduled election. Motions for nomination will require a second to follow parliamentary procedure. A ballot cast by members present shall be used to vote for each officer.

Article 5: Members Attendance, Participation and Removal

A condition of membership on the Veterans Advisory Board shall be regular participation in the meetings of the Board and its appointed committees. Any Board member who misses more than two meetings per year, except in the case of illness or when excused by the Veterans Advisory Board, shall be dropped from Veterans Advisory Board membership and the Board of County Commissioners shall be authorized to appoint a successor to the retiring member. Any Board member who is unable to attend a meeting must contact the Health & Human Services Department at least 24 hours prior to the scheduled meeting for consideration of an excused absence.

Article 6: Vacancies

Appointments to the Veterans Advisory Board are made by the Board of County Commissioners in accordance with the authorizing resolution.

Article 7: Compensation

No compensation shall be paid to any officer or member of the Board for their service on this Board, except as hereafter may be provided. Members of the Veterans Advisory Board may be reimbursed for their expenses within the approved budget, if any, for attendance at outside meetings or trainings not in conjunction with the regularly scheduled Veterans Advisory Board meetings.

Article 8: Decisions and Quorums

The concurrence of a majority of the members present shall be required for action by the Board. A quorum of at least 50% of the members are required for voting decisions. By-law changes may not be made by less than a 60% favorable vote of all members serving.

Article 9: Meetings

Regular meetings will be scheduled the fourth Thursday of every month in the Cowlitz County Health & Human Services Building. At a minimum, the VAB must meet at least twice per year.

Article 10: Special Meetings and Cancellations

The Chair may call special meetings and cancel or reschedule meetings by notification to the members with 24 hour notice.

Article 11: Parliamentary Authority

Questions about procedural matters or disputes will be resolved by referring to the rules contained in the current edition of "Roberts Rules of Order, Revised". It shall govern in all cases where they are not inconsistent with these by-laws.

Article 12: Guidelines

The VAB shall comply with the guidelines established for the administering of aid to indigent soldiers and sailors as adopted by the Memorandum of Understanding between the Board of Cowlitz County Commissioners and the Cowlitz County Veterans' Association or subsequent guidelines for the administering of aid to indigent soldiers and sailors as may be adopted by the Board of Cowlitz County Commissioners.

Article 13: Administrative Support

Administrative support for the VAB will be provided by the County. The support shall include but not be limited to:

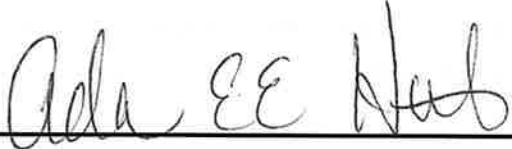
- Assisting with setting a location and notification of meeting dates.
- Being the custodian of all files, records and materials.
- Furnishing information on usage of the veteran's assistance fund.
- Preparing and distributing notices, agendas and minutes of all meetings
- Providing funding for supplies, training or other needs of the fund.

Article 14: Amendment of By-Laws

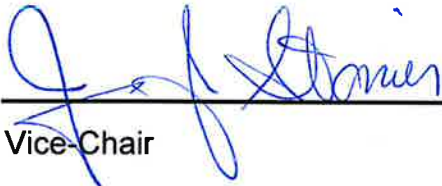
These by-laws may only be amended at any regularly scheduled meeting of the Board by a 60% vote of all Board members currently serving. Although not required, it is desirable to send a copy of proposed amendments to the members in advance of the meeting.

These by-laws are hereby accepted this 23rd date of January 2019 by adoption at a regular Veterans Advisory Board meeting.

**COWLITZ COUNTY
VETERANS ADVISORY BOARD**

 4/25/2019

Chair

 4/25/2019

Vice-Chair