Clark County Veterans Advisory Board Bylaws

Article I – Purpose

1. To develop programs or procedures that are consistent with the welfare of indigent and suffering veterans and eligible family members of those veterans.

2. To serve, as an Advisory Board on Veterans needs in accordance within these guidelines, Clark County Codes, and RCWs relating to Veterans Assistance to the Clark County Legislature.

3. To provide a venue by which each nationally recognized Veterans organization and Veterans from the community at large, that have registered with the County under Washington State RCW 73.08.101 to provide services to veterans, may request representation on the Clark County Veterans Advisory Board (with proof of service in the United States Armed Forces).

4. To promote awareness of the CCVAB and its purpose throughout Clark County.

5. To provide policy guidance and advice to Clark County regarding all services funded by the Veterans Assistance Fund.

Article II – Membership

Section 2.1 - Organization Requirements

1. Each nationally recognized Veterans' organization or veteran from the community at large that has registered with the County under Washington State RCW 73.08.010. Veterans at large shall present a letter of **intent** and provide proof of service in the Armed Forces.

2. Service organizations and Veterans at large may be given full membership by majority vote of the Advisory Board.

3. No less than a majority of the board members shall be members from nationally recognized veterans' service organizations and only veterans are eligible to serve as board members.

4. The County Legislative authority may provide for reimbursement to board members for expenses incurred on behalf of the CCVAB.

Section 2.2 - Membership Qualification

1. **Members from Veterans Organizations:** In even numbered years, nationally recognized Veterans' organizations within Clark County shall renew their membership with a Letter of Intent showing a Primary and an Alternate representative and signed by the Commander (President) and

the Adjutant (Secretary). A copy of the charter and nonprofit status from the Secretary of the State of Washington from the organization shall be provided as documentation and shall be maintained on file with the CCVAB. The Letter of Intent shall be presented to the CCVAB no later than 1 December. The CCVAB shall forward said Letter of Intent with appropriate documentation to Clark County, Department of Community Services, who will maintain a copy on file. There shall be no limitation on the number of years that an appointee from a veterans organization may serve on the committee.

2. **Members At Large:** All veterans at large in the community who desire to serve on the CCVAB shall provide a Letter of Intent, proof of residency in Clark County and proof of service in the Armed Forces. Members at Large must be approved by a vote of the CCVAB membership. If approved, Members At Large will have full membership with voting rights and will serve until the end of the calendar year. Members At Large can be reappointed annually in December by a vote of the CCVAB. Members At Large do not have alternate representatives. There shall be no limitation on the number of years that a member at large may serve on the committee.

Section 2.3 - Termination

1. When a member of the CCVAB voluntarily removes his/her membership from the CCVAB the committee shall notify the representative organization by letter and that organization will have 30 days to submit a new Letter of Intent. Members at Large who voluntarily remove themselves from membership shall submit a letter of resignation and CCVAB shall keep the document on file.

2. A member of the CCVAB may only be involuntarily terminated by a vote of the membership. This vote is final. In all cases involving involuntary termination, the CCVAB shall provide documentation showing cause, delineating the problem, and results of the review by the committee to the representative organization. The representative organization will have 30 days to submit a new Letter of Intent.

3. If a CCVAB member has more than three (3) unexcused absences from CCVAB scheduled business meetings, this may be cause for termination from the committee. The representative's organization shall be notified and will have 30 days to submit a new Letter of Intent.

Section 2.4 - Alternate Membership

Each organization may appoint one (1) alternate member. Alternate Members who are appointed in accordance with Sections 2.1 and 2.2 shall be able to vote on issues only in the absence of the Primary member of the organization they are representing. The Alternate member shall be guided by sections of the CCVAB Bylaws.

Section 2.5 - Fees
There shall be no fees assessed for membership.

Article III – Voting

Section 3.1 - Quorum
A quorum shall consist of a minimum of two elected officers and five Primary and/or Alternate members of the CCVRC at an appropriately announced meeting.

Section 3.2 - Voting
Each member that has filed a Letter of Intent with the CCVAB shall have one vote. Alternate members shall have one vote in the absence of the Primary member. Any voting member who is a part of any proposal or entity presenting a proposal to the CCVAB for a decision shall abstain from voting. The Chair shall only vote if needed to break a deadlock. The Chair or any member may call for a roll call vote on any question.

Article IV – Officers

Section 4.1 - Officers
The Chair and Vice Chair of the CCVAB must be a primary representative of a nationally recognized veterans organization.

1. Chair shall preside at all meetings of the Clark County Veterans Advisory Board.

2. Vice Chair shall preside at all meetings in the absence of the Chair and assume all duties if the Chair is absent or has vacated the position.

3. Secretary shall address questions of the RCW, Codes, Bylaws and Policies and Procedures when appropriate. The Secretary will call attendance roll for meetings and roll call votes.

Section 4.2 Elections
Elections shall be conducted at the scheduled meeting in December. The nomination committee shall have no less than three (3) members on the committee; the Chair shall appoint the nominating committee chair, who shall select from the membership at least two (2) members to serve on this committee. The nomination committee shall seek nominations from the membership and present those nominations at the November meeting of the CCVAB. Nominations may be presented by any member from the floor on the day of elections.

Section 4.3 - Term of Office

The elected officers of the CCVAB shall assume duties and responsibilities on 1 January of each year. No member may hold the office of Chair or Vice Chair for more than three (3) consecutive years.

Section 4.4 - Contract and Correspondence

Clark County shall review all contracts and no contract shall be entered into without the specific consent and guidance of the Clark County Department of Community Services. Once a contract is approved by Clark County, the Chair and Vice Chair may sign any contract and/or agreement with approval of the membership. Two signatures are required on any contract or agreement. All outgoing correspondence from the CCVAB shall be signed by the Chair or the acting Chair.

Section 4.5 - Ascension

Should any of the elected officers (Chair, Vice Chair, Secretary) resign or become unable to perform their required duties, the order of ascension to the Chair is the Vice Chair then it ascends to the Secretary. If the Vice Chair or Secretary is not available to perform the duties of the Chair, the membership represented by a quorum shall appoint another member.

Article V – Committees

5.1 - Assignments

There shall be three (3) standing committees: Nominating Committee, Appeals Committee and Policy and Procedures Committee. The Chair of the CCVAB shall appoint the Committee Chairs and it will be the responsibility of the Committee Chair to select members of the committee, no less than three (3) members and to make appropriate reports to the membership on activities of the committee and resulting action. In the event that the Committee Chair is unable to retrieve enough members, the Chair of the CCVAB shall appoint the needed members. The Chair may appoint other special committees as necessary with a timeline for completion of the task and reporting.

Section 5.2 - Responsibilities

1. Nominating Committee: The Nominating Committee shall submit a list of prospective candidates for offices in the month of November to the membership for elections in December.

2. Appeals Committee: A three (3) or five (5) member Appeals Committee shall respond within five (5) working days to all appeals from Veterans who have submitted their requests within fifteen (15) days of assistance denial. The appeals committee shall be prepared to hear all appeals and submit a resulting letter to the person appealing and a copy of report to the Service Officer for filing.

3. Policy and Procedures Committee: The committee shall meet annually to review Bylaws, Policies, Procedures, and shall present recommended changes to the membership for a final determination.

Article VI – Meetings

Section 6.1 - Regular Meetings

The CCVAB shall conduct a minimum of twelve (12) regular meetings within the fiscal year. Any member organization of the committee who has three (3) unexcused absences may be terminated from membership by a vote of the CCVAB and notification to the member's organization and/or agency will be forwarded. Reinstatement will comply with Section 2.4 - Termination.

Section 6.2 - Special Meetings

The Chair may call for Special Meetings to address specified issues. Any member of the CCVAB may request of the Chair a special meeting with appropriate justification and by a vote of the membership.

Article VII – Fiscal Year

The fiscal year shall be 1 January through 31 December.

Article VIII – Amendments

The CCVAB Bylaws may be amended at any authorized meeting of the CCVAB. Copies of any proposed changes and/or amendments to these bylaws will be presented to the membership ten (10) days prior to any meeting wherein they will be adjudicated.

Article IX – Parliamentary Authority

The CCVAB shall be governed by Robert's Rules of Order, newly revised, in all cases that are not covered by the bylaws.

Article X - Clark County Roles and Responsibilities for the CCVAB

Section 10.1 Fiscal Management

The County Department of Community Services acts as the fiscal agent for the Veterans Advisory Board and provides the following assistance:

Monthly Reimbursements: Process monthly reimbursements to the contracted agencies, including CSO, for the cost of assistance provided to veterans.

Oversight: Provide oversight to ensure accountability of funds. County will make a monthly review of the submitted invoices/checks from the subcontractors to determine if funds are appropriately spent.

Annual Review: Work with the County Auditor's Office to schedule and perform an annual review of the Veterans Relief Fund.

Annual Budget: Develop an annual budget, and process budget adjustments through the Supplemental Appropriation hearing process.

Tracking and Reporting: Compile revenue and expenditure tracking and reporting: perform internal auditing of vouchers and other expenses for compliance with state law and fiscal agency policies and procedures.

Financial Statements: Provide fiscal information to the Veterans Advisory Board, as requested, but a minimum provide quarterly financial statements and annual financial reports.

Section 10.2 Administrative Support

The County Department of Community Services provides administrative assistance to the Veterans Advisory Board, including the following:

Contracting: Prepare contracts, reviewed by the Veterans Advisory Board, that allocate funds to assistance organizations awarded contracts through the County procurement process.

Monitoring: Provide subcontractor monitoring following the County's risk assessment process. Ensure oversight and documentation of organizations that make assistance determinations and process costs charged to the Veterans Assistance Fund. Monitoring includes ensuring that direct service providers have standard performance practices in accordance with county code, state, and federal laws.

Planning: Assist the Veterans Advisory Board with evaluations regarding the effectiveness of programs.

Indirect costs: Incurred in the administration of the Veterans Fund as authorized by RCW 73.08.080.

Bylaws last updated: ***December 10, 2015***

Approved by a vote of the Veterans Advisory Board.

2015 CCVAB Chair	***2015 CCVAB Secretary***