

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LEWIS COUNTY, WASHINGTON**

IN RE:

***Approve Amended Bylaws of Lewis
County Veterans Advisory Board Revised
April 11, 2012***

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)
) **RESOLUTION #** 12-143
)

WHEREAS: Resolution 08-019 approved the bylaws for the Veterans Advisory Board; AND

WHEREAS: the Board of County Commissioners, Lewis County, Washington, has reviewed the recommended change to the bylaws: AND

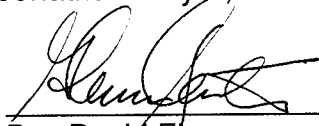
WHEREAS: Article 5, Section 1 of the bylaws will be changed to reflect the Veterans Relief Fund Coordinator shall prepare and email (or mail) monthly meeting minutes to each board member within one week after the Veterans Advisory Board meeting;

NOW, THEREFORE BE IT RESOLVED that the recommended amendment to the bylaws of Lewis County Veterans Advisory Board, revised on April 11, 2012 has been approved.

DONE IN OPEN SESSION this 30 day of April, 2012.

APPROVED AS TO FORM:

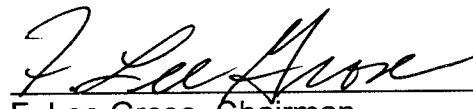
Jonathan Meyer, Prosecuting Attorney



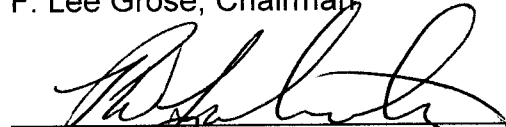
By: David Fine

Deputy Prosecuting Attorney

**BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY WASHINGTON**

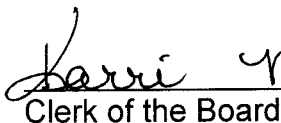


F. Lee Grose, Chairman



P. W. Schulte, Vice Chairman

ATTEST:



Clerk of the Board





Ron Averill, Member

BYLAWS OF THE LEWIS COUNTY VETERANS ADVISORY BOARD

Revised April 11, 2012

ARTICLE I **General**

Section 1. Name. The Lewis County Veterans Advisory Board, (hereafter referred to as the "LCVAB"), is established in accordance with the provisions of Chapter 73.08, Revised Code of Washington as amended, in 2005.

Section 2. Purpose. The LCVAB is mandated to advise the County Legislative Authority on the needs of local indigent veterans, the resources available to local indigent veterans and programs that could benefit the needs of local indigent veterans and their families. The LCVAB will advise, provide oversight and make recommendations to the Lewis County Board of County Commissioners (hereafter LCBOCC) regarding the management of the Lewis County Veterans Relief Fund and the Lewis County Veterans Relief Fund committee members as a subcommittee of the LCVAB.

Section 3. Motto. *"Assisting Our Veterans"*

Section 4. Logo. To be described in this section. (No logo at this time.)

ARTICLE II **Membership**

Section 1. Members. The LCVAB shall have no less than seven (7), nor more than nine (9) members. Each board member will be approved and appointed by Resolution by the LCBOCC. The LCVAB will be non-political and will not be used for the dissemination of partisan principles. All members must be residents of Lewis County. Only honorably discharged veterans are eligible to serve as board members. As per RCW 73.08, the majority of the LCVAB shall belong to nationally recognized veterans service organizations.

Two (2) alternate members shall be appointed and may attend meetings but shall not vote. If there is a vacant board member position, an alternate board member will be moved to fill the vacancy. The LCVAB may recommend a new alternate board member to the BOCC, from the current LCVAB application file. If the file is exhausted, the LCVAB may recommend another eligible veteran to fill the unexpired term.

Section 2. Member Selection. Public Health Department support staff will advertise vacant board positions in the media as well as send notices and applications to the quartermaster/adjutant of all Lewis County nationally recognized veterans service organizations. Prospective board members shall complete and submit an application to Lewis County Public Health Department or the LCBOCC office by April 30 of each year. All applications shall be forwarded to the LCVAB for review and their recommendations at the May meeting. The LCVAB will recommend prospective members for open positions and then submit these names to the LCBOCC for their approval and appointment. Applications for membership to the LCVAB will be maintained on file for the period of two (2) years. All members shall be duly appointed by a resolution of the LCBOCC.

Section 3. Terms. The term of appointment for Lewis County Veterans Advisory Board members shall be two (2) years.

Section 4. Resignation. Board members may resign by submitting a written and signed resignation to the Board Chairman for referral to the LCBOCC.

Section 5. Removal for Just Cause. Membership on the LCVAB shall be considered vacated by a member following three (3) unexcused, consecutive meeting absences. An unexcused absence is defined as an absence recorded without giving prior notice. A quarterly attendance report shall be provided to the chairman of the LCVAB by county staff. In the event of a vacancy due to resignation or unexcused absences: An alternate board member will be moved to fill the vacancy of a previously appointed board member.

ARTICLE III Meetings

Section 1. General. All members shall attend all regular and special meetings of the LCVAB. Members shall notify the LCVAB chairman or the county staff of any planned absence.

Section 2. Meetings. The LCVAB may meet monthly; however, in no instance shall there be fewer than four (4) meetings within a calendar year.

Section 3. Special Meetings. Special meetings may be called by the Chairman or any majority of Board members, for good cause with at least three days written notice to all members of the Board. Special meetings may be held at any reasonable date, time and place to consider any matter consistent with the LCVAB purpose.

Section 4. Quorum. A quorum of the Board is required to conduct any official business at any Regular or Special Board meeting. For the purpose of conducting official business, a quorum shall be a minimum of five (5) members.

Section 5. Conducting Meetings. The current edition of Roberts Rules of Order, Revised, shall govern the conduct of all regular meetings of the Board, insofar as the rules are not inconsistent with the provision of these bylaws.

Section 6. Meeting Agendas. A written agenda shall be prepared and distributed to each member one (1) week prior to the meeting time for each scheduled Regular or Special Board meeting.

Section 7. Meeting Format. The format for regular meetings shall be as follows:

- Call to Order and flag salute
- Roll Call
- Reading of minutes from previous meeting
- Finance report
- Introductions of guests/speakers
- Committee Reports, standing and special
- Unfinished Business
- New Business
- Q & A with county staff
- Public comment, (at the discretion of chairman or the majority of LCVAB, and time permitting).
- Announcements, (including date and time of next LCVAB meeting).
- Adjournment

Section 8. Cancellation of Meetings. Whenever a LCVAB meeting is canceled by the Chairman or by vote of a majority of the LCVAB members, designated county staff shall immediately send written notice to all LCVAB members, news media, interested parties, and any scheduled guests. In the event written notice will not reach the recipients at least 24 hours prior to the meeting time, notice shall be given by telephone, email or fax.

Section 9. Official Record. County staff is responsible to keep LCVAB official minutes, motions, etc. The LCVAB must approve each set of minutes. All records pertinent to business before the Board shall be on hand for each official LCVAB meeting.

ARTICLE IV Officers

Section 1. Officers. The officers of the LCVAB shall be Board Chairman and Vice Chairman, to be elected from the members of the Board.

Section 2. Elections. At the regular Board meeting, in May of each year, LCVAB members will make open nominations for each of the two offices for the upcoming year. Nominations will be reopened at the June Board meeting, followed by the annual election. A simple majority vote will determine new officers.

Section 3. Terms. Both officers shall serve for a term of one year, which is to commence at the July meeting.

Section 4. Duties and Powers.

Section 4a. The Board Chairman shall:

- (1) Preside at all LCVAB meetings.
- (2) Represent the LCVAB to the Board of County Commissioners, and in other public forums, with the prior approval of the LCVAB.
- (3) Develop and set the agenda for regular and special meetings of the LCVAB.
- (4) Appoint Sub-committee chairman as needed for research or special projects.

Section 4b. Vice-Chairman. The Vice Chairman shall assist the Chairman in the performance of his or her prescribed duties. In the absence of the LCVAB Chairman, or by the Chairman's request, the Vice-Chairman shall preside at the meetings of the LCVAB, assume the Chairman's duties upon the occasion of three (3) unexcused absences or during the Chairman's temporary unavailability.

Section 5. Sub-Committee Chairman. The sub-committee chairman shall provide monthly committee reports to LCVAB.

ARTICLE V County Staff

Section 1. County Staff. The Veterans Relief Fund Coordinator shall act as the Secretary for the LCVAB to prepare and email (or mail) monthly meeting minutes to each board member within one week after the meeting. The secretary shall type and distribute the agenda developed by the Chairman for all LCVAB meetings. The secretary shall provide copies of all correspondence, minutes, agenda and other documents as requested, relating to LCVAB business to LCVAB members; provide information to the news media for public notification of LCVAB meetings or activities; keep an accurate record of all LCVAB proceedings (see the Official Record section of these By-Laws); prepare correspondence as requested by the LCVAB; maintain the official files and records of the LCVAB, and ensure official LCVAB minutes and records are available for each meeting.

ARTICLE V
By-Law Amendments

Section 1. Amendments. Proposed By-Law amendments must be presented to the LCVAB for discussion at two consecutive meetings. A motion must be made and carried by a majority of the LCVAB members to amend By-Laws.

Revised By-Laws first reading: **14 March 2012**

Revised By-Laws second reading: **11 April 2012**

Approved for Adoption by LCVAB on: **11 April 2012**

Attested: _____
Wendy Carolan, Chairman

Executive Summary
To Approve Amended Bylaws of the
Lewis County Veterans Advisory Board

Purpose of Resolution:

Amend Article V of the bylaws that govern the Lewis County Veterans Advisory Board.

Background:

The bylaws of the Lewis County Veterans Advisory Board were approved by Resolution 08-019 on January 14, 2008.

To allow ample time to review and act on any Action Items in the Minutes, the Board desired to have the Minutes available sooner than a week before the next meeting.

The Veterans Advisory Board has discussed at two consecutive meetings and made a motion which was unanimously approved for adoption to amend the following by-laws which state:

Article V
County Staff

Section 1. County Staff. The Veterans Relief Fund Coordinator shall act as the Secretary for the LCVAB to **prepare and mail monthly minutes to each board member one (1) week prior to next LCVAB meeting.**

The bylaws will be changed to the following:

Section 1. County Staff. The Veterans Relief Fund Coordinator shall act as the Secretary for the LCVAB to **prepare and email (or mail) monthly meeting minutes to each board member within one week after the meeting.**

The rest of the by-laws will remain without change as written and approved.

BOCC AGENDA ITEM SUMMARY

(Revised 10-6-10)

AGENDA ITEM # _____ RESOLUTION #: _____ BOCC MEETING DATE: _____

SUGGESTED WORDING FOR AGENDA ITEM:

Notice

☒ Consent

Hearing

Approve Amended Bylaws of Lewis County Veterans Advisory Board revised April 11, 2012**BRIEF REASON FOR BOCC ACTION:**One item in the bylaws is being changed: Veterans Relief Fund Coordinator will prepare and email (or mail) monthly meeting minutes to each board member within one week after the Veterans Advisory Board meeting.SUBMITTED BY: Danette York PHONE: 2774 DATE SUBMITTED: Je PAO 4-18-12CONTACT PERSON WHO WILL ATTEND BOCC MEETING: Danette York**TYPE OF ACTION NEEDED:**☒ Approve Resolution

Approve Ordinance (traffic or other)

Execute Contract/Agreement

Other (please describe): _____

Call for Bids/Proposals

Bid Opening

Notice for Public Hearing *(see publication requirements)

***PUBLICATION REQUIREMENTS:**

Notice emailed to Clerk

Not applicable

Hearing Date: _____ (Must be at least 10 days after 1st publication date)Publish Date(s): When item is to be published _____ (2 weeks for routine budget, property disposal/ auction or vacations)
(3 weeks for property lease)

Publications(s): EAST COUNTY JOURNAL CHRONICLE OTHER _____

ALL AGENDA ITEMS:Department Director/Head: [Signature]
Prosecuting Attorney: [Signature]**Accounting/Budget & Payroll Items**

Budget/Fiscal Director: _____

Chief Accountant: _____

HR Policy/Personnel Items

HR Administrator: _____

Banking or Revenue Items

Treasurer: _____

Fund: N/A

Department: _____

Total Amount: _____

***APPROVALS
MUST BE
OBTAINED
BEFORE
SUBMITTING
ITEM TO BOCC****CLERK'S DISTRIBUTION OF SIGNED DOCUMENTS:**Send cover letter: Wendy Carolan
(address of recipient) PO Box 1135
Toledo, WA 98591**Additional Copies:**Sandi AndrusDan HendersonSusan CaldwellFile originals: BOCC mtg folder
File copy: Hearing/Bid Folder