

BYLAWS OF THE LEWIS COUNTY VETERANS ADVISORY BOARD

Revised ~~January 8, 2014~~

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.

~~The motto shall be~~ *"Assisting Our Veterans"*

~~To be described in this section. (No logo at this time.)~~ 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) regular members and no less than two (2) alternate 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, except in the absence of a regular board member. ~~If there is a vacant board member position, an alternate board member will be moved to fill the vacancy. If there is a vacant board member position, an alternate board member shall be selected to fill the vacancy. The selection shall be submitted to the Lewis County Board of County Commissioners for approval and appointment by resolution.~~ 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~~ for their approval and appointment. Member selection shall be conducted without discrimination based on gender, race, religion, or sexual orientation. The LCVAB will give priority to applicants from voting districts if available that are not represented on the board. 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)~~ three (3) years, however; only, for up to three (3) consecutive terms.

Section 4. Resignation.

Board members may resign by submitting a written and signed resignation to the Board ~~Chairman~~ Chair for referral to the LCBOCC.

Section 5. Removal

Section 5 A. Removal for Just Cause.

Membership on the LCVAB shall be considered vacated by a member following three (3) unexcused absences during a one (1) -year period between ~~July 1 and June 30th~~ January 1st and December 31st. An unexcused absence is defined as an absence recorded without giving prior notice. A quarterly attendance report shall be provided to the ~~chairman~~ chair of the LCVAB by county staff. ~~In the event of a vacancy due to resignation or unexcused~~

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~~absences: An alternate board member will be moved to fill the vacancy of a previously appointed board member.~~

~~5B. Removal for Disruption/Without Cause – The LCVAB may recommend removal of a Board member for disruptive conduct that interferes with the orderly conduct of meetings or the effective functioning of the Board, or without cause. Such recommendation requires a majority vote of the Board after the member has been provided notice of the proposed action and an opportunity to be heard. Final removal is subject to approval by the LCBOCC.~~

ARTICLE III Meetings

Section 1. General.

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

Section 2. Regular 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~~ Chair 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 four (4) members~~ majority of 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.

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A written agenda shall be prepared and distributed to each member one (1) week prior to the regular meetings ~~time for each scheduled Regular or Special Board meeting~~ and three (3) days prior to special meetings.

Section 7. Meeting Format.

The format for regular meetings shall be as follows:

1. Call to Order and flag salute
2. Determination of Quorum Roll Call
3. ~~Reading of minutes from previous meeting~~ Approval of minutes from previous meeting
4. ~~Finance report~~ Monthly Budget Statistics/Quarterly Finance report from County Staff
5. Introductions of guests/speakers
6. ~~Committee Reports, standing and special~~ Non-agenda related Public Comment (at the discretion of the ~~Chairman~~ Chair or Majority of LCVAB. Three (3) minutes time limit per Speaker.)
7. Committee Reports
8. Unfinished Business
9. New Business
10. Q & A with county staff
11. ~~Agenda related~~ Public comment, (at the discretion of ~~chairman~~ chair or the majority of LCVAB, and time permitting) Three (3) minute time limit per speaker.)
11. ~~Announcements, (including date and time of next LCVAB meeting).~~
12. Adjournment

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Section 8. Cancellation of Meetings.

Whenever a LCVAB meeting is canceled by the ~~Chairman~~ Chair 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~~ are responsible ~~to~~ for keeping LCVAB official minutes, motions, etc. The Secretary shall submit all meeting minutes and related records to designated County staff within three (3) days following each meeting. 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 as follows:

1. Chair
2. Vice-Chair
3. Secretary

Board ~~Chairman~~ Chair and Vice ~~Chairman~~ Chair, to be elected from the members of the Board.

Section 2. Elections.

At the regular Board meeting, in November ~~May~~ of each year, LCVAB members will ~~hold~~ make open nominations for each of the ~~two~~ three (3) offices for the upcoming year. ~~Nominations will be reopened at the June Board meeting, followed by the annual election~~ Voting will be held at the December regular meeting. A ~~simple~~ majority vote will determine new officers.

Section 3. Terms.

~~Both~~ Officers shall serve for a term of one (1) year, which is to commence at the ~~July~~ January meeting.

Section 4. Duties and Powers.

The Duties and Powers of the officers of the LCVAB are as follows:

~~Section 4Aa. Chairman~~ Chair - The Chair shall preside over all meetings, maintain order, ensure meetings are conducted in accordance with Robert's Rules of Order, develop and set the agenda for all meetings, appoint Sub-Committee Chair and committee members when authorized, and serve as the primary representative of the LCVAB.

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

~~4C. Secretary – The Secretary shall record and maintain accurate meeting minutes, provide minutes to County Staff for official record keeping, and handle required correspondence at the request of the Chairman.~~

~~Section 4D5. Sub-Committee~~Chairman Chair - ~~The sub-committee chairman shall provide monthly committee reports to LCVAB. The Subcommittee Chair shall preside over subcommittee meetings, guide the work of the subcommittee, report actions and recommendations to the board, and perform other duties as assigned by the Chairman of the Board.~~

ARTICLE V

County Staff

Section 1. County Staff.

~~1A. 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. The Veterans Relief Fund Coordinator distributes meeting agendas and minutes to Board members within one week of each meeting; maintains accurate and official records of all Board proceedings; manages and preserves all official files and correspondence; provides requested documentation to Board members; coordinates public notification, in accordance with county policy, of meetings and activities; prepares correspondence as directed by the Board; ensures official records are available at meetings; and provides the Board with monthly budget updates and quarterly financial reports for the Veterans Relief Fund.~~

1B. Director of Public Health and Social Services (PHSS) – The Director of PHSS interacts with the advisory board to set direction, align resources, and lead interagency coordination in response to VAB priorities. The Director participates in meetings with the community and governmental entities to coordinate services. By ensuring coordination and communication between PHSS and county leadership, the recommendation from the VAB provides a pathway for escalation when decision and resources are needed. The Director responds to service gaps raised by the VAB and oversees program direction and resource decision-making, including budgets and agreements.

1C. Social Services Supervisor – Social Service Supervisor interacts with the advisory board as the program liaison, provides information, and coordinates services to address VAB-identified needs. The supervisor has an explicit role in providing the VAB with presentations, training, and information. As the direct supervisor of the veterans benefits specialist, they oversee and review not only the services provided but also receive community feedback. The supervisor develops plans to address social services issues affecting veterans and assists with cross-departmental coordination.

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ARTICLE VI

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: **04 February 2026**

Revised By-Laws second reading:

Approved for Adoption by LCVAB on:

Attested: _____

~~Michael Hurley~~ Kenneth Norwood, Chair