

ASOTIN COUNY VETERANS ADVISORY BOARD BYLAWS

ARTICLE I – ESTABLISHMENT

- A. The Asotin County Veterans Advisory Board (hereafter referred to as the Veterans Advisory Board) was established in 2014 with the purpose and function established in accordance with the Revised Code of Washington (RCW) 73.08 by the Asotin County Board of Commissioners (hereafter referred to as the County Commissioners).
- B. MISSION: The Veterans Advisory Board shall advise the County Commissioners on the needs of local indigent veterans (honorably discharged veterans or veterans discharged for medical reason with an honorable record), the resources available to those veterans and programs that could benefit the needs of those veterans and their families.

ARTICLE II – MEMBERSHIP

- A. APPOINTMENT: All Veterans Advisory Board members are appointed by the County Commissioners to serve a three (3) year term of appointment. Members appointed to fill vacancies shall serve the remainder of the term. To establish staggered terms, the initial members shall be appointed with two members to 1 year terms, two members to 2 year terms and three members to 3 year terms.
- B. MEMBERS: The Veterans Advisory Board membership shall consist of not more than seven (7) members including Ex-Officio members. Members shall be Asotin County residents and verified Veterans of the Unites States Armed Services. All board members shall be members from nationally recognized veterans' service organizations. A County Commissioner and a County Veterans Services Officer shall be Ex-Officio members of the Board.
- C. REMOVAL: All members serve at the pleasure of the County Commissioners. The Veterans Advisory Board may recommend that the County Commissioners remove a board member. Such recommendation must be established by majority vote of the current board membership, provided that fifteen (15) days' notice in writing of the pending action has been provided to the members.
- D. RESIGNATION: A Veterans Advisory Board member may resign by submitting written notice to the County Commissioners.
- E. LEAVE OF ABSENCE: A Veterans Advisory Board member may apply, in writing, to the County Commissioners for a leave of absence not exceed four (4) continuous months in duration.

ARTICLE III – OFFICERS

- A. ENUMERATED: The Officers of the Veterans Advisory Board shall be the Chair, Vice-Chair and Secretary-Treasurer.
- B. CHAIR: The duties of the Chair shall be to preside at all Veterans Advisory Board meetings, to call special meetings and to make assignments to committees as appropriate. The Chair shall also have other powers, duties and responsibilities as may be assigned by the Veterans Advisory Board membership.
- C. VICE-CHAIR: The Vice-Chair shall preside at Veterans Advisory Board meetings in the absence of the Chair. In the event of the resignation or removal of the Chair, the Vice-Chair shall assume the position of Chair with all powers, duties and responsibilities for the remainder of the term.

- D. SECRETARY-TREASURER: The Secretary-Treasurer shall prepare and submit to the Chair, minutes of the Veterans Advisory Board's meetings and shall be responsible for correspondence, financial affairs and other related matters as referred by the Chair. The Secretary-Treasurer shall preside at Veterans Advisory Board meetings in the absence of the Chair and the Vice-Chair. The Secretary-Treasurer shall be the custodian of the records for the Board and shall maintain and distribute as directed by the Board members all records and other materials acquired by the Board for dissemination to its members.
- E. ELECTIONS: Elections shall be held annually at the Board's December meeting by the members in good standing. The Chair, Vice-Chair and Secretary-Treasurer shall be elected by a majority for one (1) year term beginning on January 1 and ending December 31 of the calendar year following the election.

ARTICLE IV – COMMITTEES

STANDING COMMITTEES: Standing Committees may be established by a majority vote of the Board. The Chair shall appoint a Veterans Advisory Board member as Chair of the committee. Committee membership shall consist of Veteran's Advisory Board members and may include other members of the community, as the Committee Chairperson deems necessary and appropriate. These committees will be reviewed annually for continuation and revision.

ARTICLE V – MEETINGS

- A. REGULAR: The regular meetings of the Veterans Advisory Board shall be held monthly upon such schedule as the Board may from time to time establish.
- B. SPECIAL: Special meetings may be called by the Chair as deemed necessary. Special meetings also may be called whenever a majority of the current Board membership requests the same in writing to the Chair.
- C. QUORUM: A quorum shall consist of a simple majority of the current total number of Veterans Advisory Board members, including at least one Officer.
- D. VOTING: All decisions of the Veterans Advisory Board shall be made by a majority vote of members at a meeting where a quorum is present. No proxy votes will be permitted. Ex-Officio members can cast a vote in case of a tiebreaker.
- E. BALLOTING: Voting shall be conducted by voice.
- F. RECORD OF MEETINGS: Written minutes of regular and special Veterans Advisory Board shall be maintained by Asotin County. Records of attendance, reports and the names of motion makers will be included in the minutes. Minutes shall be open to the public.
- G. ATTENDANCE: Regular attendance at monthly meetings ensures the efficiency of Board business. Three (3) unexcused absences (missed meeting without notification to Chair) per calendar year are justification for consideration by the Board for removal recommendation per Article II – Membership, Paragraph C, Removal.
- H. CONFLICTS OF INTEREST: No member shall participate in discussion or vote on a matter in which the member has an actual or apparent conflict of interest.
- I. OPEN MEETINGS: Meetings of the Board shall be open to the public, subject to such reasonable rules of order as the presiding officer may from time to time impose.

ARTICLE VI – REPRESENTATION

COUNCIL POSITION: The Chair, Vice-Chair or Secretary-Treasurer may speak for the Veterans Advisory Board only when representing positions officially adopted by the Veterans Advisory Board.

ARTICLE VII – PARLIMENTARY AUTHORITY

ROBERT’S RULES OF ORDER: The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Veterans Advisory Board in all cases in which they are applicable and in which they are not in inconsistent with these bylaws.

ARTICLE VIII – AMENDMENTS

RECOMMENDATIONS: The Veterans Advisory Board may submit recommendations to the County Commissioners to amend these bylaws. Recommendations must have a majority vote of the Veterans Advisory Board members present at any regular or special meeting, and such amendments must not conflict with pertinent laws, regulations, ordinances or resolutions of the County, State or Federal Governments. Proposed amendments must be in the hands of council members at least ten (10) days prior to the meeting at which the amendment is to be voted on.

ARTICLE IX – ADOPTION

Bylaws are in full force and effect when approved by the Board of County Commissioners.

BYLAWS APPROVAL

Dated this _____ day of December 2024

ATTEST:

ASOTIN COUNTY BOARD OF COMMISSIONERS

Stacey Harman
Clerk of the Board

Brian Shinn, Chairman

Charles Whitman, Vice Chair

APPROVED AS TO FORM:

Chris Seubert, Member

Curt Liedkie
Prosecuting Attorney