



WASHINGTON COUNTY VETERANS ADVISORY COMMITTEE

BYLAWS

(in accordance with Policy PR-22, Boards and Commissions)

Article I

Name

The name of the Board is the Washington County Veterans Advisory Committee (Committee).

Article II

Mission Statement

The Board shall assist the Board of County Commissioners of Washington County, Maryland (Commissioners) in identifying the needs of its veteran community and provide the Commissioners with recommendations for increased services and resources.

Article III

Priorities

The Board shall:

- A. Collaborate with established military Veteran oriented service organizations to evaluate, develop and promote new and existing programs and services for veterans and their families within Washington County;
- B. Advise the Commissioners on all matters as related to the development and implementation of services and resources involving veterans;
- C. Create awareness of the issues faced by veterans and preserve the honor due all Veterans;
- D. Work cooperatively with any County board, or staff with regard to policies, programs, and concerns relating to veterans' interest, and to maintain a working relationship with all other agencies service veterans within Washington County.

Article IV

Membership

- A. **Composition.** The Board shall be comprised of nine (9) individual voting members as appointed by the Commissioners, and two (2) non-voting, ex-officio members:
 1. All members shall be registered voters and residents of Washington County.
 2. Four (4) members shall have been separated from a United States military service under honorable conditions.
 3. Three (3) members may be non-veterans, who represent a variety of organizations that provide services to Veterans such as:
 - a. A post-secondary educational institution; or
 - b. A member of a Veteran's Service Organization.
 4. One (1) representative from the Maryland Department of Veterans Affairs.
 5. One (1) representative from any of the following organizations (not limited to):
 - a. Veterans of Foreign Wars (VFW);
 - b. The AMVETS;
 - c. Military Order of the Purple Heart (MOPH);

- d. The American Legion; or,
 - e. Disabled American Veterans (DAV).
6. Two (2) non-voting, ex-officio members:
- a. The Director of the Washington County Health Department, Behavioral Health Services Division, or the Director's designee; and,
 - b. One (1) County Commissioner.

B. **Terms.** Standing ex-officio non-voting members are not term-limited. Terms of the individual voting members shall be three (3) years, as outlined in Washington County Policy PR-22, Boards and Commissions. The original term of three (3) members shall be for one (1) year; the original term of three (3) members shall be for two (2) years; and the original term of the remaining members shall be for three (3) years. Subsequent terms of all nine (9) members shall be for three (3) years. Members of the Committee shall be eligible for reappointment for one (1) consecutive term only, and, following the second consecutive 3-year term, shall be eligible for reappointment only following an intervening one (1) year period. A one- or two-year term will not be considered a full term for the purpose of these term limits.

C. **Termination of Membership and Vacancies**

1. Membership on the Committee may be terminated by voluntary withdrawal or by removal by the Commissioners. Any member may withdraw from membership by giving written notice to the Committee chair of such intention.
2. The Committee may recommend to the Commissioners that the membership of an individual member be terminated based on one or more of the following criteria:
 - a. inadequate attendance including excused and unexcused absences;
 - b. breach of confidentiality;
 - c. action/behavior that is inappropriate or inconsistent with County policy; and
3. The Commissioners shall have the authority to remove any member of the Committee at any time when, in its sole and absolute discretion, the best interest of the community shall be served.
4. Any vacancy occurring in the Committee for any reason shall be filled for the unexpired term by the Commissioners.

**Article V
Officers**

A. **Elected Officers.** Members of the Committee shall elect from among their members a chair, vice-chair, and secretary. Notwithstanding any provision of these bylaws, no member may simultaneously hold more than one office. The officers shall have the duties and powers usually attendant upon such officers and other duties and powers not inconsistent herewith as may be provided by the Committee and/or the Commissioners.

B. **Terms.** The chair and vice-chair shall take office at the close of the Annual Meeting and shall serve for a term of one (1) year. Officers are eligible for reelection or reappointment for one (1) additional year. Vacancies occurring during a term of office must be filled for the unexpired balance of

the term of office. When a vacancy in the office of the chair occurs, the vice-chair shall automatically succeed to the office of chair.

C. **Chair.** The chair shall:

1. Preside as the chief officer of the Board and shall be present at all meetings of the Board;
2. Serve as a non-voting ex-officio member of all sub-committees and appoint the chair of each sub-committee from among the members;
3. Ensure that proper records are maintained;
4. Communicate to the Board such matters and make such suggestions as may in the chair's opinion tend to promote the achievement of the goals outlined in these bylaws; and
5. Perform such other duties as are necessarily incidental to the office.

D. **Vice-Chair.** The vice-chair shall perform all duties of the chair during his or her absence.

E. **Secretary.** The secretary shall maintain minutes of the meetings and when necessary provide notice of meetings to members of the Board. The secretary shall keep record of the proceedings of each meeting, which shall include the vote of each member on each question, or if absent or failing to vote, indicating such fact; the names and addresses of all witnesses; a summary of facts on which the decision is based; the decision rendered; and other official actions of the Board.

F. **Officer Removal, Resignation, and Vacancies**

1. The Board may recommend to the Commissioners that a member serving as an officer be removed from his or her officer position based on one or more of the following criteria:
 - a. inadequate attendance including excused and unexcused absences;
 - b. breach of confidentiality;
 - c. actions/behavior that in the opinion of the Board is inappropriate or inconsistent with policy; and
2. The Commissioners shall have the authority to remove any member from an officer position of the Committee at any time when, in its sole and absolute discretion, the best interest of the community shall be served.
3. In the event of an officer vacancy that is caused by removal, resignation, or any other reason, the Committee shall elect a member to fill the vacancy. The election shall take place at the next regularly scheduled meeting following the effective date of the vacancy. A member elected to fill a vacancy shall serve out the remainder of the officer's term left vacant. The partial term served shall not be applied to the term limits.

Article VI
Meetings

A. **Meetings.** Meetings shall be subject to the Open Meetings Act and members of the public shall be permitted to attend all meetings except as provided by law. General parliamentary rules, as set forth in Robert's Rules of Order, as amended from time to time, shall govern, when not in conflict with these bylaws.

1. **Regular Meetings.** The Board will meet whenever it has appeals to decide. Meetings shall be held on a day and hour as the chair may designate. Each member of the Board shall be notified at least one (1) week in advance of any changes in the time or date of scheduled meetings. No member of the Board shall sit in a meeting of or voice on any matter in which he or she is personally or financially interested.

B. **Attendance.** All members shall be required to attend the regularly scheduled Board meetings as scheduled. Failure to attend these meetings may be at the discretion of the Board and result in the following:

1. A third missed meeting in any fiscal year may result in a letter to the member from the chair regarding the attendance policy.

2. Disassociation from the Board as a voting member may occur after the third unexcused absence of regularly scheduled meetings in any fiscal year.

C. **Quorum.** Fifty-one percent (51%) of the total membership shall constitute a quorum. If such a majority is not present at any time, the presiding officer shall adjourn the meeting until a quorum is present.

D. **Sub-committees.** Other standing or special sub-committees of the Board may be formed by the Board as deemed necessary.

Article VII Fiscal Year and Budget

A. **Fiscal Year.** The fiscal year of the Board shall begin on the 1st day of July and end on the last day of June.

B. **Budget.** No budget will be provided to the Board unless deemed necessary by the Commissioners.

Article VIII Amendments to Bylaws


These bylaws may be amended, repealed, modified, or altered, in whole or in part, by the Commissioners, in their sole and absolute discretion. If such an amendment or change is proposed by the Board, such proposal must be submitted in writing and approved at a meeting of the Board. The proposal to amend these bylaws and the text of the proposed amendment must be included in the notice of the next meeting of the Board. At that time, the Board shall vote on the proposed amendment. Such proposed amendments shall be recommended to the Commissioners only if the proposal receives a quorum vote of the Board.

Approved and adopted this 17th day of December 2019

ATTEST:



Krista L. Hart, *County Clerk*



Jeffrey A. Cline, *President*
Board of County Commissioners of
Washington County, Maryland