MASON COUNTY
VETERAN'S ADVISORY BOARD

BY-LAWS

ARTICLE #1 - AUTHORITY
In accordance with RCW73.08.010 the State Legislative authority has authorized that each county is required to establish a Veteran's Assistance Program. Also, in accordance with RCW73.08.035 and Mason County Resolution No. 2021-055, the County Legislative authority has authorized the Mason County Veteran's Advisory Board (VAB).

ARTICLE #2 - PURPOSE
To oversee, manage, and to make changes to the Mason County Veteran's Advisory Board Operating Policy (ABOP), the Veteran's Advisory Board Standard Operating Guidelines (SOG), and, Veteran's Advisory Board By-Laws (By-Laws) To make recommendations to Mason County Commissioners (MCC) for program payment amounts, for food, shelter, rent, utilities, and other items as approved by the MCC, and render a decision in the Appeal Process when needed.

ARTICLE #3 - MEMBERSHIP
The VAB will consist of a ten (10) member board:
- American Legion, two (2) members
- Veterans of Foreign Wars, two (2) members
- 40 et 8, two (2) members
- DAV (2) members
- 2 At large representatives

ARTICLE #4 - MEETING
Meeting will be held at 8:30 am the second Wednesday of each month, except December, at the Veteran's Memorial Hall on Second and Franklin St., Shelton, WA. Special meetings may be held at the request of the Chairperson. The initial agenda shall be set by the Chairperson, but may be amended at the meeting without special notice. Meetings are covered under the Washington Open Public Meeting Act with current RCW.

ARTICLE #5 - QUORUM
A majority of five members and/or alternates shall constitute a quorum for the transaction of business that may come before any monthly or special meeting of the VAB. An alternate may be appointed by the VAB if an appointed member is no longer able to attend meetings.

ARTICLE #6 - VOTING
Each regular appointed member or duly appointed alternate shall be entitled to one (1) vote on any matter that may come before the VAB. The majority vote of quorum present at the VAB shall be necessary to decide any question. Members that are multi-media will continue a present, and voting number.
ARTICLE #7 - OFFICERS
The VAB shall consist of a Chairperson, Vice-Chairperson and Secretary.
  Chairperson duties and responsibilities will be to preside over all meetings; act as a liaison for the VAB, between the MCC and, the Veterans Service Officers (VSO).
  Vice-Chairperson duties and responsibilities will be to preside over the meeting in the absence of the Chairperson, and shall preform other such duties as requested by the Chairperson.
  Secretary duties and responsibilities will be to record minutes of all meetings accurately, in a legible and uniformed format.

ARTICLE #8 - RECORDS AND CORRESPONDENCE
The Chairperson acting in concert with the Veterans Service Officers (VSO) to establish and maintain records and correspondence of each applicant requesting and/or receiving assistance. The VAB acting in concert with the VSO’s shall produce an annual report for MCC.

ARTICLE #9 - SIGNATURE AUTHORITY
With the VAB knowledge and/or approval, the Chairperson is authorized to sign any necessary document(s) and only one signature is required.

ARTICLE #10 - TRAVEL
No travel expenses will be reimbursed to any VAB member, without approval from MCC.

ARTICLE #11 - TRAINING
Participation is dependent upon the VAB member(s) attending certain training made available by the County during regular business hours (such as, Open Public Meetings Act and Public Records). No training expenses will be reimbursed to any VAB member.

ARTICLE #12 - AMENDMENTS
The VAB will provide written notice to the MCC regarding any amendment(s) to these any regular or special meeting.

Approved this 9th, day of March, 2022

Chairperson  Vice Chairperson  Secretary

Updated 3/8/2022