

# MASON COUNTY

## VETERAN'S ADVISORY BOARD

### BY – LAWS

#### ARTICLE #1 – AUTHORITY

In accordance with RCW 73.08.010 the State Legislative authority has authorized that each county is required to establish a Veterans Assistance Program. Also, in accordance with RCW 73.08.035 and Mason County Resolution No. 2021-055, the County Legislative authority has authorized the Mason County Veterans Advisory Board (VAB).

#### ARTICLE #2 – PURPOSE

To oversee, manage, and to make changes to the Mason County Veterans Advisory Board Operating Policy (ABOP), the Veterans Advisory Board Standard Operating Guidelines (SOG), and Veterans 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:

1. American Legion, two (2) members one each from post 31 and post 200
2. Veterans of Foreign Wars, two (2) members
3. 40 et 8, two (2) members
4. DAV, two (2) members one each from Chapter 22 and Chapter 60.
5. At Large: two (2) Mason County Veterans

#### ARTICLE #4 – MEETING

Meeting will be held at 08:30 am the second Wednesday of each month, except December, at 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 FOUR (4) 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 their Commander, if an appointed member is no longer able to attend meetings.

#### ARTICLE #6 – VOTING

Each 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. The Chair will cast the deciding vote for all tie votes.

**ARTICLE #7 – OFFICERS**

The VAB shall consist of a Chairperson, Vice-Chairperson and Secretary.

1. 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).
2. Vice-Chairperson duties and responsibilities will be to preside over the meeting in the absence of the Chairperson, and shall perform other such duties as requested by the Chairperson.
3. 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 correspond with each applicant requesting and/or receiving assistance. Each October 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 reimbursed to any VAB member.

**ARTICLE #12 – AMENDMENTS**

With review by the Post Commanders, the VAB will provide written notice to the MCC regarding any amendment(s) to these By-Laws at any regular or special meeting.

APPROVED this 14 day of December, 2022

Chairperson: Alan Tupper

12/19/22 - per Al Tupper, these are updated By-Laws

Chairperson