

CLACKAMAS COUNTY
Veterans Advisory Council

BYLAWS

Adopted August 10, 2021

ARTICLE I: NAME AND AUTHORITY

This Council shall be known as the Clackamas County Veterans Advisory Council (VAC) and is created pursuant to the authority conferred in Board Order Number 2012-33.

ARTICLE II: PURPOSE AND MISSION

The Council Shall:

- A. Serve as an advisory body to the Clackamas County Board of Commissioners (BCC) and the Department of Health Housing and Human Services (H3S);
- B. Facilitate with veterans and their families, National Guard and Reserves to identify and meet the needs in Clackamas County.
- C. Advise the BCC and H3S on:
 - a. all matters relating the provision of services to veterans, their families and dependents;
 - b. how to ensure that the needs of veterans, their families and dependents are recognized and addressed in a timely manner;
 - c. current issues affecting veterans, their families and dependents and will make recommendations regarding those issues.

ARTICLE III: MEMBERSHIP

SECTION 1: Members

- A. The Council shall be composed of no more than 19 members; 15 veterans, 2 close relatives of a veteran, 2 community members who have work or volunteer responsibilities that include providing services to veterans.
- B. All members shall be appointed to provide good representation

between branches of service, service in different wars and conflicts, and eras of peacetime service.

SECTION 2: Appointment and Tenure

- A. Members of the Veterans Advisory Council are appointed by the Clackamas County Board of County Commissioners.
- B. The Council shall consist of no more than 19 appointed voting members.
- C. After consideration of the recommendations from the Executive Committee, the Council shall recommend to the Department of Health, Housing and Human Services (H3S) qualified candidates for appointment, or reappointment, to each vacant position.
- D. Each Member shall serve for a period of two (2) years. A Council member may be appointed to additional terms.
- E. To be excused from a meeting, a Council member must notify the Council secretary or Chairperson and H3S staff prior to the meeting.
- F. Two unexcused consecutive absences from regularly scheduled meetings of the Council shall constitute automatic resignation by that absent member. Three absences in any twelve-(12) month period, excused or unexcused, by a member will require an Executive Committee review to determine probable future attendance. If termination is recommended by the Executive Committee, a two-thirds vote of members at a Council meeting, with a quorum present, shall constitute automatic termination of that member. Approved leave of absence may be granted by the Executive Committee and shall not be counted in the above formula.

SECTION 3: Voting Privileges

Each Member of the Council present at a Veterans Advisory Council meeting shall be entitled to one vote on all issues presented at regular and special meetings.

SECTION 4: Recall

A member may be recalled with a 2/3 vote of the membership and would require approval or ratification by BCC.

ARTICLE IV: Meetings

SECTION 1: Schedule

- A. The Council shall meet at least 10 times each year at a preannounced location. Special meetings may be called by the Executive Committee or any five (5) members of the Council.
- B. Meetings shall be conducted in accordance with Oregon Public Meeting Laws.
- C. Unless otherwise covered by these bylaws, all Council and sub-committee meetings shall be conducted in accordance with Robert's Rules of Order.
- D. A majority of regular members shall constitute a quorum. When a quorum is in attendance, actions may be approved upon a majority vote of Council members present, unless otherwise provided in the bylaws. A vacancy on the Council shall not change the quorum requirements.
- E. No member of the Council shall be authorized to speak or write **on behalf of the Council** until the Council takes a position by formal action. Members who do not follow the bylaws will be subject to a recall as stated in Article III, Section 4.
- F. In the event a Council member engages in business with the County that could present an actual or potential conflict of interest with matters within the Council's purpose, such member will declare the actual or potential conflict and announce its nature. In the event of a potential conflict, the member may participate and vote on the matter following the declaration.

ARTICLE V: OFFICERS AND DUTIES

SECTION 1: Officers

The officers of the Council shall be a Chairperson, a Vice-Chairperson, and a Secretary elected from the Members.

SECTION 2: Election

An election shall be held during the regularly scheduled Committee meeting in June. The Executive Committee shall present a slate of officers during the regularly scheduled Council meeting in May. Additional nominations may be made during the regularly scheduled Council meeting in June.

SECTION 3: Term of Office

Each officer shall hold office during two fiscal years July 1 - June 30 or until relieved of the position by a two-thirds vote of the Members. Officers may hold succeeding terms of office, but may serve no longer than three consecutive terms.

SECTION 4: Duties

- A. The Chairperson shall establish the agenda and preside at all meetings that he or she attends, and shall be responsible for the expeditious conduct of the business. The Chairperson will make a formal presentation at least twice a year to the Board of County Commissioners.
- B. The Vice-Chairperson shall perform all the duties of the Chairperson during the Chairperson's absence.
- C. The Secretary shall perform all the duties of the Chairperson during the absence of the Chairperson and the Vice-Chairperson.
- D. The Secretary is responsible for reviewing Council meeting attendance records and for advising the Chairperson regarding any Council member with absences requiring action in accordance with Article III, Section 2, item "F".
- E. The Past Chairperson is responsible for advising the Executive Committee on matters related to the Veterans Advisory Council.

ARTICLE VI: SUB-COMMITTEES

SECTION 1: Executive Committee

- A. The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary, and Past Chairperson. Should an immediate Past Chairperson not be available to attend on a regular basis, the Chairperson shall appoint a replacing member-at-large from the Council to serve for the remainder of the fiscal year. The Executive Committee shall determine the agenda of regular and special Veterans Advisory Council meetings. A quorum shall consist of a majority of the members of the Executive Committee.
- B. The Executive Committee shall select and nominate members to the Council, including interviewing candidates for appointment or reappointment. Final recommendations will be made to the Council for action.

SECTION 2: Other Sub-committees

Standing and special sub-committees may be established as deemed necessary by the Council. The Council Chairperson will appoint each Sub-committee Chairperson.

SECTION 3: Sub-committee Membership

Sub-committee membership shall be determined by the respective Sub-committee Chairperson. A majority of the members of any sub-committee must be members of the Committee. The Chair of each sub-committee must be a member, in good standing, of the Advisory Council.

ARTICLE VII: REPORTING PROCEDURES

The Council shall make its reports and findings and recommendations to the Clackamas County Board of Commissioners and the Department of Health, Housing and Human Services through its officers and designated spokesperson.

ARTICLE VIII: AMENDMENTS TO BYLAWS

Amendments or repeal can occur only by a two-thirds (2/3) vote of members at a regular or special meeting. Any proposed change must be mailed to all members at least two weeks prior to the meeting at which the vote is to be held. No amendment shall be effective until reviewed by County Counsel and approved by the Board of County Commissioners.

ARTICLE IX: DISSOLUTION

The Council may be dissolved at any time with or without cause by the Clackamas County Board of County Commissioners.