

RESOLUTION NO. 214 -2006

**ESTABLISHING THE VETERANS ADVISORY BOARD AND APPOINTING MEMBERS**

**WHEREAS**, the Kitsap County Board of Commissioners advocates public participation and supports and encourages citizen involvement in all matters of County government; and

**WHEREAS**, RCW 73.08 charged the county legislative authority with establishing a veterans' advisory board for the purpose of advising the county legislative authority on the needs of local indigent veterans, the resources available to local indigent veterans, and programs that could benefit the needs of local indigent veterans and their families; and

**WHEREAS**, Chapter 2.92 of the Kitsap County Code, readopted on November 6, 2006, created a Veterans Advisory Board consisting of up to seventeen members.

**NOW THEREFORE BE IT RESOLVED BY THE KITSAP COUNTY BOARD OF COMMISSIONERS** that the Kitsap County Veterans' Advisory Board is established with guidelines as set forth in *Attachment #1, Kitsap County Veterans Advisory Board Bylaws*. In addition, the following individuals are appointed to serve on the Kitsap County Veterans Advisory Board for terms as indicated below.

Duane Cruz	12/4/06 – 12/3/07	Dennis Mannick	12/4/06 – 12/3/08
Bobby Edwards	12/4/06 – 12/3/07	Rudy Muriel	12/4/06 – 12/3/08
Robert Gardner	12/4/06 – 12/3/07	Dennis Nelson	12/4/06 – 12/3/08
Allen Gates	12/4/06 – 12/3/07	Willis Papillion	12/4/06 – 12/3/09
Roth Hafer	12/4/06 – 12/3/07	Frederick Scheffler	12/4/06 – 12/3/09
Russell Hauge	12/4/06 – 12/3/08	Corky Sullivan	12/4/06 – 12/3/09
Dean Hearing	12/4/06 – 12/3/08	Ray Switzer	12/4/06 – 12/3/09
Sharon Kirkpatrick	12/4/06 – 12/3/08		

Adopted this 4<sup>th</sup> day of December 2006

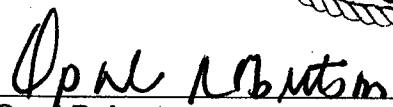
BOARD OF COUNTY COMMISSIONERS  
KITSAP COUNTY, WASHINGTON

  
\_\_\_\_\_  
Jan Angel, Chair

  
\_\_\_\_\_  
Chris Endresen, Commissioner

  
\_\_\_\_\_  
Patty Lent, Commissioner

ATTEST:

  
\_\_\_\_\_  
Opal Robertson  
Clerk of the Board

## KITSAP COUNTY VETERANS ADVISORY BOARD BYLAWS

### ARTICLE I—ESTABLISHMENT

- A. The Kitsap County Veterans Advisory Board (hereafter referred to as the Veterans Advisory Board) was established in 2006 with the purpose and function established in accordance with Revised Code of Washington (RCW) 73.08 and Kitsap County Ordinance Title 2 Administration and Personnel, chapter 2.92 Veterans Assistance, by the Kitsap County Board of Commissioners (hereafter referred to as the County Commissioners).
- B. **Mission:** The Veterans Advisory Board shall advise the board of county commissioners on the needs of local indigent veterans, the resources available to local indigent veterans, and programs that could benefit the needs of local indigent 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 five members to 1 year terms, six members to 2 year terms and six members to 3 year terms.
- B. **Members:** The Veterans Advisory Board membership shall consist of not more than seventeen (17) members. No fewer than a majority of the board members shall be members from nationally recognized veterans' service organizations and only veterans are eligible to serve as board members.
- C. **Removal:** All members serve at the pleasure of the County Commissioners. The Veterans Advisory Board may recommend that the County Commissioners remove a council member. Such recommendation must be established by majority vote of the current council 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 Board and 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 to exceed six (6) months.

### ARTICLE III—OFFICERS

- A. **Enumerated:** The officers of the Veterans Advisory Board shall be the Chair and Vice-Chair and such other officers as may be deemed necessary by the Board.
- 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. **Chair Protempore:** A Chair Protempore shall be elected by a majority of the members present to preside over a meeting in the absence of the Chair and the Vice-Chair.
- E. **Chair/Vice Chair Vacancies:** A special election would occur when both the Chair and Vice Chair positions have been vacated. At the next meeting of the Council, the Chair Protempore will preside over the meeting and special election.
- F. **Elections:** Elections shall be held annually at the Board's November meeting. The Chair and Vice-Chair shall be elected by a majority vote for a one (1) year term beginning on January 1 and ending on December 31 of the calendar year following election. The Chair may vote in the election of officers. Any Board member may audit the ballot.
- G. **Nominations:** The Chair shall appoint a three-member nominating committee no later than September 30. Elections shall be held from a slate presented by the committee and nominations from the floor.

#### ARTICLE IV—COMMITTEES

- A. **Standing Committees:** Standing Committees may be established by a majority vote of the Board. The Chair shall appoint a Veterans Advisory Board member as Chairperson of the committee. Committee membership shall consist of Veterans 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.
- B. **Ad Hoc Committees:** The Chair of the Veterans Advisory Board may appoint committees as needed during any regular meeting. The Chair shall appoint a Veterans Advisory Board member as Chairperson of the committee. Committee membership shall consist of Veterans Advisory Board members, and may include other ad hoc members of the community, as the Committee Chairperson deems necessary and appropriate.

#### 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.

- 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. The Chair shall vote only when a tie occurs. Exception: the Chair may vote in elections.
- E. **Balloting:** Voting shall be conducted by voice.
- F. **Record of Meetings:** Written minutes of regular and special Veterans Advisory Board meetings shall be prepared and maintained by Kitsap 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 and retreats ensures the efficiency of Board business.
- Excused Absence: A planned or emergency absence from a regularly scheduled meeting/event; excused with telephone call or email message to county staff or the Board Chair prior to the scheduled meeting or event.
  - Unexcused Absence: Missed meeting or retreat without notification to staff or Chair.

Three unexcused absences 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 Chair's designee may speak for the Veterans Advisory Board only when representing positions officially adopted by the Veterans Advisory Board.

#### ARTICLE VII—PARLIMENTARY AUTHORITY

**Roberts' Rules of Order:** The rules contained in the current edition of Roberts' 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 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 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.

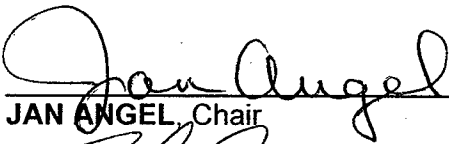
**ARTICLE IX—ADOPTION**

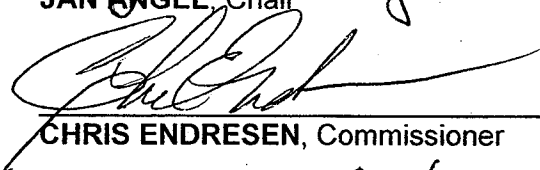
**Bylaws are in full force and effect when approved by the Board of County Commissioners**


**BYLAWS APPROVAL**

Dated this 4<sup>th</sup> day of December 2006

**BOARD OF COUNTY COMMISSIONERS  
KITSAP COUNTY, WASHINGTON**

  
\_\_\_\_\_  
JAN ANGEL, Chair

  
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CHRIS ENDRESEN, Commissioner

  
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PATTY LENT, Commissioner