

BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2018- 011

IN THE MATTER OF RE-ESTABLISHING PACIFIC COUNTY VETERANS
ADVISORY BOARD RULES OF PROCEDURE AND RESCINDING PREVIOUS
RULES OF PROCEDURE

WHEREAS, the Pacific County Veterans' Advisory Board shall, in accordance with Chapter 73.08.035 RCW, advise 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, there is a need to provide guidance to the Veterans Advisory Board meetings; and

WHEREAS, the attached Rules of Procedure will provide the necessary guidance to the Veterans Advisory Board; and

THEREFORE, IT IS HEREBY RESOLVED that the Pacific County Veterans Advisory Board Rules of Procedure attached to this Resolution are hereby adopted and any previous rules of procedure are hereby repealed.

PASSED by the following vote this 27th day of March, 2018, by the Board of Pacific County Commissioners meeting in regular session at South Bend, Washington, then signed by its membership and attested to by its Clerk in authorization of such passage:

3 YEA; ~~0~~ NAY; ~~0~~ ABSTAIN; and ~~0~~ ABSENT.

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Lisa R. Olsen

Lisa Olsen, Chairman

Frank Wolfe

Frank Wolfe, Commissioner

Lisa Ayers

Lisa Ayers, Commissioner

ATTEST

Marie Guernsey

Marie Guernsey, Clerk of the Board

PACIFIC COUNTY
VETERANS ADVISORY BOARD

Rules of Procedure

WE, THE MEMBERS of the Veterans Advisory Board, Pacific County, State of Washington, do hereby adopt, publish, and declare the following rules of procedure:

1. Name and Membership.

The official name shall be "Pacific County Veterans Advisory Board". The Board shall consist of five (5) regular members and two alternates.

2. Purpose.

The Pacific County Veterans' Advisory Board shall, in accordance with Chapter 73.08.035 RCW, advise 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;

3. Meetings.

Regular meetings shall be held at 10:30A.M. on the third Wednesday every three months and shall be open to the public.

Special meetings may be called by the Chairman. Written notice shall be given to all members and the newspapers not less than twenty-four hours in advance.

If no matters over which the Veterans Advisory Board has authority are pending upon its calendar, a meeting may be cancelled.

4. Election of Officers.

Officers of the Veterans Advisory Board shall consist of a Chairman and Vice Chairman from its members.

The election of officers shall take place once each year on the occasion of the first regular meeting of each calendar year. Terms of office of each officer shall run until the subsequent election. If an officer ceases to be a member of the Veterans Advisory Board, a new election shall take place for the unexpired term at the next regular meeting, provided that a quorum is present.

5. Chairman.

The Chairman shall preside over the meetings of the Veterans Advisory Board and may exercise all the powers usually incident to the office. The Chairman shall have his/her own vote recorded in all deliberations of the Veterans Advisory Board.

The Vice Chairman shall, in the absence of the Chairman, perform all the duties of the Chairman. The Chairman and Vice Chairman, both being absent, the members present

may elect for the meeting, a temporary Chairman who shall have full powers of the Chairman during the absence of the Chairman and Vice Chairman.

6. Quorum.

Three (3) members of the Veterans Advisory Board shall constitute a quorum for the transaction of business. Any action taken by a majority of Board members at any regular or special meeting of the Veterans Advisory Board, when those present constitute a quorum, shall be valid. However, any amendment(s) to these rules of procedure must be approved by three (3) regular Board members.

7. Removal of Members.

Any member of the Veterans Advisory Board may be removed by the Board of County Commissioners for any cause.

In the event a regular member is absent for three (3) consecutive meetings, without a valid and justifiable reason, the Board of County Commissioners shall be notified of the absences.

8. Agenda.

An agenda shall be prepared for each meeting and a copy delivered to each member at least four (4) days prior to the meeting and shall consist of the following order of business:

- a. Call to Order
- b. Pledge of Allegiance
- c. Introductions of Board Members and/or Staff Members
- d. Minutes of the previous meeting
- e. Old Business
- f. New Business
- g. Other Business not on the Agenda
- h. Close Meeting

9. Amendment Process.

The rules of procedure may be amended at any regular or special meeting of the Veterans Advisory Board by a majority vote, provided that at least three regular members vote in support of the amendment(s). Such new rules of procedure will take effect at the first meeting following the adoption of the new procedural rules.