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KALAMAZOO COUNTY VETERANS' AFFAIRS COMMITTEE

BYLAWS

ARTICLE 1

NAME

The name of this body is the Kalamazoo County Veterans' Affairs Committee.

ARTICLE 2

AUTHORITY

The Kalamazoo County Veterans' Affairs Committee is authorized by Act – 192' of the public Acts of 1953 (Act 192); as amended, and the Resolution to create a County Department of Veterans Affairs and a Kalamazoo County Veterans Affairs Committee approved by the Kalamazoo County Board of Commissioners on October 19, 1999. The Committee shall operate under the County's operating and fiscal policies.

ARTICLE 3

DUTIES AND RESPONSIBILITIES

The committee shall have the following duties and responsibilities:

- A. Administer the County Veteran's Service Office pursuant to Act 192
- B. Within the budget set up by the County Board (1) appoint a veterans service Director and such other employees as shall be necessary to provide services to veterans, and (2) incur such other expenses as shall be necessary in carrying out the provisions of the law.
- C. Implement the services authorized under Act 192 of the Public Acts of 1953, as amended; Act 214 of the Public Acts of 1899, as amended; Act 235 of the Public Acts of 1911, as amended; and any other law authorizing benefits to veterans.
- D. The Committee shall have such powers and duties as shall from time to time be provided by law or be assigned by the Kalamazoo County Board of Commissioners.

ARTICLE 4

COMMITTEE ORGANIZATION

Section 1. Committee Membership: The committee shall consist of five members who shall be appointed or removed by the Chairperson of the County Board, with confirmation of such appointment or removal by a majority of the County Board. Except as otherwise provided in this paragraph, the committee shall be composed of veterans who shall be residents of Kalamazoo County and who have served honorably on active duty in the armed forces as volunteers or regulars or women Marines, or who served actively in a war in which the United State has been, is, or may hereafter be a participant as defined in title 38 of the United States Code, 38 USC 101-8528, including the conflict in Vietnam, to be appointed upon the recommendation of the post of each chartered veterans organization within Kalamazoo county. One member may be a County Commissioner regardless of whether he/she is a veteran. If an opening on the committee occurs, the County Board shall provide notice of that opening to one or more newspapers within the county and to veteran service organizations within the county.

Section 2. Term of Members: the term of office of a committee member shall be four (4) years commencing January 1 of the year of appointment, except that of the members first appointed , two members shall be appointed for a term of four years; one member shall be appointed for a term of three (3) years; one member shall be appointed for a period of two (2) years; one member shall be appointed for a period of one (1) year. Each term shall expire at noon on January 1, and each member shall hold office thereafter until his/her successor is appointed. Members may be re-appointed.

Section 3. Officers: At the first meeting of each calendar year, the committee shall elect one of its members as chairperson, one of its members as vice-chair, one of its members as secretary, and any other officers that it deems appropriate. Each officer shall serve a one (1) year term, and each officer may be re-appointed to more than one term.

Section 4. Vacancies in office: When a vacancy occurs on the committee, either by death, resignation or removal, the vacancy shall be filled by the County Board for the un-expired term in the same manner as the original appointment.

Section 5. Attendance: A member must attend greater than fifty percent of the regularly scheduled committee meetings in a calendar year. A member may participate by conference call or other platform for communication for no more than 2 regularly scheduled meetings in a calendar year.

Section 6. Neglect of Duties: If any member has missed fifty percent of the regularly scheduled committee meetings in one (1) calendar year, the committee chairperson shall notify the County Board in writing of this fact and request that the County Board institute removal procedures.

Section 7. Removal: The County Board may remove a member for cause provided due written notice of the charges made against him/her are given to the member and the member has an opportunity to appear before the County Board for a hearing on the charges.

Section 8. General Conduct: The Veterans Affairs Committee shall function as a unit; therefore, individual members shall not speak for the committee unless authorized by the committee to do so.

ARTICLE 5

OFFICERS AND STAFF

Section 1. Chairperson: The chairperson shall be elected by and from the membership of the committee. His/her duties and powers shall include the following:

- a. He/she shall preside at all meetings of the committee
- b. He/she shall appoint all standing and special subcommittees of the committee and all commissions or agencies established by law or by the committee, subject to approval of the committee.
- c. He/she shall serve as an ex-officio member of all committees and sub-committees of the committee.
- d. He/she shall be the ceremonial representative of the committee and shall perform such other duties as specified by law, the Kalamazoo County Board of Commissioners, or by custom.

Section 2. Vice- Chairperson: The Vice-Chairperson shall be elected by and from the members of the committee. He/she shall preside in the absence of the Chairperson and shall perform such other duties as may from time to time assigned.

Section 3. Clerical Support: Clerical support for the committee will be provided by the Veterans Affairs Department. The clerical staff shall have the following duties:

- a. Record all proceedings of the committee
- b. Make regular entries of all resolutions and decisions upon all questions.
- c. Record the vote of each member on any questions submitted to the committee, if required by any member present.
- d. Prepare copies of the minutes of the proceedings of the committee for the distribution to the members of the committee pursuant to Article VI, section 6.
- e. Perform such other and further duties as the committee may require.

ARTICLE 6

REGULAR MEETINGS

Section 1. Regular Meetings: Except as otherwise required by law, or provided by the committee, regular meetings of the committee shall be held as follows:

- a. The committee shall meet at least four (4) times per year or at the request of the Veterans Affairs Committee Chairman.
- b. All regular meeting of the committee shall be held at the Health and Community Services Department unless the committee shall otherwise specify.
- c. All meetings of the committee shall be held in accessible facilities and shall be conducted according to the Open Meetings Act.
- d. Unless a motion of adjournment shall otherwise direct, any regular meeting of the committee may be reconvened by the committee chairperson by serving on the other members a written notice of the time and purpose of any such reconvened meeting; provided, however, service may be waived in writing by a member; said waiver shall

become a part of the permanent record. Service of such notice may be waived in writing by a member; said waiver shall become a part of the permanent record. Service of such notice may be made by delivering the notice to the member personally, or by leaving the same at each members residence with some person of the household at least eighteen (18) hours before such meetings is to take place, or by depositing the same in a government mail receptacle enclosed in a sealed envelope plainly addressed to such member at his/her last known residence address at least seventy-two (72) hours before such meeting is to take place. Such service may be made by a member of the committee or by an employee or agent of the committee. A public notice stating the date, time and place of a re-scheduled regular or special meeting shall be posted in the Veterans Affairs office and the County Board office eighteen (18) hours before the meeting. Any adjournment necessitated because of lack of quorum shall be sine die, subject to being reconvened by the chairperson of the committee as provided in this subsection (MVLS 15.265).

Section 2. Special Meeting: A special meeting may be called by the chairperson or any two (2) members of the committee upon written notice being served to each member at his/her place of residence at least eighteen (18) hours prior to such meeting. Members may waive notice of any special meeting either before or after the holding thereof. A public notice stating the time, date and place of special meeting shall be posted in the Veterans Affairs office and the County Board office at least eighteen (18) hours before the meeting (MCLA 15.265). A member may attend a special meeting by conference call or other platform of communication through advance notification to the committee Chairperson.

Section 3. Adjourned Meetings: Any legal meeting of the committee may be adjourned from time to time as the committee may deem necessary.

Section 4. Quorum: A majority of the members shall constitute a quorum for the transaction of the business of this committee.

Section 5. Voting: Except as otherwise provided by statute, all questions shall be determined by a vote of a majority of the members present.

Section 6. Distribution of minutes: Proposed minutes shall be available for public inspection not more than eight (8) business days after each meeting. A copy of the proposed minutes shall be mailed to each member not less than six (6) days prior to the next regularly scheduled meeting. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting in which the minutes are approved by the committee. Corrections to the minutes shall be made no later than the next meeting after the meeting to which the minutes refer. Corrected minutes shall be available no later than the next subsequent meeting after corrections. The corrected minutes shall show both the original entry and the correction.

Section 7. Citizen participation: Any citizen may comment on the agenda items prior to the taking of the vote thereon. Citizens, after being recognized, shall identify themselves by name and address and shall ordinarily limit their presentation to four (4) minutes unless the time is otherwise extended by the chairperson or by the vote of the committee.

Section 8. Open Meeting Act and Freedom of Information Act: The committee is a public body and as such shall be governed by the Michigan Open Meetings Act (Act 267 of the Public Acts of 1976, as amended) and the Michigan Freedom of Information Act (Act 442 of the Public Acts of 1976, as amended).

Section 9. Rules of Order: Robert's Rules of Order, newly revised, shall govern the committee and its subcommittees in all of the deliberations except as modified by these bylaws. The Rules of Order of business may be suspended at any meeting by two-thirds (2/3) vote of those present.

ARTICLE 7

COMMITTEES

Section 1. Subcommittees: The committee may establish a subcommittee structure by which to accomplish its tasks. The committee from time to time may establish special subcommittees as necessary. Subcommittee membership may include non-members of the committee.

Section 2. Appointment of subcommittees: The chairperson of the committee shall have the power to appoint to such subcommittees such members as shall be required thereon.

Section 3. Criteria: Subcommittee members shall be selected on the basis of their qualifications in the subject matter to be considered by the subcommittees and shall, as nearly as possible, be representative of the people of the county.

ARTICLE 8

RULES OF GENERAL CONDUCT AND PROCEDURE

Section 1. General Conduct: A member shall not use profane, intemperate or discourteous language or conduct.

Section 2. Conflict of Interest:

- a. No member shall be a party, directly or indirectly, to any contract between himself/herself and the county except as provided in Subsection C below (MCLA 15.322)
- b. No member shall directly or indirectly solicit any contract between the county and one (1) himself/herself (2) any firm (meaning co-partnership or other unincorporated association) of which he/she is a partner, member, or employee; (3) any private corporation in which he/she is a stockholder owning more than one percent of the total outstanding stock of any class where such stock is not listed on a stock exchange, or of which he/she is a director, officer, or employee; or (4) any trust of which he/she is a beneficiary or trustee; nor shall he /she take any part in the negotiations for such a contract or in the re-negotiation thereof, amendment thereto, or approval thereof; nor shall he/she represent either party in the transaction except as provided in subsection C below (MCLA 15.322)
- c. (1) subsections A and B shall not apply to a member who is paid for working an average of 25 hours or less per week for the county.

(2) A contract as defined in and limited by subsection A and B involving the county and a member shall meet all of the following requirements:
 - (a) the member promptly discloses any pecuniary interest in the contract to the committee which has the power to recommend approval of the contract to the Board of Commissioners, which disclosure shall be made a matter of record in its official proceedings.

(b) The contract is approved by a vote of not less than two-thirds (2/3) of the full membership of the committee in open session without the vote of the member making the disclosure.

(c) The committee discloses the following summary information in its official minutes

(I) The name of each party involved in the contract.

(II) The terms of the contract; including duration, financial consideration between parties, facilities or services of the county included in the contract, and the nature of the degree of assignment of employees of the county for fulfillment of the contract.

(III) The nature of any pecuniary interest.

(MCLA 15.323)

(d) Subsections A, B, and C shall not prevent a member from making a governmental decision to the extent that the member's participation is required by law. If two-thirds (2/3) of the members are not eligible under sub-sections A, B, and C to vote on a contract or to constitute a quorum, a member may be counted for the purposes of a quorum and may vote on the contract if the member will directly benefit from the contract in an amount less than \$250.00 and less than five percent of the public cost of the contract, and the member files a sworn affidavit to that effect with the committee. The affidavit shall be made a part of the public record of the official proceedings. As used in this subsection, "governmental decision" means a determination, action, vote or disposition upon a motion, proposal, recommendation, resolution, ordinance, order or measure on which a vote by members of the committee is required and by which the committee effectuates or formulates public policy (MCLA 15.323).

Section 3. False Statements: No member shall make any false statement for the purpose of receiving compensation or reimbursement for expenditures.

Section 4. Previous Question: Every member present shall have an opportunity to speak to a question before there may be a call for a vote.

ARTICLE 8

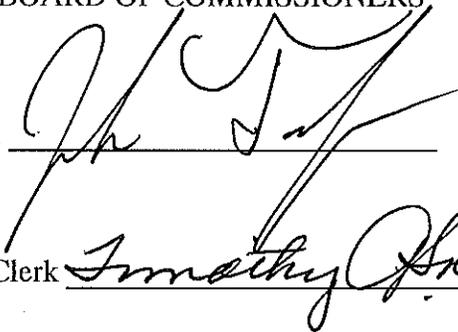
AMENDMENT

These by-laws may be amended, altered, changed, added to or repealed by the affirmative vote of a majority of the members of the entire committee at any regular or special meeting, provided notice of the intention to amend and copy of the proposed amendment had been included in the call; however, the adoption of the amendments is subject to the approval of the Board of Commissioners. Further, a two-thirds (2/3) vote of the entire committee shall be required when a motion to amend, alter, change, add to, or repeal these bylaws is not included on the regular call. The Board of Commissioners shall have the right to amend said bylaws at anytime, with, or without action by the Veterans Affairs Committee.

The Kalamazoo County Board of Commissioners approved these bylaws at a regular meeting held on July 5, 2011; and are now approved as amended at a regular meeting held on April 21, 2015

KALAMAZOO COUNTY BOARD OF COMMISSIONERS

John P. Taylor, Chairperson



Date 4.21.15

Timothy A. Snow, County Clerk



Date 4.21.15