

# **Antrim County Veterans Affairs Committee**

## **BYLAWS**

### **ARTICLE I**

#### NAME

The name of this committee shall be the Antrim County Veterans Affairs Committee.

### **ARTICLE II**

#### AUTHORITY

On November 14, 1985 the Antrim County Board of Commissioners voted to abolish the Soldiers' and Sailors' Relief Commission and create a County Department of Veterans' Affairs as provided by Public Act 192 of 1953. The Antrim County Veterans Affairs Committee (ACVAC) was then formed pursuant to Public Act 192, 35.621, Section 1 that reads in part "The department shall be under the administration of a committee of **3 to 5** veterans, appointed by the county board of commissioners..."

Public Act 192 of 1953, 35.621, Section 1 was amended effective April 4, 2017 that reads in part "The county department of veterans' affairs shall be under the administration of a committee of **3 to 7** veterans, appointed by the county board of commissioners." The entire act (amended version) is attached and serves as guidance to the ACVAC.

## **ARTICLE III**

### **PURPOSE AND FUNCTION**

The purpose of the ACVAC is to administer the provision of veterans' services by the Antrim County Department of Veterans' Affairs ("ACDVA") and to insure that such services are available and accessible to the citizens of Antrim County.

The ACVAC will oversee the ACDVA in their delivery of services in accordance with the Michigan Compiled Laws relating to veterans. The ACVAC will meet regularly to address a number of items including, but not limited to the following:

- Establish policies and procedures for the ACDVA staff to follow in conducting day to day operations of the office
- Establish policies and procedures related to the processing of county burial benefit applications
- Establish policies and procedures relating to all aspects of the Antrim County Veterans' Emergency Relief Fund (ACVERF)
- Review, monitor and/or affirm the actions of the ACDVA
- Make recommendations to the Antrim County Board of Commissioners (BOC) or ACDVA as needed
- Review and adjudicate county burial benefit applications in accordance with Public Act 235 of 1911 which was previously the duty of the abolished Soldiers' and Sailors' Relief Commission
- Review, discuss and adjudicate applications made to the ACVERF which was previously the duty of the abolished Soldiers' and Sailors' Relief Commission
- Review applications to fill ACVAC vacancies and make recommendation to the BOC
- Should the need arise to request resignation from or to dismiss a current ACVAC member, the ACVAC with the assistance of the ACDVA Director will compile the facts and make recommendation to the BOC

## **ARTICLE IV**

### MEETINGS AND ATTENDANCE

Appointment to the ACVAC is contingent upon the appointee's availability to participate in committee responsibilities. Responsibilities include making oneself available to the ACDVA, participating in the Relief Fund application discussion and decision making process and any administrative duties as needed. Committee members' address, phone number and email address will be printed in an internal staff directory and shared with all members.

The ACVAC shall meet monthly unless there is no immediate business, in which case the regularly scheduled meeting will be cancelled. Additional meetings shall be scheduled on an as needed basis when agreed upon by the majority of members.

Regularly scheduled meetings shall be held on the morning of the second Wednesday of each month. The regular scheduled meeting day and time can be changed by a majority vote and shall be recorded in the minutes of the meeting during which the vote was taken. If the regular meeting date is a national holiday, the meeting shall be rescheduled.

A quorum (majority of the appointed ACVAC members) is necessary for transaction of business.

ACVAC members will be appointed by the BOC to a four year term except when an unforeseen vacancy occurs, the BOC shall fill the vacancy for the remainder of the unexpired term.

The ACVAC fiscal year shall coincide with the Antrim County fiscal year.

The ACVAC meetings are governed by Open Meetings Act Public Act 267 of 1976. The Open Meetings Act exempts the ACVAC only when discussing the merits of emergent need applications in regards to the ACVERF. All other activities and decisions of the ACVAC must be carried out within the provisions of an "open meeting".

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern the procedures of ACVAC to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the ACVAC may adopt.

The right to vote (approve or disapprove) an application for financial assistance from the ACVERF at a scheduled meeting is limited to those in

attendance only. A vote by mail or email is acceptable only when voting on other issues such as adoption of or changes to bylaws and policy.

Any ACVAC member that demonstrates chronic absenteeism from scheduled meetings or who fails to fulfill the responsibilities of his/her appointment, may have their appointment terminated or be requested to resign by a majority vote of the remaining ACVAC members. In such instances, a letter will be written by the ACDVA Director at the direction of the ACVAC and submitted to the BOC requesting removal of the member. Chronic absenteeism is defined as missing three meetings in a one-year time period and does not include absent due to a medical condition, family emergency or inability to travel due to an act of nature. The one-year time period is defined as 365 days from the date of the first missed scheduled meeting, not by calendar year.

## **ARTICLE V**

### **OFFICERS AND EXPENSES**

The ACVAC shall consist of three to seven members who shall select a Chairperson and Vice Chairperson in the month of January of the current year with the period of office being held until January of the following year. The Vice Chairperson will conduct the meeting in the event the Chairperson is unable to do so.

The ACVAC members shall be entitled to receive the same per diem for attending meetings as that of the BOC pursuant to Public Act 192 of 1953, Section 3. The per diem is to be paid out of the general fund budget approved by the BOC.

An ACVAC member will not be elected as secretary. Instead, an ACDVA office staff person selected by the Director of the ACDVA will carry out any and all duties normally assigned to an elected secretary. This office staff person will hereafter be referred to as ACDVA Liaison to the ACVAC. The ACDVA Director will perform the duties of secretary in the event the ACDVA Liaison is unable to do so.

## **ARTICLE VI**

### DUTIES OF THE ACDVA LIAISON

The ACDVA Liaison will interview the applicant applying for financial assistance from the ACVERF and complete the application. The interview process will serve to obtain the necessary information to complete the application, i.e. household income, asset and expense information, dependent information, circumstances surrounding the requested need and supporting documentation. The ACDVA Liaison will be responsible for completing the meeting agenda, presenting county burial benefit applications and emergency relief applications to the ACVAC for adjudication, taking minutes of the meetings and providing said minutes to the Administration Office for posting to the County website.

## **ARTICLE VII**

### VETERANS SERVICE OFFICER

The ACVAC shall appoint a County Veterans Service Officer (CVSO) pursuant to Act 192 of 1953, 35.623, Sec.3. The ACVAC shall work in conjunction with the County Administrator in selection of the CVSO and shall be involved in the interview process. While not binding, the ACVAC shall take into consideration any recommendation made by the County Administrator and shall consult with and request the assistance of any association and/or council of organized veterans in Antrim County.

The CVSO shall also function as Director of the ACDVA and County Department Head. The Director/CVSO shall be the designated representative of the ACDVA and in the role of Antrim County CVSO shall assume all responsibilities, functions, and duties of same; adhere to all local, state and federal statutes applicable to the functions of the department.

## **ARTICLE VIII**

### OFFICE STAFF

The ACDVA Director/CVSO in conjunction with the County Administrator shall interview applicants to fill office support staff and additional CVSO positions. The Director/CVSO shall take into consideration any recommendation made by the County Administrator and shall consult with and request the assistance of any association and/or council of organized veterans in Antrim County including the ACVAC before making a final decision.

## **ARTICLE IX**

### AMENDMENTS

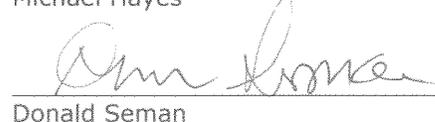
These bylaws may be amended, altered, changed, added to or repealed by the affirmative vote of a majority of the ACVAC members whether it is while attending a scheduled meeting, by mail or email provided a notice of such change/amendment was given to the members 14 days prior to the requested vote to allow time for review.

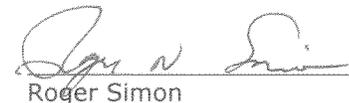
These newly created bylaws are hereby approved and adopted on this 8<sup>th</sup> day of November, 2017 by the Antrim County Veterans Affairs Committee.

  
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Thomas Brown

  
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Michael Hayes

  
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Thomas Sandeen

  
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Donald Seman

  
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Roger Simon

#### **Acronym Key**

ACDVA - Antrim County Department of Veterans Affairs  
ACVAC - Antrim County Veterans Affairs Committee  
ACVERF - Antrim County Veterans Emergency Relief Fund  
BOC - Antrim County Board of Commissioners