

Atlantic County



Veterans Advisory Board BYLAWS

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Atlantic County Veterans Advisory Board

Bylaws

Article I – Name:

The name of the Organization shall be: Atlantic County Veterans Advisory Board also known as the ACVAB.

Article II – Legal Authority:

The ACVAB is created pursuant Resolution No. 3-2015 (adopted March 10, 2015 and amending Section 4-64.10 of the Atlantic County Code) of the Atlantic County Board of Chosen Freeholders. The ACVAB shall be under the Office of the County Executive/Administrator. These bylaws shall not exceed the scope of County Code Section 4-64.10.

Article III – Mission and Vision Statements:

Section I: Mission Statement

In order to affirm Atlantic County's commitment to veteran's services, and to advocate for the respect, dignity, and needs of veterans, the ACVAB is dedicated to the formulation of policies and recommendations to improve the availability and coordination of services offered to veterans and their dependents. The ACVAB shall advise and consult with the Atlantic County Government on issues of importance and concern to the veterans of the Uniformed Services of the United States, and its allies, residing in the County of Atlantic and State of New Jersey.

Section II: Vision Statement

The ACVAB will be recognized as a preeminent institution in Atlantic County for assessing and identifying the needs of Atlantic County veterans and dependents. The ACVAB will inform the public and legislative bodies of those needs; assist in the development of and recommendation of public policy to meet those needs; and monitor those agencies which provide services to veterans to ensure public policy is being effectively implemented. The mission and significance of the ACVAB will be reinforced through the planning, organization, and conduct of county ceremonies which commemorate and recognize those who served our country in the armed forces. The ACVAB will promote legitimate causes pertaining to Atlantic County veterans such as the promulgation of news, services, and programs of interest by inclusively involving all interested veterans and veteran organizations. In order to ensure constituent veterans who are unaware or unable to access benefits and services, the ACVAB will proactively refer those veterans to the appropriate private non-profit or governmental agency within the County.

Article IV – Membership: Membership shall consist of fifteen (15) active voting members who shall serve without compensation. Members shall be appointed by the County Executive with the advice and consent of the Atlantic County Board of Chosen Freeholders to staggered terms of three (3) years. Members in good standing may be reappointed for additional three year terms.

Appointments shall be made in such a manner that the terms of five (5) members shall expire each year. In addition to the voting members, the ACVAB may consist of such number of non-voting emeritus members as the ACVAB may select. The Atlantic County Freeholder Board representative may be a non-veteran.

Section I: Eligibility. The following eligibility requirements must be met in order for a person to be eligible for selection to the ACVAB either as an active voting member or as an emeritus member:

- a. The prospective member must be a bona fide resident of Atlantic County.
- b. The prospective member must produce proof of service consisting of either a DD-214 or a WD 53-55 showing discharge other than dishonorable or undesirable of the United States Armed Forces and served on active duty for other than training purposes for a period of not less than 180 days.
- c. In conformity with county code, the prospective member must undergo and pass a criminal background check.
- d. If a member is removed from the ACVAB, the replacement member shall serve for the remainder of the term of the member being replaced.

Section II: Procedures for Selection to the ACVAB. The following procedures shall be utilized for the selection of future ACVAB members:

- a. Applications will be made to the County Executive who will forward the information to the ACVAB members for review and vetting of the application.
- b. After a vote from ACVAB members, a recommendation will be made to the County Executive who shall then make the formal appointment.

Section III: Member Removal. ACVAB members are subject to removal for the following reasons:

- a. Absences. It is the duty of each ACVAB member to give sufficient advance notice if unable to attend a scheduled meeting. Sufficient notification consists of in-person, phone, or email to an ACVAB officer no later than twenty-four (24) hours to the official start of the meeting. An absence will be deemed to be an excused absence due to sickness, death of a family member or relative, or any other documented unforeseen circumstance. Three or more unexcused absences from meetings will subject a voting member to an eligibility review. The eligibility review of any voting member which may include possible removal from the ACVAB shall be undertaken by the remaining ACVAB members in accordance with these Bylaws.
- b. Violation of County Code. Members are subject to removal for good and sufficient cause. ACVAB members are expected to maintain ethical and professional standards as codified within the Atlantic County Code. Violations could subject the member to removal from the ACVAB.
- c. Members can resign their position in writing to the board.

Article V – Officers:

Section I: Titles. The nominated and elected officers of the ACVAB shall be: Chairman (or Chairperson), Vice Chairman (or Vice Chairperson), and Secretary.

Section II: Process. All ACVAB Officers shall be nominated and elected by the membership. ACVAB Officers shall be nominated during the January meeting of each year. Incumbent officers shall be eligible for nomination. Elections will be held during the February meeting of each year. The elected term of office shall be one year. Duly elected officers of the ACVAB shall assume the duties immediately following elections and shall continue to hold office for the period for which elected and until a successor assumes the duties of the office. Officer vacancies shall be filled by election at the next regular monthly ACVAB meeting.

Section III: Chairman Duties. The Chairman / Chairperson shall:

- a. Preside over meetings.
- b. Appoint workgroups or subcommittees designed to fulfill the ACVAB vision and mission.
- c. The Chairman has the authority to address any unexpected matters which has a legal basis or issue for research.
- d. Serve ex officio member of all committees.

Section IV: Vice Chairman Duties. The Vice Chairperson shall conduct the business of the ACVAB in the absence of the Chairperson.

Section V: Secretary Duties. The Secretary shall:

- a. Record proceedings of all meetings.
- b. Read minutes at all meetings.
- c. Assist with all correspondence as deemed necessary.

Article VI – Meetings:

Section I: Frequency. The ACVAB shall meet no less than nine (9) times per year.

Section II: Quorum. A quorum shall be a simple majority of the membership. No decisions shall be made unless a quorum is present.

Section III: Location. All ACVAB meetings must be held in public and accessible buildings.

Section IV: Voting. Voting on all matters will be done in person by those attending the meeting at which votes on any matters are entertained. No absentee votes will be permitted. Voting shall be permitted to ACVAB members only, and shall be required on all matters coming before the full board.

Section V: Order of Business. The following shall be the order of all business at scheduled meetings:

- a. Call to order
- b. Pledge of Allegiance
- c. Moment of Silence for departed veterans and POW/MIA
- d. Roll call
- e. Reading of the minutes (motion to accept, amend – second and vote)
- f. Correspondence (some may be held for action under unfinished or new business)
- g. Chairman’s report
- h. Service Officer’s report
- i. Committee reports (any required action held until unfinished or new business as required)
- j. Unfinished business (This is where motions are made, seconded, discussed and voted on for matters still unfinished as necessary to resolve the unfinished issue.)
- k. New business (This is where new business is transacted and matters of action require a motion, second, discussion, and majority vote to be acted on.)
- l. Board member comments
- m. Public comment
- n. Adjournment

Article VII – Annual Report to the County Executive: In conformity with the requirements of County Ordinance No. 3 of 2015, the ACVAB shall submit an annual written report to the County Executive. The report shall provide details of ACVAB activities during the calendar year and shall be presented on or before December 31st of each year.

Article VIII – Amendments and Approval:

Section I: Approval. These Bylaws shall require annual revalidation in the form of a vote. Approved Bylaws will be signed by the Chairman.

Section II: Amendments. Amendments may be proposed at an ACVAB meeting, provided each member is furnished the proposed amendment prior to the meeting. A vote for action may be taken at that meeting or a subsequent meeting.

Revised by the Atlantic County Veterans Advisory Board:



Herb Davis, Chairman

Dated: June 6, 2018