

**ST. CLAIR COUNTY VETERANS AFFAIRS COMMITTEE  
BY-LAWS**

**ARTICLE I - NAME**

The name of this organization shall be the St. Clair County Veterans Affairs Committee, hereinafter referred to as the Committee.

**ARTICLE II - PURPOSE**

To function as outlined in applicable State of Michigan statutes ( Public Act 192 of 1953; MCL 35.621-624 ) as a governmental, non-secretarian, non-political Committee to administratively oversee the St. Clair County Department of Veterans Affairs and to:

- A. Provide leadership, consultation, and assistance to interested individuals or groups who foster the well-being of the veteran community.
- B. Functionally align with all veterans organizations at all levels and other groups who could possibly facilitate the needs of the veteran community.
- C. Disseminate timely information concerning the social, economic, health, welfare, services, and programs for St. Clair County's Veterans and their families.
- D. To-cooperate and plan with existing governmental and private agencies in order to develop and make available needed resources for the Veteran Community of St. Clair County.

**ARTICLE III - MEMBERSHIP**

Section 1. Membership shall be as provided by County Department of Veterans' Affairs Public Act 192 of 1953. The committee shall consist of three (to five) members, determined by a vote by the committee. Members shall be appointed by the County Board of Commissioners in accordance with section 35.621 of the Act.

Section 2. Members shall be entitled to receive the per diem and mileage rates of compensation as set by the St. Clair County Board of Commissioners.

Section 3. Any member who misses five (5) regular meetings within a calendar year (January through December) shall be deemed to have resigned. Upon approval by the majority of Committee members present at a regular meeting, the resignation shall become effective and the member shall be removed from office by the Board of Commissioners.

Section 4. A 2/3 vote of Committee members may recommend to the Board of Commissioners that a member be removed with or without cause.

## **ARTICLE IV - SELECTION OF OFFICERS**

The Chairperson, Vice Chairman, and Secretary of the Committee shall be selected for a (1) year period, said selection by the Committee shall be accomplished in the month of January of the current year, said period of office shall be until December of the following year, unless circumstances dictate otherwise.

## **ARTICLE VI - COMMITTEE MEETINGS**

Section 1. The annual meeting shall be held in January of each year.

Section 2. Regular meetings of the St. Clair County Veterans Affairs Committee shall be held the second Tuesday of each month.

Section 3. Meetings shall be held in compliance with the requirements of the Open Meetings Act (MCL15.261, *et seq.*) and any other provisions of state law regarding the holding of meetings.

Section 4. A Special meeting can be called by a majority of the members elected or appointed upon 10 days' notice to all such members or acted upon at a regular meeting by a majority of members, with notice provided as required.

Section 5. A majority of the membership of the Committee shall constitute a quorum.

Section 6. Notice of regular meetings, with an agenda shall be posted in a public place and distributed to all members of the Committee no less than 7 days before the meeting.

Section 7. The agenda shall be arranged as follows:

1. Pledge of Allegiance/Call Meeting to Order
2. Roll Call
3. Citizens Wishing to Address the Board
4. Additions/Deletions/Changes to the Agenda
5. Approval of Previous Minutes
6. Old Business
7. New Business
8. Financial Reports
9. Service Data Reports
10. Other Business
11. Director's Report
12. Adjournment

Section 8. Meetings of the St. Clair County Veterans Affairs Committee shall be governed, except as these by-laws otherwise provide, by Roberts Rules of Order, newly-revised.

## **ARTICLE VI – ANNUAL REPORT**

An annual report will be provided to the Board of Commissioners and Veterans Service Organizations located in St. Clair County.

## **ARTICLE VII**

Nothing in these By-Laws or St. Clair County Policies shall supersede the provisions and guidance provided for in Public Act 192 of 1953; MCL 35.621-624. )

## **ARTICLE VIII - AMENDMENTS**

These by-laws, in whole or in part, may be altered, amended, added to or repealed by 2/3 of Committee members at any regular or special meeting provided that notice of the proposed alterations, amendments or repeal shall be submitted by mail to all Committee members and organized Veterans groups within the County of St. Clair at least sixty (60) days prior to the meeting at which they are to be considered. The amendments will be considered effective upon approval by the Board of Commissioners.

Approved by VA Committee: 10-14-14

Adopted by BOC: 12-11-14