

BYLAWS OF THE KING COUNTY VETERANS ADVISORY BOARD

WHEREAS, King County maintains the King County Veterans Advisory Board, in compliance with RCW 73.08.035, and

WHEREAS, In September 2018, the King County Council adopted Ordinance 18785 establishing the King County Veterans Advisory Board, and

WHEREAS, In September 2018, the King County Council adopted Ordinance 18792 establishing the King County Veterans, Seniors and Human Services Levy Advisory Board, and

WHEREAS, The Veterans Committee of the King County Veterans, Seniors and Human Services Levy Advisory Board, shall constitute the entirety of the King County Veterans Advisory Board,

NOW, THEREFORE, the following Bylaws are established to provide working procedures for the King County Veterans Advisory Board.

ARTICLE I - GENERAL

SECTION 1: Name

The name of this King County board or commission shall be: King County Veterans Advisory Board.

SECTION 2: Appointing Authority

The King County Veterans Advisory Board is established and authorized by King County Ordinance 18785, in compliance with Revised Code of Washington (RCW) 73.08.035. The enabling legislation is codified in King County Code Chapter 2A.300.

The membership of the King County Veterans Advisory Board is appointed by the King County Executive and confirmed by the King County Council in accordance with King County Code 2.28.002.

SECTION 3: Purpose / Scope

The King County Veterans Advisory Board shall:

- A. Advise the executive and the county council 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.
- B. Advise the Department of Community and Human Services, or its successor, on the administration of the King County Veterans Program, King County's chapter 73.08 RCW-required veterans assistance program.
- C. Meet at least four times per year to conduct the business of the board. Meetings of the King County Veterans, Seniors and Human Services Levy Advisory Board shall not count towards the fulfillment of this requirement.

ARTICLE II - MEMBERSHIP

SECTION 1: Total Members

The membership of King County Veterans Advisory Board, in accordance with King County Ordinance 18785 and Ordinance 18792, shall be composed solely of the appointed members of the veterans committee of the King County Veterans, Seniors and Human Services Levy Advisory Board. A person's appointment to the veterans committee of the King County Veterans, Seniors and Human Services Levy Advisory Board shall constitute that person's appointment to King County Veterans Advisory Board.

The King County Veterans Advisory Board is to be comprised of 10 members, including:

- 6 Council district representatives (initial members will be from districts one, two, three, seven, eight, and nine, with rotation according to Ordinance 18792)
- 2 Executive at-large representatives
- 1 City of Seattle representative
- 1 Sound Cities Association representative

In accordance with RCW 73.08.035, nominees to serve on the veterans committee of the King County Veterans, Seniors and Human Services Levy Advisory Board shall be solicited by the council from either the local branches of nationally recognized veterans' service organizations or the veterans' community at large, or both. Lists of nominees received by the council shall be provided to the executive who shall provide such lists to the city of Seattle and the Sound Cities Association for their consideration in nominating, in accordance with Ordinance 18792, persons to serve on the veterans committee. Members of the veterans committee must be veterans as defined in RCW 73.08.005(5) and no fewer than a majority of the veterans committee members shall be members from nationally recognized veterans' service organizations; Elected officials are ineligible for board membership while they hold office. All board members shall reside in King County.

A person's resignation, removal or completion of service from the veterans committee of the King County Veterans, Seniors and Human Services Levy Advisory Board shall constitute that person's resignation, removal or completion of service from the King County Veterans Advisory Board.

SECTION 2: Membership Terms

With the exceptions outlined in this section, members are appointed to full 3-year terms. The term of office for members of the King County Veterans Advisory Board shall run congruent with their appointed term to the King County Veterans, Seniors and Human Services Levy Advisory Board. In accordance with Executive Policy LES 7-1 (AEP) and Ordinance 18792, board members are limited to serving no more than two full terms. Initial terms will count toward the two-term limit. If a board member vacates before the expiration of the member's term a board position that was nominated by one of the entities listed in Section 1 of this Article, the entity that nominated the person to the board position shall nominate an eligible replacement to serve out the balance of the vacated term. Board member terms will expire in a staggered schedule in accordance with King County Code 2A.300.540.

SECTION 3: Board Member Appointment Process

Individuals interested in serving on the Board, must submit an application (a résumé may be submitted in lieu of completing the application form) and a letter of interest. Candidates selected for appointment will also be asked to complete a King County ethics program financial disclosure form. An appointment shall be deemed to have been made on the date the letter of appointment is filed with the Clerk of the Council as required by King County Code 2.28.002. An appointee may exercise the powers of office beginning 30-days after appointment or such earlier time as the appointee is confirmed by the Council. Board members are appointed for three-year terms and are limited to serving no more than two full terms.

Board members who have successfully completed their initial term are eligible to seek

reappointment. Council district representatives must contact their Councilmember and request to be nominated for reappointment. Board members who wish to seek reappointment (including Council district representatives) will be required to complete a Reappointment Request Form and return it to the VSHSL staff liaison.

ARTICLE III: BOARD LEADERSHIP

SECTION 1: Officers

The officers of the board or commission shall be members of the Board and shall consist of a Chair and a Vice-Chair.

SECTION 2: Election and Terms of Office

The board shall annually elect from its membership a Chair. In accordance with the Veterans, Seniors and Human Services Levy Governance Plan, the board member elected as either the Chair or a Vice-Chair of the King County Veterans, Seniors and Human Services Levy Advisory Board shall be the Vice-Chair of the Veterans Advisory Board. The Chair and Vice-Chair of the board shall act in those capacities only when the board is acting in its capacity as the Veterans Advisory Board.

Elections shall be held during an open public meeting. The Chair will call for nominations from the floor. After nominations are received, the Chair will announce that nominations are closed. Voting shall be by a show of hands or written ballot. The person who gets the majority of votes is elected Chair. Elections must be open to the public and transparent. Secret ballots are prohibited in compliance with the Washington State Open Public Meetings Act.

SECTION 3: Chair Responsibilities

The Chair will preside over all meetings of the board. They will work with King County staff to establish the agendas for all regular meeting. The Chair will follow the latest version of Robert's Rules of Order in an effort to conduct an orderly meeting. The Chair will keep the meeting flowing – keeping an eye on the time to ensure all meeting agenda items were discussed. In addition, the Chair will appoint members to any subcommittees as necessary.

SECTION 4: Vice-Chair Responsibilities

The Vice-Chair will act as Chair in the Chair's absence.

SECTION 5: Officer Vacancy

In the event the Chair is unable to fulfill their duties, or they resign mid-term, the Vice-Chair will automatically assume the full duties of the Chairperson for the remainder of the out-going Chair's term. A new Chair is then elected during the next election cycle.

If the Vice-Chair is unable to fulfill their duties or they resign mid-term, The Chair will ask for nominations at the next meeting and an election will be held to fill the position for the remainder of the term. A new Vice-Chair is then elected for a full term during the next election cycle.

ARTICLE IV: MEETINGS

SECTION 1: Board Meetings

The regular meetings of the King County Veterans Advisory Board shall be held at a place, time and frequency determined by the membership by majority vote, and will be coordinated with King County staff liaison. The King County Veterans Advisory Board will meet at least four times per year to conduct the business of the board in accordance with Ordinance 18785. Meetings of the King

County Veterans, Seniors and Human Services Levy Advisory Board shall not count towards the fulfillment of this requirement. The Chair is authorized to cancel any meetings deemed unnecessary due to the lack of agenda items or proximity of the regular meeting date to legal holidays.

All meetings of the board shall be conducted in compliance with the Washington State Open Public Meetings Act (RCW 42.30). Also, in accordance with the OPMA, meeting location and agendas will be posted by King County staff on the board's website no less than 24 hours in advance of the meeting. The meetings will be accessible and accommodations provided as needed. The meetings will start and end on time, as identified in the agenda.

"Special" or "Emergency" meetings may be called by the Chairperson in the event of a special circumstance. These "Special" or "Emergency" meetings are not to take the place of a regular meeting. "Special" or "emergency" meeting agenda and location, must also be posted on the board's website no less than 24 hours before the meeting. The meeting must also be open to the public.

SECTION 2: Subcommittees of the Main Group

The Chair has the authority to convene or dissolve standing and temporary committees as needed.

SECTION 3: Quorum

A quorum of the King County Veterans Advisory Board shall be the standard 50% of the current membership, plus one member. In the event a quorum is not reached prior to the start of a regular meeting, no meeting can occur.

SECTION 4: Agenda and Minutes

The Chairperson and King County staff liaison will work together to develop meeting agenda. When the agenda has been finalized, the King County staff liaison will ensure the meeting agenda be posted on the board's website no less than 24 hours in advance of the meeting, in compliance with Washington State's Open Public Meetings Act.

The agenda for the board meetings generally include the following elements: Welcome/Call to Order by the Chair; Introductions; Public Comments; Approval of Minutes; Old Business; Staff Report; New Business; Next Steps; and Adjourn/Closing by the Chair. Board members may offer changes to the agenda at the start of each meeting. The Chair will notify the members present of proposed changes to the agenda. If two members object to a change, a majority of the members present shall decide whether to change the agenda.

Minutes of the meeting shall be taken and maintained by King County staff and distributed to the members prior to the next regular meeting. Meeting minutes shall be approved by a majority vote of members present during a regular, open, public meeting. King County staff will post the approved meeting minutes on the board's website in a timely manner for public inspection, as is required by the Washington State Open Public Meetings Act.

SECTION 5: Public Comment

All King County Veterans Advisory Board meetings will include up to ten minutes set aside for general public input (with a limit of two minutes per individual). Members of the public may participate in board meetings via telephone by using the phone number and conference ID number provided on the levy website. Those who attend via telephone are still subject to the limitations of speaking only during the scheduled public comment period. Under normal circumstances, this time will be scheduled towards the beginning of the meeting agenda and will be the only time that is available for the general public to participate by providing verbal or written input to the boards. Under

normal circumstances, input is limited to information and facts relevant to the topics being discussed.

SECTION 6: Decision Making

The King County Veterans Advisory Board will operate under the premise of consensus, which means that it will reach a collective opinion by board members that resolves or advances issues at hand. In order to achieve consensus, the following conditions should be met: the environment will be open enough so each person feels they have had a fair chance to speak and be heard; sufficient time will be given to thoroughly discuss the problem and for everyone to gain an understanding of the group's decision; each member will understand the decision or solution on the table; where substantial differences of opinion exist, the final report will make an effort to reflect the divergence of views; and in cases of disagreement, the majority will seek to word final recommendations, where possible, to achieve the broadest support within the Board. In cases for which consensus cannot be reached, the Board will operate by the latest version of Robert's Rules of Order. Decisions may only be made when a quorum is present. If an issue has been discussed, a decision needs to be made prior to the next meeting.

The board members will strive to have efficient and effective discussions by using the following strategies: everyone should participate in discussions as fully as possible; only one person should speak at a time; points should be made as concisely as possible; and all board members' interests and positions will be respected and considered.

SECTION 7: Communication

Board members should communicate questions, issues and suggestions to the King County staff liaison, who will coordinate actions and responses with the board chair, including copying and providing communications to other board members. Any supplemental materials a board member or third-party group may want to provide to board members should be coordinated through the staff liaison in a similar manner.

ARTICLE V - TELECOMMUNICATIONS**SECTION 1: Participating via Conference Call or Video Conference Call**

Board members may participate in board meetings via telephone a maximum of 40% of all meetings per calendar year. Board members who attend via telephone are counted towards quorum and maintain their full voting rights. In meetings with members present in-person and via telephone, board chairs will conduct voting individually by name so that all board members' votes are properly accounted for. In special cases, board chairs may require members to attend a specific board meeting in-person, revoking members' ability to participate via phone, if they deem the meeting in question calls for it. Board chairs shall notify members prior to the meeting that they are required to attend in-person. The Agenda will include instructions on how members of the public can call into the meeting. If a board member plans to call into a board meeting they must: notify King County staff liaison no later than two days prior to the meeting that they will be doing so; call 10 minutes in advance of the meeting to ensure a secure and stable connection; announce themselves during roll call and subsequently every time they speak during the meeting; commit to staying on the line throughout the meeting's entirety, at the risk of violating board quorum, unless special circumstances require premature departure; announce during the meeting if they will need to step away from the meeting.

SECTION 2: King County Email Accounts

King County Ordinance 16997 requires the King County Executive to assign a King County email account to all King County appointed board or commission members for the purpose of conducting

board business and to abide by Washington State and King County public disclosure laws. It is a condition of appointment that board members regularly use their assigned King County email account whenever communicating electronically with other board members, King County staff or members of the public. Email communications to board members by individual board members should be copied to the chair, vice-chair, and King County staff liaison in order to coordinate information sharing and responses. Communications will be in keeping with the Open Public Meetings Act.

ARTICLE VI - MEMBER REMOVAL

SECTION 1: Member Removal

Each King County Veterans Advisory Board member is expected to be an active participant at regularly scheduled board meetings. Members who cannot make a regularly scheduled meeting are required to contact the Chair or staff liaison as soon as they know that they will not be able to attend a meeting. Members should make a best effort to notify King County staff liaison at least 24 hours in advance of the meeting by telephone or email. Such absences will be considered "excused absences". Any member who cannot attend for a period of time up to six months due to work or personal circumstances may request a leave of absence that must be approved by a majority of board members.

The following progressive steps will be taken for any board member who misses three consecutive meetings without being excused: King County staff liaison discusses unexcused absences with board member; Board chair discusses unexcused absences with board member; Board chair sends letter regarding the unexcused absences to board member advising them they are at risk of being removed from the board; If unexcused absences continue, the Chair may recommend to King County staff liaison that the member be removed from the board and that the staff liaison contact the King County Executive Office in writing to request that the member be removed from the board.

ARTICLE VII: CONFLICT OF INTEREST

SECTION 1: Conflict of Interest

The collective body and individual board members are required to conduct business and fulfill their responsibilities in an ethical manner. The standards of ethical behavior are set forth in the King County Code Chapter 3.04 – Employee Code of Ethics.

Any member of the King County Veterans Advisory Board that has a conflict of interest, or who may cause the appearance of a conflict of interest, concerning any matter before the King County Veterans Advisory Board shall recuse themselves from participating in the discussion or vote on the matter.

ARTICLE VIII: BOARD MEMBER REQUIREMENTS

SECTION 1: Code of Conduct and Trainings

Board members will become familiar with enabling legislation and governing documents that pertain to the King County Veterans Advisory Board, and will commit to taking any trainings required by Washington State law or King County ordinance, including but not limited to:

- King County boards and commissions code of conduct
- Washington State Open Public Meetings Act training (RCW.42.30)


- King County Public Records and Retention training (King County Code 2.12)
- Review of the King County Ethics Code Summary
- File an annual King County Ethics Program Financial Disclosure Form with the Board of Ethics

ARTICLE IX: ADOPTION AND AMENDMENT OF BYLAWS

These bylaws must be approved by a majority vote of official full voting board members present during the meeting. The adopted bylaws may be amended or repealed by an affirmative vote of the majority of official full voting board members at any regular meeting, provided that prior notice of the meeting and proposed bylaw amendment(s) has been given to the board or commission.

These bylaws were adopted by a majority vote of the King County Veterans Advisory Board this 21st day of November, 2019.


_____, *Chair*
Alicia Starova


_____, *Vice-Chair*
Chris Porter