



BYLAWS OF THE KING COUNTY VETERANS, SENIORS AND HUMAN SERVICES LEVY ADVISORY BOARD

ARTICLE 1 - GENERAL

SECTION 1: Name

The name of this King County board or commission shall be: Veterans, Seniors and Human Services Levy Advisory Board.

SECTION 2: Appointing Authority

The Veterans, Seniors and Human Services Levy Advisory Board is established and authorized by King County Ordinance 18792. The enabling legislation is codified in King County Code 2A.300.540.

SECTION 3: Purpose / Scope

The board shall:

1. advise King County on matters affecting the VSHSL as a whole. Additionally, each committee may provide advice to the King County Executive and King County Council on matters uniquely affecting their respective VSHSL priority population.
2. oversee the distribution of veterans, seniors and human services levy proceeds dedicated to promoting housing stability, healthy living, financial stability, social engagement and service system access and improvement for veterans and military servicemembers and their respective families, seniors and their caregivers and vulnerable populations, consistent with Ordinance 18555, Section 4.B.1. through 4.B.3.;
3. oversee the distribution of levy proceeds for technical assistance and capacity building investments, consistent with Ordinance 18555, Section 4.A.;
4. collaborate amongst the board's committees to achieve investment and oversight coordination of the entire veterans, seniors and human services levy, with each committee specifically focused on overseeing the expenditure of proceeds for its respective veterans, seniors and human service levy priority population and each committee specifically focused on providing advice on matters that uniquely affect its respective veterans, seniors and human service levy priority population.
5. adopt bylaws governing how the board discharges its duties, which bylaws shall specifically provide for a procedure by which the board or any of its committees may identify and provide advice to the county council or the executive on matters that affect the veterans, seniors and human services levy specifically or the veterans, seniors and human services levy's priority populations generally;
6. transmit a report by July 1 each year, beginning in 2019, to the executive, county council and the regional policy committee, or its successor, on the state of the veterans, seniors and human services levy, the fiscal and performance management of the veterans, seniors and human services levy and on the veterans, seniors and human services levy's accomplishments from January through December of the preceding year;
7. elect annually from its membership a chair and two vice chairs.

ARTICLE II – MEMBERSHIP

SECTION 1: Composition and Eligibility Criteria

The VSHSL Advisory Board consists of 30 members in three 10-member committees, each representing a VSHSL priority population identified in sections 4.B.1 through 4.B.3 of Ordinance 18555.

1. A board member may be representative of several of the VSHSL priority populations. However, board eligibility will be as follows:
 - a. **The Veterans Committee:** The committee will constitute the entirety of the County's Veterans Advisory Board required by RCW chapter 73.08. 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.
 - b. **The Seniors Committee:** The committee shall be comprised of seniors, caregivers for seniors or other community members with relevant expertise or experience serving seniors or their caregivers. At least a majority of the members serving on the seniors committee shall be at least fifty-five years old.
 - c. **The Vulnerable Populations Committee:** The committee shall be comprised of individuals who are members of a vulnerable population or other community members with relevant expertise or experience serving vulnerable populations. A potential vulnerable populations committee member's contribution to the committee's representativeness of the diversity of vulnerable populations in King County shall be considered in selecting a potential vulnerable populations committee member for nomination or appointment.
2. Elected officials are ineligible for board membership while they hold office.
3. All board members shall reside in King County.

SECTION 2: Appointing Authority

Veterans, Seniors and Human Services Levy Advisory Board members are appointed by the King Council Executive from nominations received from Councilmembers, the City of Seattle, Sound Cities Association, and the Seattle-King County Advisory Council on Aging and Disability Services. The Executive's appointments are then transmitted to the King County Council for confirmation.

If a board member vacates before the expiration of the member's term a board position that was appointed by the executive under Section 2 of this Article, the executive shall appoint an eligible replacement to serve out the balance of the vacated term. Membership terms shall expire, in a staggered schedule per King County Code 2A.300.540

SECTION 3: Membership Terms

1. Terms of the initial board members shall be as follows:
 - a. Of the board's initial veterans committee members, the six council-nominated members and one of the members appointed by the executive under Section I of this Article shall be appointed to initial terms of two years.
 - b. Of the board's initial seniors committee members, the six council-nominated members and one of the Seattle-King County Advisory Council for Aging and

- Disability Services-nominated members shall be appointed to initial terms of two years.
- c. Of the board's initial vulnerable populations committee members, the six council-nominated members and one of the members appointed by the executive under Section I of this Article shall be appointed to initial terms of two years.
2. Board members who have successfully completed their initial term are eligible to seek reappointment to a full three-year term.

Executive Policy LES 7-1 (AEP) limits members to serving no more than two full terms. The initial members of the VSHSL Advisory Board were appointed to staggered terms. These initial staggered terms count as a full term.

3. 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 2 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.

ARTICLE III: BOARD LEADERSHIP

SECTION 1: Officers

1. The officers of the board shall be members of the board and shall consist of a chair and two vice-chairs.
 - a. The vice-chairs shall be elected from each of the two committees to which the elected chair does not belong so that board leadership includes all three committees.

SECTION 2: Election and Terms of Office

1. Election of officers shall be held annually during the first week of July.
2. Elections shall be held during an open public meeting.
3. The Chair will call for nominations from the floor.
4. After nominations are received, the Chair will announce that nominations are closed.
5. Nominated members shall be allotted two minutes to speak to the full board about their nomination.
 - a. Once all nominated members have had an opportunity to speak on their nomination, voting may commence.
6. Voting shall be called by the chair and will be conducted by a show of hands.
 - a. The member receiving the majority of votes is elected Chair.
 - b. If a majority is not achieved, a run-off is held between the members receiving the most votes until one single member has been elected with a majority of votes.
7. After the Chair has been elected, the election of the vice-chair shall occur.
8. Vice-Chairs must be elected by Committees not represented by the chair.
 - a. Members of the committee represented by the chair's committee are ineligible for voting on the vice-chairs.
 - b. Each Vice-Chair must represent each committee not represented by the Chair.
9. Elections must be open to the public and transparent.
 - a. Secret ballots are prohibited in compliance with the Washington State Open Public Meetings Act.

SECTION 3: Chair Responsibilities

1. The Chair will preside over all meetings of the board.

2. The Chair will work with King County staff to establish the agendas for all regular meetings.
3. The Chair will follow some form of Robert's Rules of Order in an effort to conduct an orderly meeting.
4. The Chair will keep the meeting flowing to ensure all meeting agenda items were discussed during the scheduled meeting time.
 - a. In addition, the Chair will appoint members to any subcommittees as necessary.

Section 4: Vice-Chair Responsibilities

1. The Vice-Chairs will act as Chair in the Chair's absence.
2. Vice-Chairs will share duties throughout the meeting, unless determined at the prior meeting.

Section 5: Officer Vacancy

1. In the event the Chair(s) is unable to fulfill their duties, or they resign mid-term, the Vice-Chairs will automatically assume the full duties of the Chair for the remainder of the outgoing Chair's term.
 - a. A new Chair is then elected during the next election cycle.
2. 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. A new Vice-Chair is then elected for a full term during the next election cycle.

ARTICLE IV: MEETINGS**Section 1: Board Meetings**

1. The regular meetings of the Veterans, Seniors and Human Services Levy Advisory Board shall be held at a place, time and frequency determined by the membership by majority vote.
2. 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.
3. All meetings if the board or commission shall be conducted in compliance with the Washington State Open Public Meetings Act (RCW 42.30).
 - a. In accordance with the OPMA, meeting location and agendas will be posted on the board's website no less than 24 hours in advance of the meeting.
4. "Special" or "Emergency" meetings may be called by the Chairperson in the event of a special circumstance.
 - a. These "Special" or "Emergency" meetings are not to take the place of a regular meeting.
 - b. "Special" or "emergency" meeting agenda and location, must also be posted on the board's website no less than 24 hours before the meeting.
 - c. The meeting must also be open to the public.

Section 2: Committees of the VSHSL Advisory Board

The Veterans, Seniors and Human Services Levy Advisory Board will maintain three committees tied to each of the eligible populations outlined in Ordinance 18555. These committees will meet at a frequency to be determined by their members with the veterans committee meeting at least four times

per calendar year.. These committees are outlined in the section below and their memberships are distributed as demonstrated in Table 1.

1. **The veterans committee** shall oversee the distribution of the portion of the veterans, seniors and human service levy's proceeds expended for purposes identified in Ordinance 18555, Section 4.B.1.
 - a. The veterans committee may also provide advice to the executive and council on matters uniquely affecting veterans, military servicemembers and their respective family members in King County;

2. **The seniors committee** shall oversee the distribution of the portion of the veterans, seniors and human service levy's proceeds expended for purposes identified in Ordinance 18555, Section 4.B.2.
 - a. The seniors committee may also provide advice to the executive and council on matters uniquely affecting seniors and their caregivers in King County.

3. Until such time that the conditions in either Ordinance 18555, Section 4.B.2.(a) or (b) are satisfied, the seniors committee and veterans committee will jointly oversee the distribution of the portion of the veterans, seniors and human services levy's proceeds restricted by Ordinance 18555, Section 4.B.2., which sets aside funds for capital facilities and regional health and human services for seniors who are also veterans or military servicemembers and their respective caregivers and families.
 - a. After the conditions in either Ordinance 18555, Section a.8.2.(a) or (b) have been satisfied, the veterans committee shall not have any oversight responsibility regarding levy proceeds expended under Ordinance 18555, Section 4.B.2.

4. **The vulnerable populations committee** shall oversee the distribution of the portion of the veterans, seniors and human services levy's proceeds expended for purposes identified in Ordinance 18555, Section 4.B.3.
 - a. The vulnerable populations committee may also provide advice to the executive and council on matters uniquely affecting vulnerable populations that are served by the veterans, seniors and human services levy in King County.

Table 1

VSHSL Advisory Board Committee		
Veterans	Seniors	Vulnerable Populations
<p>Committee Composition 10 Members, including:*</p> <ul style="list-style-type: none"> • 6 Council Nominees • 1 City of Seattle Nominee • 1 Sound Cities Association Nominee • 2 Additional Executive Appointees <p>*Veterans Committee members must be selected in accordance with requirements identified in Chapter 73.08 RCW</p>	<p>Committee Composition: 10 Members, including:*</p> <ul style="list-style-type: none"> • 6 Council Nominees • 1 City of Seattle Nominee • 1 Sound Cities Association Nominee • 2 Seattle-King County Advisory Council for Aging and Disability Services Nominees <p>*At least a majority of Seniors Committee membership must be comprised of seniors, as defined in Ordinance 18555</p>	<p>Committee Composition 10 Members, including:</p> <ul style="list-style-type: none"> • 6 Council Nominees • 1 City of Seattle Nominee • 1 Sound Cities Association Nominee • 2 Additional Executive Appointees <p>*A potential committee member's contribution to the representativeness of the diversity of vulnerable populations in the County shall be considered in selecting a potential Vulnerable</p>



Populations Committee member
for nomination or appointment

Section 3: Quorum

A quorum of the Veterans, Seniors and Human Services Levy Advisory Board shall be the standard 50% of the current membership, plus one member.

1. 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 Chair and King County staff will work together to develop meeting agendas.

When the agenda has been finalized, the King County staff person 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.

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.

ARTICLE V – TELECOMMUNICATIONS

Section 1: Participating via Conference Call or Video Conference Call

Board members can participate in meetings via phone call or telecommunications systems provided by King County staff.

1. If the entire board decides to hold a meeting via telecommunication, the public will be able to join the phone or telecommunications system via information shared on the Veterans, Seniors and Human Services Levy website and e-mail distribution list.
2. In accordance with the OPMA, board members can vote by conference call or video conference call as long as a quorum has been reached, and members of the public can view or hear the action being taken.
3. If the board member participating by conference call was needed for the board to reach a quorum, then anytime the board member on the conference call walks away from the

phone, they must announce to the remaining members, that they are walking away from the phone.

- a. Once the person on the phone walks away, the quorum is broken, and the meeting must stop until the member announces that they are back on the phone.
- b. If the board has reached a quorum from members present at the meeting, then the person who needed to call-in to the meeting does not have to announce every time they walk away from the phone.

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.

ARTICLE VI – MEMBER REMOVAL

Section 1 – Member Removal

Each Veterans, Seniors and Human Services Levy Advisory Board member is expected to be an active participant at regularly scheduled board meetings.

1. 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.
 - a. 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”.
2. Members who have accrued three absences in a 12-month period may be recommended for removal. 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.
 - a. If a member has three absences, the Chair can request that the staff liaison contact the King County Executive Office in writing, and request that the member be removed from the board.
3. Only the King County Executive (as the appointing authority) can remove an appointed member of a King County board or commission.

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.

1. Any member of the Veterans, Seniors and Human Services Levy Advisory Board that has a conflict of interest, or who may cause the appearance of a conflict of interest, concerning any matter before the Veterans, Seniors and Human Services Levy 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 Veterans, Seniors and Human Services Levy Advisory Board, and will commit to taking any trainings required by Washington State law or King County ordinance, including but not limited to:

- i. King County boards and commissions code of conduct
- ii. Washington State Open Public Meetings Act training (RCW.42.30)
- iii. King County Public Records and Retention training (King County Code 2.12)
- iv. Review of the King County Ethics Code Summary
- v. File an annual King County Ethics Program Financial Disclosure Form with the Board of Ethics (quasi-judicial boards and “independent” boards are exempt from this annual

ARTICLE VIII: ADOPTION AND AMENDMENT OF BYLAWS

These bylaws were approved and adopted by a majority vote of the King County Veterans, Seniors and Human Services Levy Advisory Board. 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 Veterans, Seniors and Human Services Levy Advisory Board this twenty-first of November, 2019.

_____, *Chair Chris Porter*

_____, *Vice-Chair Patrice Thorell*

_____, *Vice-Chair Judy Tobin*