

CHAPTER 7

**MINI-CASSIA VETERANS' ADVISORY BOARD**

SECTION:

- 2-7-1: BOARD ESTABLISHED
- 2-7-2: VETERANS' ADVISORY BOARD DIRECTORS:
- 2-7-3 OFFICERS:
- 2-7-4 RELATIONSHIP WITH BOARDS OF COUNTY COMMISSIONERS OF CASSIA AND MINIDOKA COUNTIES, IDAHO

2-7-1: **BOARD ESTABLISHED:** There is hereby established in Cassia and Minidoka Counties, Idaho, a Mini-Cassia Veterans' Advisory Board to advise the county commissioners regarding the needs of Veterans in the counties.

2-7-2: **VETERANS' ADVISORY BOARD DIRECTORS:**

**A. QUALIFICATION, NUMBER, ELECTION AND TERM OF OFFICE:**

1. All persons appointed to the Mini-Cassia Veterans Advisory Board shall be a Veteran of the United States Armed Forces and shall reside in the County for which they are appointed.
2. All Advisory Board Directors and Alternatives are required to sign the Advisory Board Code of Ethics and the Advisory Board Service Commitment Pledge.
3. The number of directors of the Mini-Cassia Veterans' Advisory Board shall be three (3) from each county as Board Directors, with two (2) additional nonvoting alternates for each county, unless and until otherwise determined by the Boards of Commissioners from Cassia and Minidoka Counties, Idaho.
4. Appointment: Appointments to the Veterans' Advisory Board shall be made as follows: each Board of County Commissioners shall appoint those directors representing their respective county, with such appointment(s) being ratified by the other Board of Commissioners.

The terms of the Board Directors shall commence on the 1<sup>st</sup> (first) day of October upon and following their appointment(s). In the event of a mid-year appointment, then such appointment shall take effect immediately for the remainder of the term for which appointed.

5. As of the date of the initial resolution establishing the organization of the Mini-Cassia Veterans' Advisory Board, the Board Directors were appointed to staggered terms of office as follows:
  - a. Two (2) Board Directors were appointed to a one (1) year term to serve from the date thereof, to the last day of September 1997; two (2) Board Directors were appointed to two year terms, to serve from the date thereof to the last day of September 1998; two (2) Board Directors were appointed to three (3) year terms to serve from the date thereof to the last day of September 1999. The Alternates shall be appointed to a term running from the date of this resolution to the last day of September 1999.
  - b. Thereafter, all appointments by the Boards of County Commissioners of Cassia and Minidoka Counties, Idaho to the Cassia and Minidoka Counties Veterans' Advisory Board shall be for a term of three (3) years, to commence on the 1<sup>st</sup> (first) day of October after the date of appointment, and to serve for a period of three years thereafter.

## **B. DUTIES AND POWERS:**

1. The Veterans' Advisory Board Directors shall review services offered to veterans in the two counties and shall offer input regarding the contract with the Veterans' Service Officer (hereinafter "VSO"). Further, the Board shall be aware of services available to veterans, and provide assistance and advice to the Veterans' Service Officer and the Boards of County Commissioners for Cassia and Minidoka Counties, in implementing state, and federal rules, regulations, policies and procedures that govern services that may be available to eligible individuals.
2. Additionally it shall:
  - a. Formulate in writing all future plans adopted by it from time to time, in connection with the conduct of the Veterans' Affairs, and file a copy of the same with the Boards of County Commissioners of Cassia and Minidoka Counties.

- b. It shall keep, or cause to be kept proper records of its proceedings, and provide a copy to the Boards of County Commissioners, as soon after such proceedings as reasonably can be done.
- c. It shall recommend to the Boards of County Commissioners, when appropriate, budgeting items for Veterans' Affairs purposes.
- d. It shall not have the power to create or contract any indebtedness, obligation or to terminate existing contracts.
- e. It shall review the Veterans' Service Officer's quarterly written report and ensure that such report is duly forwarded to the Boards of County Commissioners regarding the Service Officer's activities.

**C. ANNUAL OR REGULAR MEETINGS: NOTICE:**

- 1. The Mini-Cassia Veterans' Advisory Board shall meet in the Veterans' Service Officer's office, or such other place as duly designated and approved by the Counties.
- 2. A regular annual meeting of the Mini-Cassia Veterans' Advisory Board shall be held each year, in advance of the Counties' budget setting season, at a time determined by the Advisory Board.
- 3. The Veterans' Advisory Board shall provide by resolution for the holding of other meetings of the Board and may fix the time and place thereof by resolution of the Board.
- 4. All meetings of the Advisory Board, and notice and agenda requirements of any regular or special meeting shall comply with the Open Meeting Laws of the State of Idaho.
- 5. All meetings of the Board shall be open to the public.

**D. SPECIAL MEETINGS; NOTICE:**

- 1. Special meetings of the Veterans' Advisory Board shall be held whenever called by the Chairman or by three (3) or more Veterans' Advisory Board Directors, and shall be held at such time and place as may be specified in the respective notices, or waivers of notice thereof.
- 2. Notice of special meetings shall be mailed or E-mailed directly to each

County Clerk, Veterans' Service Officer for postings, Board Directors and Alternates, addressed to him or her at their residence, or usual place of business at least two (2) days before the date on which the meeting is to be held, or shall be delivered to him or her personally, or given to him or her orally, not later than the day before the day on which the meeting is to be held. Such notice shall also be posted in the courthouse and meeting location for the public.

3. All special meetings of the Advisory Board, and notice and agenda requirements of any special meeting shall comply with the Open Meeting Laws of the State of Idaho.
4. All special meetings of the Board shall be open to the public.

**E. CHAIRMAN**

1. At all meetings of the Veterans' Advisory Board the Chairman of the Veterans' Advisory Board, if any, and if present, shall preside. If there shall be no Chairman or he or she shall be absent, then the Vice Chairman shall preside.

**F. QUORUM AND ADJOURNMENTS:**

1. At all meetings of the Veterans' Advisory Board, the presence of a majority of the entire Board shall be necessary and sufficient to constitute a quorum for the transaction of business
2. A majority of the Veterans' Advisory Board Directors present at the time and place of any regular or special meeting, although less than a quorum may adjourn the same from time to time without notice until a quorum shall be present.

**G. MANNER OF ACTION:**

1. At all meetings of the Veterans' Advisory Board each Veterans' Advisory Board Director shall have one (1) vote. Alternates are not Board Directors; their role is for informational ideas only and have no vote unless seated to replace a Board Director.
2. The action of a majority of the Veterans' Advisory Board present at any meeting at which a quorum is present shall be the act of the Mini-

Cassia Veterans' Advisory Board. Any action authorized in writing by all of the Veterans' Advisory Board Directors entitled to vote thereon, and filed with the minutes of the Veterans' Advisory Board shall be the act of the Mini- Cassia Veterans' Advisory Board, with the same force and effect if the same had been passed by unanimous vote at a duly called meeting of the Mini-Cassia Veterans' Advisory Board.

**H. VACANCIES:**

1. Any vacancy in the Mini-Cassia Veterans' Advisory Board occurring by reason of the change in residency, death, resignation, disqualification, removal or inability to act of any Veterans' Advisory Board Director or Alternate, or otherwise, shall be filled for the unexpired portion of the term by the Board of Commissioners of Cassia County and Minidoka County, depending upon the county of residency of the withdrawn Director.

**I. RESIGNATION:**

1. Any Veterans' Affairs Advisory Board Director or Alternate may resign at any time by giving written notice to the Chairman of the Veterans' Advisory Board, and the Boards of County Commissioners. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof by the Boards of Commissioners of the resigning member's County of residence, and acceptance of such resignation shall not be necessary to make it effective.

**J. REMOVAL:**

1. Any Veterans' Advisory Board Director or Alternate may be removed with or without cause at any time by the joint Boards of County Commissioners after consultation with the Advisory Board at a joint regular meeting of the Boards of County Commissioners of which notice of that purpose has been given.

**K. SALARY:**

1. No salary shall be paid to the directors of the Mini-Cassia Veterans' Advisory Board for their services.

**OFFICERS:****A. NUMBER, QUALIFICATIONS, ELECTION AND TERM OF OFFICE:**

1. The officers of the Veterans' Advisory Board shall consist of a Chairman, a Vice Chairman, and a Secretary. The Chairman, Vice Chairman and Secretary are required to be Directors of the Veterans' Advisory Board appointed by the Boards of County Commissioners. The Chairman and Vice Chairman of the Veterans' Advisory Board shall be elected by the Board at the annual meeting of the Veterans' Advisory Board. The Secretary shall be appointed by the Chairman, and approved by the Advisory Board. The Chairman, Vice Chairman and Secretary shall serve for a term of one (1) year, commencing upon their election.

**B. RESIGNATION OF OFFICERS:**

1. Any officer, director or alternate of the Veterans' Advisory Board may resign at any time by giving written notice of such resignation to the Boards of County Commissioners of Cassia and Minidoka Counties, Idaho, and to the Chairman or Secretary of the Veterans' Advisory Board. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof by the Boards of County Commissioners of Cassia and Minidoka Counties, Idaho, and the acceptance of such resignation shall not be necessary to make it effective.

**C. REMOVAL:**

1. Any officer of Veterans' Advisory Board may be removed by the majority vote of the Veterans' Advisory Board directors with or without cause, and a successor elected by the Veterans' Advisory Board at any time, pending approval of the joint Board of County Commissioners.

**D. VACANCIES:**

1. Vacancies of officers for the Veterans' Advisory Board, created by reason of change of residency, death, resignation, removal, inability to act, or other disqualification, may at any time be filled by an Alternate for the unexpired portion of the term by a majority vote of the remaining directors of the Mini-Cassia Veterans' Advisory Board.

**E. DUTIES OF OFFICERS:**

- 1. Officers of the Mini-Cassia Veterans' Advisory Board, shall, unless otherwise provided by the Mini-Cassia Veterans' Advisory Board, each have such powers and duties as generally pertained to their respective offices, and such duties as generally pertained to their respective officers and such duties as may, from time to time, be specifically inferred or imposed by the Boards of County Commissioners of Cassia and Minidoka Counties, Idaho.

**RELATIONSHIP WITH BOARDS OF COUNTY COMMISSIONERS OF CASSIA AND MINIDOKA COUNTIES, IDAHO:**

**A. GENERAL SUPERVISION**

- 1. The Boards of Commissioners for Cassia County and Minidoka County, Idaho are the chief executives of their respective counties, and as such are directly responsible for the supervision, direction and regulation of the Mini-Cassia Veterans' Advisory Board, and are also directly responsible for the supervision, direction and regulation of the Mini-Cassia Veterans' Service Officer. The members of the Mini-Cassia Veterans' Advisory Board and the Veterans' Service Officer shall serve under the guidance and direction of the elected Boards of Commissioners of Cassia County and Minidoka County, Idaho.
- 2. The Cassia County and Minidoka County Boards of Commissioners shall have the right and the obligation to oversee the general operations of the Veterans' Advisory Board and all fiscal matters regarding Veterans' programs in the Counties.
- 3. The Mini-Cassia Veterans' Advisory Board shall be required to be in attendance at the joint regular meeting of the Boards of Commissioners of Cassia County and Minidoka County, Idaho as set by the Boards of Commissioners each year to review budget requests and in order to report to the Commissioners on the current status of the Veterans' program, the election of new officers, appointments, expiring terms of appointment to the Veterans' Advisory Board Directors and officers, the status of the Veterans' Service Officer Contract and all other matters relating to the general operation and integrity of the Veterans' Advisory Board.