



The Veterans Affairs Advisory Committee Bylaws

The Veterans Affairs Advisory Committee (hereinafter referred to as "the Committee" or "VAAC") hereby adopts these bylaws. The purpose of these bylaws is to provide general guidance to the VAAC in the performance of the duties for which the VAAC was created, not inconsistent with the charter and ordinances of the City. These bylaws shall be supplementary to the regulations governing the VAAC within the Resolution adopted on November 10, 2020 establishing the committee (the "Resolution"), as may be amended by the El Paso City Council. No action of the VAAC, which is otherwise valid, shall be invalidated solely by reason of the VAAC's failure to follow these bylaws.

ARTICLE I

Authority

As stated in the Resolution adopted on November 10, 2020, the Veterans Affairs Advisory Committee of the City of El Paso is established by the City of El Paso to advise the City Council on matters related to veterans.

ARTICLE II

Members and Procedures

Section 1. Appointment and Qualifications: As stated in the VAAC Resolution, the VAAC shall consist of nine Members appointed by the Mayor and each City Council Representative. The persons appointed to this committee must be a Veteran of the United States Armed Forces, a Veteran Spouse or domestic partner, or a Military Spouse or domestic partner of a Service Member of the United States Armed Forces. They must also have an interest in improving the everyday life of our military veterans. The El Paso County Veterans Service Officer shall be an ex-officio member of the committee and serve in an advisory capacity to the committee.

Section 2. Duties: As stated in the VAAC Resolution, the Veterans Affairs Advisory Committee shall perform the following:

1. Serve as a source of information related to the status, resources, and services available within the El Paso community to the City's large veteran population.
2. Identify and review the entire range of services currently available to veterans and recommend ways to strengthen such services, to include the promotion of collaboration among service providers.
3. Evaluate and recommend programs, policies and practices designed to alleviate veterans' difficulties in meeting basic needs related to transportation, housing, employment, and other areas affecting veterans in the city.
4. Stimulate awareness among the public and private sector of veterans' full potential and of the importance of veterans' contributions to the sustainability and development of our community.

5. Develop a strategic plan that includes priorities and goals designed to alleviate the needs of veterans and improve their quality of life. The strategic plan will be reviewed annually, and necessary changes may be made. The committee will ensure recommendations and proposals support the City's Strategic Goals.
6. Report status of activities to City Council on a semi-annual basis.

Section 3. Compensation: Committee Members will serve as a volunteer without compensation.

Section 4. Voting Right: Each appointed Committee Member is entitled to one vote for actions of the Committee. Voting by proxy is not allowed.

Section 5. Voting Procedures: All Committee Members must vote in person or in a Virtual digital medium approved for use by the City IT Department.

Section 6. Committee Meeting Attendance: Attendance at all Committee meetings is expected of each member. If a Member is absent from three consecutive meetings, the VAAC may decide if there is cause for removal as set out in Section 9 below. The VAAC may waive this attendance requirement where it determines extenuating circumstances providing a reasonable excuse for such member's absence. VAAC members that are not present at the meeting will be either excused or not excused with a vote by the committee as an item on the agenda during the regularly scheduled meeting.

Section 7. Quorum: As stated in the VAAC Resolution, a quorum of the VAAC shall be the majority of the total number of the Members who have been appointed by City Council at the time of the meeting; provided however that a quorum shall not be less than five. The chair shall have a vote in all matters. No final action shall be taken on any matter except pursuant to a simple majority vote of members present. A quorum must be present prior to the transaction of official committee business. According to Texas Open Meetings Handbook (2020).

(1) Members will not communicate with other members in any manner outside of the rules communicated in Texas Government Code Sec 551.143.

Section 8. Meeting Frequency: The VAAC shall meet monthly except for the month of December.

Section 9. Term and Removal: As stated in the VAAC Resolution, the Mayor and each member of the City Council shall nominate one member to the VAAC. The terms of office shall be for four years. Appointments to vacancies that occur other than by expiration of a member's term of office shall be filled by appointment by the Mayor and City Council for the remainder of the unexpired term. Members shall not serve more than two consecutive terms. The VAAC shall annually select from among its appointed members a Chair, Vice-Chair, and Secretary. The Committee shall adopt such rules and regulations for the governance of its proceedings as may be deemed proper, not

inconsistent with the ordinances and the Charter of the City and the laws of the State of Texas.

Should the VAAC determine by a majority vote of those members present that good cause exists for the removal of a member, the VAAC shall present its recommendation for action to the Mayor and City Council at the next regularly scheduled meeting of the El Paso City Council to take place after the expiration of seven days from the VAAC determination.

Committee officers will be elected at the first regular meeting of the calendar year. Officers will serve a one-year term. Any officer elected or appointed may be removed by the VAAC whenever, in the committee's judgment, the best interest of the VAAC would be served thereby. Written notice of resignation should be addressed to the City of El Paso City Clerk's Office, Committees and Commissions with a copy furnished to the Division of Veteran and Military Affairs as well as the City Representative or Mayor that appointed the member.

Resignation shall take effect on the date of receipt of such notice or at a later time specified therein. Acceptance of such resignation shall not be necessary to make the resignation effective.

Section 10. Transfer of Membership: Committee membership is not transferable or assignable.

ARTICLE III

Meetings of Members

Section 1. Regular Meetings: All VAAC meetings are subject to the requirements of El Paso, Texas regarding open meetings and open records. Proper public notice of all meetings to include committees and meetings of five or more Committee members must be given. Regular Committee meetings may be held at locations as determined by consensus of the Committee and will normally be scheduled on the same day of each month. The Committee may cancel, postpone, or continue any regular Committee meeting after providing proper public notice.

Section 2. Special Meetings: Special meetings may be called at any time, subject to the provisions of the Open Meetings Act, by the Chair or at the request of any VAAC member.

Section 3. Notice of Special Meetings: Notice of any special VAAC meeting shall be given to the public at least 72 hours in advance.

Section 4. Public Meetings: All VAAC meetings are open to the public.

Section 5. Meeting Order of Business and Rules: The VAAC may establish the order-of-business and prescribe reasonable rules for the conduct of all Committee

meetings. The order-of-business at all meetings shall generally follow Robert's Rules of Order, Newly Revised.

Section 6. Conflict of Interest: VAAC members shall not perform any official act where they have a direct economic benefit or a business or other undertaking in which such action has a direct or substantial financial interest. Where a conflict of interest is present, the member having such conflict shall fully disclose it on the record and shall abstain from any action. Mere membership in an organization need not be a conflict of interest but should be disclosed. Membership and a position of leadership or significant influence in an organization would be perceived as a conflict and will result in the member removing him or her from the room when issues pertaining to that organization are discussed. VAAC members will annually update conflict of interest statements and update whenever there is a change to their status or membership in outside organizations.

Section 7. Standards of Conduct: All VAAC members must complete the online training for compliance with the Texas Open Meetings Act, the Texas Public Information Act and the City of El Paso Ethics Training for Presentation for Boards, Commissions and Committees. Training will be completed every three years.

Section 8. Committee Decisions: The act of the majority of the Committee present at a meeting at which a quorum is present will be the act of the VAAC Members. Decisions which are not unanimous will be recorded in meeting minutes and will reflect each member's vote.

ARTICLE IV

Officers

Section 1. Officers: VAAC Officers are Chair, Vice-Chair, and Secretary. Officers will be elected in the first VAAC meeting of the calendar year.

Section 2. Duties:

1. **Chair:** The Chair shall preside at all VAAC meetings, call special meetings, and assume other duties usually pertaining to the Committee. The Chair, subject to VAAC direction and supervision, will have general and active control of its affairs.
2. **Vice-Chair:** The Vice-Chair shall serve in the absence of the Chair and perform other duties as assigned by the Chair. When a vacancy occurs in the office of the Chair, the Vice-Chair shall become the Chair.
3. **Secretary:** The Secretary shall review minutes, VAAC proceedings, documents, and papers to ensure that a full and true record exists and perform such other duties as the Committee or Chair may prescribe.

The Committee may, by resolution, appoint a non-Committee member to serve as Secretary and work with staff of the City of El Paso's Division of Veteran and Military Affairs.

Section 3. Officer Vacancies: VAAC Member vacancies will be filled as the VAAC may direct by resolution.

ARTICLE V

Records/Minutes

Section 1. Records: A written record of all meetings shall be kept. The proceedings of the Committee shall show the passing or failure of actions and the members absent or failing to vote, indicating such fact. The written records shall be public records and shall be available for inspection at the Main Office of the Division of Veteran and Military Affairs.

Section 2. Recordings: A digital recording shall be made of each VAAC meeting and retained in the records.

ARTICLE VI

Reports

Section 1. Semi-Annual Report to the Mayor and City Representatives: The VAAC shall semi-annually submit a report to the Mayor and City Representative(s) on the status of the Committee's activities.

ARTICLE VII

Subcommittees

Section 1. Subcommittees Formed: The Chair shall appoint the Chair and members of all subcommittees formed as needed. Subcommittees will develop priorities and goals that will contribute to the VAAC annual strategic plan.

Section 2. Ex-Officio Member(s): The El Paso County Veterans Service officer shall be an ex-officio member of the Committee and serve in an advisory capacity to the committee. This Member shall have no voting rights on Committee decisions.

ARTICLE VIII

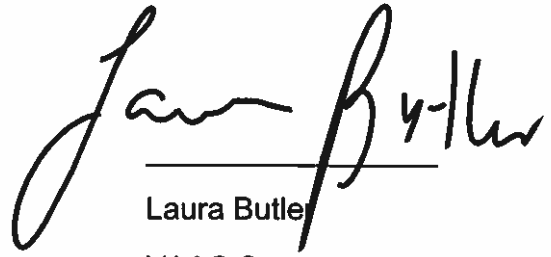
Bylaws

These Bylaws may be amended by majority vote of a quorum at a VAAC meeting after proper public notice of the intention to amend said bylaws.

The above Bylaws were approved at a regularly scheduled meeting of the VAAC on 4-16-2020 by a vote of 8 affirmative, 0 negative.



Lance Lehr
VAAC Chairman



Laura Butler
VAAC Secretary