

**BY-LAWS FOR
ADVISORY BOARD ON VETERANS' SERVICES
Hereinafter referred to as "The Board"**

**ARTICLE I
PURPOSE**

The Governor's Advisory Board is the State's primary advocate on behalf of veterans to the State of Hawaii Director, Office of Veterans' Services.

**ARTICLE II
AUTHORITY**

Section 363-3.5, Hawaii Revised Statutes, establishes an Advisory Board on Veterans' Services, here-in-after referred to as The Board.

**ARTICLE III
MEMBERSHIP**

Section 1. Appointment. All members, except ex-officio members, shall be nominated and, by and with the advice and consent of the Senate, appointed by the Governor. Ex-officio members are specified in HRS Section 363-3.5.

Section 2. Number of Members. The Board shall consist of nine members.

Section 3. Composition. The Board shall consist of nine members appointed by the governor as provided in section 26-34. Five members shall be veterans, and there shall be at least one member residing in each of the counties of Maui and Kauai. The county of Hawaii shall be represented by two members, one member shall reside in east Hawaii and one member shall reside in west Hawaii. Four members shall reside in the city and county of Honolulu. Three members shall be female. The director of health, the director of human services, the director of labor and industrial relations, and the adjutant general shall serve as ex-officio non-voting members. The director for the office of veterans' services shall serve as an ex-officio voting member. Representatives from other community/government organizations may be asked to serve as ex-officio members without a vote.

Section 4. Term.

a. All members appointed by the Governor, with the advice and consent of the Senate, shall be appointed to a term of four years. No person shall be appointed to more than two consecutive terms.

b. When an initial appointment is made to fill the unexpired term of a former Board member, the term of the new member shall be reduced accordingly to provide for the expiration of an equal number of terms at one year intervals. Upon the expiration of a member's initial term, such member may continue in office as a holdover member and be re-nominated and reappointed to a second term or until a successor is nominated and appointed as a replacement. A holdover member who is not reappointed to a second term and not replaced by a successor shall not hold office beyond the end of the second regular legislative session following the

expiration of the member's term of office.

c. After the expiration of a member's second term, a member whose membership on The Board has not exceeded eight consecutive years, may continue in office as a holdover member until a successor is nominated and appointed, provided that a holdover member shall not hold office beyond the end of the second regular legislative session following the expiration of the member's term of office or beyond the end of the eighth consecutive year of service on the Board, whichever occurs first.

Section 5. Vacancies. Vacancies shall exist on the death, resignation, or removal of any member.

a. Resignation shall take effect upon acceptance by the Governor.

b. A member appointed to fill a vacancy shall hold office for the remainder of the unexpired term of his/her predecessor.

c. When the Senate is not in session and a vacancy occurs, the Governor may fill the vacancy which shall, unless confirmed by the Senate, expire at the end of the next session. A person receiving an interim appointment such as in this paragraph shall not be eligible for another interim appointment to such vacancy if the appointment shall have failed to receive confirmation by the Senate.

d. The Governor may remove or suspend for cause any member after due notice and public hearing.

e. Notwithstanding the term of office as stated above, the term of a board member shall expire upon the failure of the member, without valid excuse, to attend three consecutive meetings duly noticed to all members of the board and where the board failed to constitute quorum necessary to transact business. The chair or acting chair of the board shall determine if the absence of the member is excusable. The expiration of the member's term shall be effective immediately after the third consecutive unattended meeting and unexcused absence. This provision shall not apply to ex officio members of the board.

Section 6. Compensation. The members shall serve without compensation but shall be allowed their actual and necessary expenses incurred in the performance of their duties.

ARTICLE IV RESPONSIBILITIES

- I. Advise the Director of the Office of Veterans' Service on all matters relating to veterans including:
 - a. The reviewing, implementation, and administration of plans for veterans' services.
 - b. Help develop strategies designed to inform veterans of the services and entitlements available to them within the State.

- c. Raise the consciousness of all segments of the State to the needs of veterans and to exercise their influence to bring about greater attention to veterans issues from various private and public sectors.
- d. Interpret community needs, recommend services and/or activities to ameliorate needs, and suggest program changes to address high priority needs.
- e. Develop and support legislation relating to veterans

**ARTICLE V
MEETINGS
(Chapter 92, HRS)**

Section 1. Open Meetings. All meetings are required to be open to the public, and all persons are required to be permitted to attend. However, any person who willfully disrupts a meeting to prevent and compromise the conduct of the meeting may be removed. If such a situation arises, The Board shall take official action and reasons for such a removal shall be recorded and entered into the minutes of the meeting.

Section 2. Regular Meetings. Regular Meetings shall be held the first Friday of each month, unless that date falls on a legal State and Federal holidays, then the regular meeting may be the second Friday of that month. Any business of The Board may be transacted at regular meetings. The Board may hold its regular meeting on other than the stipulated dates, provided that proper notice is given of the changes.

Section 3. Emergency Meetings. An Emergency Meeting may be held without advance notice if The Board finds that an imminent peril to the public health, safety, or welfare exist, provided:

- a. The Board states in writing the reasons for its findings;
- b. Two-thirds of all members to which The Board is entitled, agree that the findings are correct and an emergency exists.
- c. The Board files its findings and the emergency agenda with the Office of the Lieutenant Governor and with the Office of Veterans' Services; and
- d. Persons on the Board's mailing list are contacted by mail or telephone as soon as practicable.

Section 4. Quorum. The presence of a majority (more than 50%) of all voting members shall constitute a quorum for the transaction of business. Wherever this section conflicts with statutes or regulations, said statutes or regulations shall apply. The only motion that the Chair shall entertain without a quorum is a motion to adjourn.

Section 5. Presiding Officer. The Chair or, in the absence of the Chair, the Vice Chair shall preside at all meetings of the Board.

ARTICLE VI VOTING

Section 1. Voting Members. Each member shall have one (1) vote. There shall be no voting by proxy. Each act or decision done or made at which a quorum is present is the act of The Board.

Section 2. Voting. Voting shall be done at the discretion of the Chair.

Section 3. Ex-Officio. Members have no vote, except the director of the Office of Veterans' Services.

ARTICLE VII OFFICERS

Section 1. Board Officers. The officers of The Board shall consist of a Chair and a Vice Chair who are elected for a two-year term from the non-governmental members of The Board.

Section 2. Nomination. The Chair shall appoint a committee of at least two members who shall review the Board's membership and recommend a slate of nominees for the offices of the Chair and Vice Chair. The nomination slate shall be presented as part of the regular meeting held in the month of June or as soon as practical, at which time nominations will be accepted from the floor during the meeting.

Section 3. Election. Officers shall normally be elected at the regular meeting held in the month of July and shall assume their respective offices on August first. Should there be a requirement for a mid-term election, it will be announced to the board members and an election will take place at the next scheduled meeting.

Section 4. Duties of the Chair. The duties and responsibilities of the Chair shall include, but not be limited to the following:

- a. Prepare agenda items.
- b. Preside at Board meetings.
- c. Appoint members and Chairs of standing and ad hoc committees and organize the work of The Board.
- d. Serve ex-officio, without vote, on all standing and ad hoc committees, except the Nominating Committee.
- e. Perform other duties and responsibilities incident to the office, including the preparation and presentation of speeches and testimonies.

f. Convene an annual planning session to establish Advisory Board goals.

Section 5. Duties of the Vice Chair. In the absence of the Chair, the Vice Chair shall perform all duties and responsibilities of the Chair, and when so acting, shall have all the powers of such office. The Vice Chair shall perform other duties as assigned by The Board.

ARTICLE VIII COMMITTEES

Section 1. Standing-Committees. Committees of The Board shall include, but not be limited to the following:

a. Legislative Committee

This committee makes recommendations to the Advisory board to develop, monitor and support or oppose legislation relating to veterans.

Section 2. Ad Hoc Committees. Members of The Board may authorize the establishment of temporary committees as may be necessary.

a. By-Laws and Procedures Committee

This committee shall have responsibility for reviewing and proposing amendments to these by-laws as may be appropriate and proposing procedures for adoption and use by The Board.

b. Recognition and Awards Committee

This committee shall have responsibility for planning, coordinating and conducting recognition and awards activities, as appropriate, and proposing award and recognition methods and criteria for a variety of the purposes as may be needed, including members of The Board.

c. Public Relations Committee

This committee shall be responsible for developing and carrying out a public relations program for The Board and for providing the Director of the Office of Veterans' Services appropriate public relations advice.

d. Women's Committee

This committee will assist the Office of Veterans Services to address the needs of Women Veterans.

e. Projects and Events Committee

This committee shall have the responsibility for conducting projects and events as directed by the Advisory Board. Advisory Board members may serve as liaisons to veteran

events or projects supported by the Board in their annual planned goals.

Section 3. Appointment. Members and Chair of standing and ad hoc committees shall be appointed by the Chair of The Board.

Section 4. Composition. Each committee will have at least one Advisory Board member assigned. Membership may include other community members as appropriate.

Section 5. Term. A term shall be for a period of one year. Members may serve successive terms at the discretion of the Board's Chair.

Section 6. Quorum. A majority of committee members constitutes a quorum

Section 8. Reports and Recommendations. Committees shall prepare and present reports and minutes of meetings to The Board. Reports and actions of committees shall be advisory only and shall not be binding on The Board; and where action by The Board is requested or required, such reports and recommendations shall be placed on the agenda of The Board for action.

ARTICLE IX STAFF ASSISTANCE

Section 1. Office of Veterans' Services. Staff services shall be provided where necessary to enable The Board to carry out its responsibilities on a timely basis.

Section 2. Duties. Staff assistance shall include, but not be limited to the following:

a. Draft by-laws and maintain an up-to-date copy, including original, of these by-laws at the Office of Veterans' Services.

b. Take, transcribes, and print minutes of meetings, and maintains a book of minutes at the Office of Veterans Services.

c. Prepare, print, and disseminate notices of meetings in accordance with these by-laws or as required by law.

d. Exhibit, at any reasonable time during office hours, records of The Board on request to which the requestor has right of access.

e. Establish and maintain an up-to-date list of names and addresses of persons who request notification of meetings, and mail a copy of notices to such persons at their last recorded address no later than the time the notice is filed with the Office of the Lieutenant Governor.

**ARTICLE X
CONFLICTS OF INTEREST**

Members of The Board or its committees shall comply with the provisions of Chapter 84, Hawaii Revised Statutes.

**ARTICLE XI
GENERAL PROVISIONS**

Section 1. Parliamentary Procedure. All meetings shall be conducted in accordance with Robert's Rules of Order, as most recently revised.

Section 2. Notice of Meetings. Written public notices of meetings, except emergency meetings, shall be filed in the Office of the Lieutenant Governor and posted in the Office of Veterans Services for public inspection at least six (6) calendar days before the scheduled time of the meeting.

a. Notice Materials shall include an agenda listing all items to be considered; and the date, time, and place of the meeting. Notice shall be posted at the site of the meeting prior to the time of the meeting whenever feasible.

b. Continued Meetings to a later date or time due to unfinished business shall be announced at the present meeting to inform attendees of the date, time, and place of the continued meeting, and also the items to be considered at that continued meeting.

c. Dissemination of Notices shall be verified by mailing lists, and it shall be deemed that proper notice is given by deposit of such notice in the U.S. mail box addressed to the address registered with the Office of Veterans Services.

d. Agenda Changes may not be made once the notice is filed in the appropriate offices and disseminated through the U.S. Postal Service, unless The Board, at the meeting, by at least two-thirds recorded vote of all members to which The Board is entitled, approves such changes. Reasons for making changes shall be given and recorded in the minutes of the meeting.

Section 3. Minutes of Meeting. Written minutes shall be prepared of all meetings. They shall reflect the matters discussed and the views of individual participants.

a. The date, time and place of the meeting;

b. The members of The Board recorded as either present or absent;

c. The substance of all matters proposed, discussed, or decided;

d. A record, by individual member, of the votes taken; and;

e. Any other information that any member of the Board requests must be included or reflected in the minutes.

Minutes of a meeting are public records and shall be made available within 30 days after the meeting is held.

Section 4. Speaking for The Board. Members may speak in the name of The Board as specifically authorized by these by-laws.

**ARTICLE XII
AMENDMENTS OF THE BY-LAWS**

These by-laws may be revised or amended by a majority vote of The Board.

(Revised 1/9/16)

For Reference Only:

§363-3.5 Advisory board on veterans' services; appointment; duties. (a) There shall be a policy advisory board on veterans' services within the office of veterans' services. The board shall consist of nine members appointed by the governor as provided in section 26-34. Five members shall be veterans, three members shall be female, and there shall be at least one member residing in each of the counties of Maui and Kauai. The county of Hawaii shall be represented by two members, one member shall reside in east Hawaii and one member shall reside in west Hawaii. Four members shall reside in the city and county of Honolulu. The director of health, the director of human services, the director of labor and industrial relations, and the adjutant general shall serve as ex-officio non-voting members. The director for the office of veterans' services shall serve as an ex-officio voting member. The chairperson of the board shall be elected by the majority of the board. The members shall serve without compensation but shall be allowed their actual and necessary expenses incurred in the performance of their duties.

- (b) The advisory board shall advise the director in, but not limited to, the following areas:
- (1) The identification of issues and alternative approaches to solutions;
 - (2) The development of position statements and papers;
 - (3) Advocacy and legislative actions; and
 - (4) Program development and operations. [L 1988, c 115, §7; am L 2007, c 12, §2]

