

Bylaws:

ARTICLE 1 – MISSION STATEMENT

The mission of the Anne Arundel County Veterans Affairs Commission (hereinafter the “Commission”) is to provide leadership that creates opportunities for all Anne Arundel County Veterans and their families. This Commission is dedicated to making our County the best place to live, to work, and to start a business in the state of Maryland.

ARTICLE 2 – AUTHORITY

The Commission is established by Section 3-12A of the Code of Anne Arundel County. If any inconsistencies exist between the Bylaws contained herein and the County Code, the County Code shall prevail.

ARTICLE 3 – PURPOSE

The purpose of the Commission is to establish a forum for all Anne Arundel County veterans of military service; to maintain coordinated communication with County and local governments, businesses, and veterans of the County; and to provide assistance, guidance, and information to the business and academic communities of the County and various levels of government to ensure adequate consideration of veterans in employment, education, training and public programs.

ARTICLE 4 – COMPOSITION

The Commission shall consist of 13 members appointed by and serving at the pleasure of the County Executive, each of whom has separated from the military service under honorable conditions.

Of the 13 members:

- (a) One shall be a qualified veteran, pursuant to the guidelines of the United States Department of Veterans Affairs;
- (b) One shall be a resident of the County who owns or operates a local business or is an employee of a local business, and is selected in consultation with the Anne Arundel County Chamber of Commerce;
- (c) One shall be a County resident who is an educator or educational administrator and is selected in consultation with the Anne Arundel Community College;

(d) One shall be a County resident who is a veteran of any branch of the military service that served at any time during the Cold War period - September 2, 1945 to December 26, 1991; and

(e) Nine shall be County residents, from any of the following organizations, and selected in consultation with that organization:

- (1) Veterans of Foreign Wars
- (2) American Legion
- (3) AMVETS
- (4) Disabled American Veterans
- (5) Military Order of the Purple Heart
- (6) Fleet Reserve Association
- (7) Vietnam Veterans of America
- (8) Korean War Veterans Association, and
- (9) A women's veterans organization.

ARTICLE 5 – TERM OF MEMBERS

(a) General: Each member shall serve until the County Executive's term ends.

(b) Expiration: A member whose term has expired shall continue to serve until a successor is appointed.

(c) Vacancies: The County Executive shall fill a vacancy for the remainder of an unexpired term of any member.

(d) Resignations: Any member may resign for any reason at any time by providing a written notification and effective date to the Chair. If no effective date is specified in the written notification, then such resignation shall be effective upon receipt by the Chair.

(e) Removals: A member who sustains three consecutive, unexcused absences from regularly scheduled meetings of the Commission occurring over a period of twelve months may be removed by a vote of two-thirds of the members present and voting at the next regularly scheduled meeting. It shall be within the discretion of the Chair to determine that an absence should be excused. A two-thirds majority of the then-serving members may reverse the Chair's finding of an unexcused absence. Written notice of the intent to remove shall be given to such member and to all of the other members at least seven days prior to the meeting at which the vote shall be taken. A

member who has been removed in accordance with this Section shall be notified in writing within three days after the vote to remove, but failure to notify such removed member shall not invalidate the vote to remove. The County Executive may remove a member at any time, with or without cause, upon written notification to the member.

ARTICLE 6 – ORGANIZATION

(a) The Chair and Vice Chair are appointed by the County Executive and shall serve at the discretion of the County Executive. The Chair (and in his absence, the Vice Chair) shall preside at and conduct all meetings of the Commission; serve as the representative of the Commission in meetings and discussions with other organizations and agencies; ensure the Commission's compliance with the Maryland Open Meetings Act; and perform all duties otherwise assigned by the County Executive.

(b) The Chair shall appoint a Secretary, who shall serve a one year term. The Secretary shall keep accurate records and minutes of all meetings of the Commission that comply with the Maryland Open Meetings Act and relevant provisions of the County Code; make available minutes of the previous meeting and distribute them to the Commission members and to the County's Director of Boards and Commissions in advance of each meeting; cause to be delivered all notices of meetings to the Commission members and to the County Director of Boards and Commissions; maintain the minutes and a current listing, with contact information, of the members of the Commission; and serve as the records custodian for the Commission under the provisions of the Maryland Public Information Act.

ARTICLE 7 – MEETINGS AND QUORUM

(a) Meetings. The Commission shall meet at the call of the Chair, or at the request of seven members, as frequently as required to perform its duties, but no less than four times a year.

(b) Quorum. A quorum exists when four or more members are in attendance. An affirmative vote of a majority of those present at any meeting at which there is a quorum shall be sufficient for any action of the Commission.

(c) Telephone and Electronic Participation: Members may participate in meetings and vote on matters discussed therein by means of a conference telephone or similar communications equipment if all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence of the member at the meeting.

(d) Committees: The Commission may create committees, and the Chair may appoint members to chair and serve on those committees.

ARTICLE 8 – RULES AND REGULATIONS

The Bylaws and changes thereto shall take effect and be enforced when adopted by an affirmative vote of two-thirds of the members present at a duly called meeting of the Commission and provided further that a copy of Bylaws was sent to each member with written notice of its proposed adoption at least seven calendar days prior to the meeting at which voted upon.

ARTICLE 9– COMPENSATION

Members shall serve without compensation.

ARTICLE 10 – AMENDMENTS

Provisions of these Bylaws that are not controlled by State or County law, State or County regulation, or County Executive Order may be amended by a simple majority vote of the members present at a meeting at which a quorum is present. Any proposed amendment must be submitted to the members in writing with written notice of the meeting to decide on the proposed amendment at least seven (7) days prior to the meeting date.

ARTICLE 11 – REPORTS

On or before December 31st of each year, the Commission shall submit a report to the County Executive and the County Council setting forth its accomplishments for the preceding year and its goals for the forthcoming year.

Adoption: These Bylaws are hereby adopted by the Anne Arundel County Veterans Affairs Commission by majority vote on February 21, 2018.

/s/ David Hogen, Chair

I, being Secretary of the Commission, hereby certify that the above is a true, complete and accurate copy of the Bylaws adopted by the Commission.

/s/ Kathy Reents, Secretary