

NEW YORK CITY VETERANS ADVISORY BOARD BY-LAWS

Article I – Name

The official name of the board shall be the New York City Veteran's Advisory Board (VAB).

Article II – Definition and Purpose

The New York City Veteran's Advisory Board (VAB) is established pursuant to Chapter 75 of the New York City Charter. The Veterans Advisory Board is charged with advising the Commissioner of the Department of Veteran Services (DVS) on all matters concerning veterans, Active Duty, Reserve and Guard components of the military services here in New York City.

Pursuant to Chapter 75, Section 3103 of the City Charter, the Veterans Advisory Board is an Advisory Committee constituted to: *"provide advice or recommendations to the city and has no authority to take a final action on behalf of the city or take any action which would have the effect of conditioning, limiting or requiring any final action by any other agency, or to take any action which is authorized by law."*

The purpose of the board is to serve as a major link between the administration, the New York City Council, the Department of Veteran Services (DVS) and the veteran's community.

To this end, the board will:

1. Serve the best interests of New York City and it's veteran and military communities;
2. Hold at least one (1) public meeting in each borough on an annual basis, keep a record of its deliberations; determine its own rules of procedures; and submit an annual report of its activities to the Mayor and the Council on or before December 31st of each year;
3. Review and consider those matters before them in a wholly non-partisan manner;
4. Promote and encourage the residents and visitors of our city to view and treat veterans and service members with compassion, dignity, respect and the honor they have earned by their service to our country while helping to bridge any civilian-military divide that may exist;
5. Identify resources meant to support the human service and other needs of the veteran and military population operating or residing in New York City;

6. Identify resources meant to encourage the continued service of New York City's veterans to its citizens;
7. Identify resources, processes and procedures meant to encourage veteran employment, entrepreneurship and educational opportunities in New York City;
8. Identify resources intended to connect veterans and their families to cultural institutions and other opportunities New York City has to offer;
9. Formally consider matters by any veteran groups operating within the five (5) boroughs of the City of New York upon a two-thirds vote of the VAB. Once approved, the VAB will issue a formal advisory to the Commissioner. Individual cases will be referred to the appropriate City, State or Federal agency.
10. Make recommendations to the Commissioner in all instances in which it learns of legal, administrative or procedural hurdles which may create an impediment to the quality of service delivery or the status of veterans and military within the five boroughs.

Article III – Membership

As amended by New York City Local Law 113 (2015) the board shall consist of eleven members, all of whom shall be veterans, six (6) of whom shall be appointed by the Mayor and five (5) of whom shall be appointed by the Speaker of the New York City Council.

Of these eleven appointees, there shall be one representative from each of the five boroughs of the City of New York. The Mayor and Speaker shall each consider service in conflicts involving members of the United States armed forces when making such appointments.

All members shall serve for a term of three (3) years and may be removed by the appointing official for cause.

Upon appointment to the board, every member, pursuant to Section 3103 of the City Charter, shall create an electronic mailing address dedicated exclusively to the conduct of the business of the board. Such electronic mailing address may not be commingled with any other personal or professional electronic mail addresses held or maintained by the members of the board.

In the event of a vacancy on the advisory board during the term of office of a member by reason of removal, death, resignation, or otherwise, a successor shall be chosen in the same manner as the original appointment.

A member appointed to fill a vacancy shall serve for the balance of the unexpired term.

No member of the Veterans Advisory Board shall represent him/herself as the spokesperson of the board except its duly elected chairperson unless given an express charge by the chairperson.

Article IV – Officers

The elected officers of the board shall be the Chairperson, Vice-Chairperson and Secretary. These board members will constitute the Executive Committee.

The Executive Committee will make recommendations to the board in the area of policy and operations. The Executive Committee shall be empowered to act on behalf of the full board in emergency circumstances. In the event of such act or such actions, a full report shall be made to the membership at the next regular meeting of the full board.

Any vacancy occurring in an office will be filled for the remainder of the term by appointment of the board from among its current members.

Article V – Nominations and Elections of Officers

Members of the advisory board shall nominate and elect by majority vote one (1) member to serve as chairperson, one (1) member to serve as vice-chairperson, and one (1) member to serve as secretary, to each serve in that capacity for one-year terms.

Announcements for the nominations of officers shall be made one (1) month prior to the first fall public meeting (defined as the first meeting held after July) of the full board. Any member can make nominations from the floor during the private session. Each nominee for office shall be granted two (2) minutes to speak if they so desire. Election of officers shall be held at the public meeting of the full board by ballot.

The candidate who receives a majority of votes cast for such office shall be deemed elected and assumes the office immediately. In the event no candidate receives a majority, the two candidates with the same number of votes shall engage in a runoff election following the prior vote count.

Every member of the board attending shall be entitled to one (1) vote, in person.

Article VI – Duties of Officers

a. Chairperson:

The chairperson shall call for and preside at all meetings of the Veterans Advisory Board and shall appoint all standing committees and such other committees, as s/he deems necessary. The chairperson shall be an ex-officio member of all committees and shall perform all other duties incident to the office.

The chairperson shall have the right to call a special session when deemed necessary and must do so if six (6) members serve written request upon the Secretary or Vice Chair.

The chairperson shall have the right to invite a person to speak at any meeting of the board if deemed necessary to the proper operation of the board.

The chairperson will authenticate all acts, orders, and proceedings of the board and will be the sole spokesperson for the board in relation to the media, agencies, and the public at large, except, as he/she otherwise specifically authorizes.

b. Vice-Chair:

The vice-chairperson shall perform the duties of the chairperson in his/her absence, and shall perform any other duties delegated by the chairperson.

c. Secretary:

The secretary shall keep minutes of all meeting, establish a system for their distribution, notify the membership of all meetings and be responsible for all official correspondence and documents, including a current list of members.

Article VII – Meetings

a. Private Session

There shall be a private meeting of all board members prior to the public session for the purposes of updates, correspondence and training as needed.

b. Public Meeting

Pursuant to Chapter 75 of the City Charter, the board will hold at least one meeting open to the public in each borough on an annual basis, with notice of each with notice of each public meeting provided in accordance with the public notice requirements of article 7 of the public officers law except with respect to those requirements provided in section 31-105 of the administrative code, and with each public meeting recorded and broadcast in accordance with subdivision d of section 1063 of the charter.

c. Special Session

A special session can be called upon by the chairperson when deemed necessary and must do so if six (6) members serve written request upon the Secretary or Vice Chairperson. A minimum number of seven (7) business days must be given before such meeting takes place.

d. Participation

Except as required otherwise by law, board members may participate in private, public or special meetings through the use of any means of communication by which all members participating may simultaneously hear each other during the meeting, including in person, internet video (if applicable) or telephone conference call.

e. Participation of Agency Representative(s)

The presence and participation of a representative from the Department of Veteran Services at all scheduled meetings of the board shall be considered essential to effective functioning of the board.

Article VIII – Committees

There shall be an Executive Committee to consist of the elected officers of the board.

The chairperson, in cooperation with the board, shall create any committees and/or sub-committees in a manner deemed appropriate for the execution of the board's mandated responsibilities.

All committees shall make such investigations as it may deem necessary and report its findings and recommendations by majority vote of said committee, to the full board.

Article IX – Voting

Each duly appointed member of the board shall be entitled to one (1) vote.

Voting shall either be by voice vote or through show of hands unless elections, where ballots will be used.

Proxy voting is prohibited.

Electronic voting (through internet video and/or telephone conference call) is allowed with the exception of voting for officers of the board.

Except as otherwise specifically required by the by-laws herein, all action shall be decided by a majority vote of those voting.

Article X – Removal of Board Members

Board members may be removed by the Mayor or Speaker of the City Council for substantial neglect of duty, gross misconduct in office or the inability to discharge the powers or duties of the office.

Article XI – Conflict of Interest

No board member shall disclose any confidential information concerning the affairs or government of the city, which is obtained as a result of the individual's official duties on the board, which is not otherwise available to the public, or use any such information to advance any direct or indirect financial or other private interest. Pursuant to Section 68 of the City Charter,

violation of this article can lead to removal from the board by the Mayor or Speaker of the City Council.

A board member is deemed to have a conflict of interest if he/she has an existing or potential business, financial or personal interest or holds an elected or appointed position in a corporation or non-profit that could impair or might reasonably appear to impair the exercise of independent, unbiased judgement in the discharge of his or her responsibilities to the board.

Any officer or board member having a personal or financial interest, including a conflicting fiduciary interest (due to status as an officer or director in another organization) shall disclose the interest and provide prompt, full and frank disclosure of such interest to the board. The matter of a conflict of interest shall be decided by a majority of votes from the board.

If a conflict of interest is deemed to exist, such person shall not vote on, or use his or her personal influence on, or be present for or participate in (other than to present factual information or to respond to questions) in the discussions or deliberations with respect to, such contract or transaction.

Article XII – Rule of Order

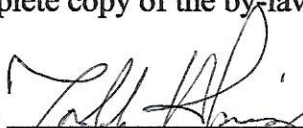
The board may adopt such rules and regulations, which it deems necessary to its operation except where it conflicts with these by-laws or with City policy and regulations.

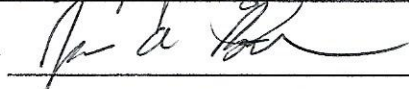
Article VIII – Amendments

These by-laws may be amended by a two-thirds vote (7 members) of those present at a meeting of the board provided the proposed amendment has been presented in writing to all board members and was discussed at a prior meeting of the board.

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated New York City Veterans Advisory Board by-laws were approved by the duly appointed board members on JULY, 13 2017 and constitute a complete copy of the by-laws of the board.

Chair: 

Secretary: 

Date: JULY 13, 2017