

**RULES OF PROCEDURE
BOARD OF VETERANS AFFAIRS**

The Board of Veterans Affairs (the “Board”) has been created by s.15.49, Wis. Stats. to direct the State of Wisconsin, Department of Veterans Affairs (the “Department”), in accordance with the applicable provisions of Chapters 15 and 45, Wisconsin Statutes, and the Statutes cited therein and in accordance with the Laws with which the Department is required to comply (the “Statutes”), and the powers and duties of the Board as set forth in s.15.05(1)(b), Wis. Stats. "...shall be advisory as to policy matters impacting veterans in the state of Wisconsin. All of the administrative powers and duties of the department are vested in the secretary."

Article I – Offices

1.00. Principal Office. The principal office of the Board shall be situated in the office of the Department in Madison, Wisconsin.

Article II – Members

2.01. General Powers. The power of the Board shall be vested in the members thereof in office from time to time. Meetings of the members are hereinafter referred to as Board meetings.

2.02. Members. The number of members shall be nine, and a resident of and representing each congressional district of the state, with one member serving at large, each nominated by the Governor of the State of Wisconsin and with the advice and consent of the Senate appointed as provided in the Statutes. A copy of each member’s certificate of appointment shall be filed with the Department. The Department Secretary shall advise a new appointee to the Board as to the proper procedure for filing the necessary documents.

2.03. Resignation. A member may resign at any time by filing a written resignation with the Governor of the State of Wisconsin and a copy thereof with the Chair.

2.04. Expenses of Members. All members shall be reimbursed by the State of Wisconsin within guidelines established by the Department of Administration for the actual and necessary expenses including travel expenses incurred by them in the discharge of their duties. Vouchers for such expenses, including proof thereof in the form of receipts or other supporting documentation where required shall be presented to the Department prior to payment of such expenses.

2.05. Authority and Responsibility of Individual Board Members. Interim committee work will be conducted by the assigned committees, councils and sub-committees of the Board between regular Board meetings. The Chair of each committee shall have the power to conduct meetings and public hearings when necessary. No administrative functions are assigned to Board members. All acts of individual members and committees, councils and subcommittees of the Board between meetings are

unofficial and without authority, except as specifically authorized by the Board. Committees, councils and subcommittees are advisory bodies to the Board and shall not take independent action without Board consent. However, nothing in this paragraph shall be construed to limit the Council on Veterans Programs from taking any independent action that it deems appropriate.

Article III - Officers

3.01. Number. The officers of the Board shall be a Chair, Vice Chair and Secretary, each of whom shall be elected by the members from among the members. The members may elect such other officers and assistant officers as may be desired. No member shall simultaneously hold more than one office and if a member is elected to or assumes an office other than the office to which such member was previously elected, such member shall assume the new office and the prior office held shall be vacant until filled by another member who is elected thereto in a special or regular election.

3.02. Election and Term of Office. The Chair, Vice Chair and Secretary shall be elected annually by the members at the first regular meeting of the members held each year. If the election cannot be held at such meeting, it shall be held at the next regular meeting. The Chair, Vice Chair, and Secretary shall assume office as of the adjournment of the meeting at which they are elected. They shall hold office only while they are members and, while members, shall hold office until their successors shall have been duly elected and have assumed office or until death, resignation, or removal.

3.03. Removal. Any officer elected by the Board may be removed from office by the vote of at least two-thirds of the Board members provided prior written notice of at least 15 calendar days is given of the intent to seek said removal, but such removal shall be without prejudice to the right of the person so removed to continue to serve as a member.

3.04. Chair. The Chair shall preside, and shall vote on all matters, at all meetings of the Board. The Chair may present to the Board such matters as, in the Chair's judgment, require attention, and shall perform such other duties as are entrusted to the Chair by the Statutes or these Rules of Procedure. In general, the Chair shall perform all duties incident to the office of the Chair and such other duties as may be prescribed by the Board from time to time. The Chair with the approval of the Board, shall submit such reports to the Governor and the Legislature as requested. The Chair may be an ex-officio member of any councils, committees and subcommittees appointed by the Board as provided for in these Rules of Procedure and shall be a voting member thereof; however, in such cases, the Chair shall not count toward the maximum number of council, committee and subcommittee members as provided for in the Rules of Procedure.

3.05. Vice Chair. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting shall have all the powers and authority of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform such duties and have such authority as from time to time

may be delegated or assigned by the Chair or by the Board. The execution of any instrument of the Board by the Vice Chair shall be conclusive evidence, as to third parties, of the Vice Chair's authority to act in the stead of the Chair. In the event the Chair ceases to be a Board member or in the event of the Chair's death, resignation or permanent inability to act, the Vice Chair shall assume the office of Chair for any remaining term.

3.06. Special Elections. The Board shall elect officers to fill any officer vacancy at any regular meeting or special meeting of the Board provided at least 7 calendar days prior written notice has been given.

Article IV - Meetings

4.01. Meetings. Meetings of the Board shall be held at the discretion of the Department secretary, and at minimum on a quarterly basis. At all regular meetings any and all business of the Board may be transacted.

4.02. Agenda. The Board Chair shall establish the agenda for Board meetings. With the Board Chair's concurrence, agenda items that the Department Secretary requests to have included in the agenda shall be incorporated. All agenda items which the Board Chair is requested to include by any member of the Board shall also be incorporated. The Department Secretary shall distribute the agenda as provided for herein upon the final approval of the agenda by the Board Chair.

4.03. Quorum. Five Board members shall constitute a quorum and no formal business may be transacted unless a quorum is present. When fewer than five members are present, the meeting shall be deemed a conference of the Board and its deliberations considered as expressions of opinion by the individual Board members and consideration of information presented by the Department and others present.

4.04. Manner of Acting. Except as otherwise expressly provided in these Rules of Procedure, action shall be taken by the Board upon a vote of a majority of the members present at a meeting and the same shall be the action of the Board. The voting on all matters at a meeting for which a roll call vote is requested shall be by yeas and nays and the yeas and nays shall be entered in the minutes of the meeting. All motions shall be presented in writing or reduced to writing during or after the meeting, and shall be entered in full in the minutes of the meeting.

4.05. Conduct of Meetings. The Chair or, in the absence of the Chair the Vice Chair or, in the absence of both, the Board Secretary, or in the absence of all three, any member chosen by the members present, shall call the meetings of the Board to order and shall act as Chair of the meetings. The Board Secretary shall act as Secretary of all meetings of the Board. In the absence of the Secretary, the presiding officer may appoint any member present to act as Secretary of the meeting. The Secretary shall direct the Department to prepare minutes of all Board meetings. Any subject matter regarding procedure

not covered by these Rules of Procedure will be covered by Roberts Rules of Order. Meetings shall be conducted in accordance with Wisconsin's Open Meeting Law and in accordance with the following provisions: (a) The Board shall allow for public input in a consistent manner to assure that people are dealt with equitably and to facilitate the proceedings of the Board; (b) Public input may follow initial Board discussion on a particular agenda item; (c) If the Board Chair is concerned about the length of the agenda and the time, time limits may be placed on public speakers but should be announced in advance of anyone speaking on a specific issue. Members of the public who anticipate speaking on any agenda item or items may be requested to complete a registration form identifying who they are and on what topic or topics they wish to speak.

4.06. Action on Motions Pertaining to Legislative Issues and Promulgation of Administrative Rules. The Board may request a review proposed rule changes and new statutory revisions proposed by the secretary; and prepare a report regarding the policy impact of the proposals (cite the statute). In the event the Board makes a request for review, all Board members shall be provided with a written statement summarizing the proposed rule, amendment, or repeal; references to all statutes interpreted by the proposed or existing rule; a brief rationale for the proposal; and an estimate of the fiscal effect.

4.07. Board Action on Resolutions Submitted by Veterans Organizations. The Board strongly encourages the submission of resolutions and other recommendations by Wisconsin veterans organizations. Unless the Board determines immediate action is required, the Board may approve, reject or receive and file a resolution submitted by a Wisconsin veterans organization only if the organization explicitly requests formal action on the resolution and an authorized representative of the veterans organization appears at the Board meeting during which the matter is considered. In any case, upon proper notice, the Board may take any action it desires on a separate motion relating to the subject matter of a resolution submitted by a Wisconsin veterans organization.

Article V - Creation, Modifications, Amendments, Repeal; Notice

Provisions of these Rules of Procedure and any Addenda to them may be created, modified amended or repealed and such creation, modification, amendment or repeal of any portion of the Rules of Procedure shall be adopted upon an affirmative vote of at least two-thirds of the Board members provided that notice of each proposed change or addition hereto has been delivered personally, emailed or mailed to each member at such address as the member shall have designated to the Board and Department, not less than 10 days prior to the time of the meeting at which the proposed creation, modification, amendment or repeal is to be considered.

Article VI – Custodian of Records

The Board Records Custodian shall be the same person who is appointed from time to time by the Department Secretary to be the Department of Veterans Affairs Records Custodian. The Board's Records Custodian shall, in a timely manner, generally advise the Board Chair of public records requests for Board documents and the disposition of those requests.

Article VII - Camp Randall Memorial Park

The Board shall approve, recommend or veto any proposed plans, modifications and changes or policies with respect to Camp Randall Memorial Park under s. 45.70(2), Stats. only upon the vote of at least five Board members at the meeting or meetings where such proposed plans, modifications and changes or policies are acted upon by the Board.

Article VIII – Seal

The Seal of the Department shall be the official Seal of the Board.

Article IX - Miscellaneous

9.00. Inconsistencies and Additional Provisions. In the event that these Rules of Procedure, or any provisions herein contained, should in any manner be contrary to or in violation of the provisions of the statutes or other laws of the State of Wisconsin, the provisions of the statutes or laws of the State of Wisconsin shall prevail.

9.01. Severability. Unless otherwise expressly provided, if any one or more of the provisions of any action of the Board should be determined by a court of competent jurisdiction to be contrary to law, then such provision or provisions shall be deemed and construed to be severable from the remaining provisions therein contained and shall in no way affect the validity of the other provisions of such action.

9.02. Headings. Any heading preceding the texts of the several articles and sections of these Rules of Procedure and any heading or portion thereof of any action of the Board and any table of contents or marginal notes appended thereto, shall be solely for convenience of reference and shall not constitute a part of such article, section or action, nor shall they affect its meaning, construction or effect.

Board Approved: 11/13/14