

FLORENCE VETERANS COMMISSION

BY-LAWS

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Comes now the FLORENCE VETERANS COMMISSION, being duly created by official action of the City of Florence, Dr. Julie M. Aubuchon, Mayor, and hereby adopts and establishes the following By-Laws.

ARTICLE I

TITLE

1.1 Name: The name of the organization shall be **Florence Veterans Commission** (“Commission”).

ARTICLE II

PURPOSE AND AUTHORITY

2.1 Purpose: The primary purpose and vision of the Commission is to provide a support system, community recognition, resources, and comprehensive community relations to veterans and those who have served this nation. The Commission shall act as an advisory body to the Mayor regarding military veteran programs, veteran organizations and veteran related activities.

2.2: To communicate with and assist the Mayor and the City in the conduct of veteran related matters and affairs.

2.3: Duties: Provide veteran related services and/or activities as the Mayor from time to time may direct. To that end, the Commission may perform the following functions and activities as directed by the Mayor:

- (1) Counsel with and assist the Mayor in the conduct of veterans ceremonies and events, including but not limited to Memorial Day and Veterans Day.
- (2) Counsel with and assist the Mayor regarding the management, maintenance and operations of the Boone County Veterans Memorial.
- (3) Counsel with and assist the Mayor regarding the management, maintenance and operation of cemeteries located within the City relative to veterans grave sites and veterans memorials located therein.
- (4) Assist the Mayor with activities relating to the remembrance and honor of military veterans who have died in active service and/or are deemed missing in action.
- (5) Solicit from the public-at-large recommendations relating to monuments, programs and tributes honoring or otherwise supporting veterans and report those recommendations to the Mayor.
- (6) Assist the Mayor in America Supporting Americans Adopt-A-Unit Program.
- (7) Inform and advise the Mayor regarding Veterans Affairs occurring at the state and federal level.
- (8) Solicit participation from military veterans and military organizations within the community.
- (9) Encourage and coordinate participation within and between veteran organizations within the community.
- (10) Facilitate, promote and increase communication between the community and veterans organizations.
- (11) Identify needed veterans programs, resources and organizations within the community.
- (12) Recommend community veteran events to the Mayor for the purpose of raising awareness and support of veterans.
- (13) Advise the Mayor on policy matters which effect the daily lives of veterans and their families.
- (14) Recommend policies, procedures and resources to create avenues for veterans to communicate between themselves and veterans organizations.

2.4 Advisory Capacity: The Commission shall act in an advisory capacity only. All recommendations for action shall be submitted to the Mayor for review, consideration and appropriate action. The Commission shall also perform any and all other duties as the Mayor from time to time may direct.

ARTICLE III

COMMISSIONERS

3.1 Commissioners: The Board of Commissioners shall consist of five Commissioners, all of whom shall be a citizen and resident of the City of Florence and a qualified veteran as defined by the United States Department of Veterans Affairs.

3.2 Voting: Each Commissioner shall be entitled to one (1) vote on each matter submitted to a vote before the Board of Commissioners.

3.3 Term: A Commissioner (excluding the initial Commissioners) shall serve a term of office for three (3) years. The initial Commissioners shall serve a staggered office with two (2) initial Commissioners serving a term of three (3) years; two (2) Commissioners serving a term of two (2) years; and one Commissioner serving a term of (1) year.

3.4 Commissioner Appointment: The initial and all subsequent Commissioners shall be appointed by the Mayor. All appointments shall be made by the Mayor, whether such Commissioner appointment is required due to the resignation, vacancy, expiration of term and/or any other reason.

3.5 Compensation/Expenses: Commissioners shall serve without compensation. Provided, however, Commissioners may request reimbursement for expenses incurred while

serving as a Commissioner. All requests for reimbursement of expense shall be submitted to the Mayor for approval prior to reimbursement.

3.6 Commission Chairperson: The Mayor shall appoint the Chairperson of the Board of Commissioners who shall serve during the calendar year. After the Chairperson appointment, should the Mayor not appoint another Chairperson, the acting Chairperson shall so serve in such capacity until replaced by the Mayor. The Chairperson shall preside at all meetings; insure that all Orders and Resolutions of the Commission are carried into effect; communicate directly with the Office of Mayor and perform such other duties as may from time to time be required of him or her by the Commission.

ARTICLE IV

MEETINGS

4.1 Regular Meetings: The Board of Commissioners shall meet at least four (4) times per calendar year. All meetings shall occur at the City of Florence Municipal Building, 8100 Ewing Blvd., Florence, KY 41042. Notice of all regular meetings shall be published on the City of Florence website. At the last regular meeting in each calendar year, the Commission shall adopt a Schedule of Regular Meetings for the subsequent calendar year. That Schedule of Regular Meetings shall be published on the City of Florence website.

4.2 Special Meetings: The Board of Commissioners may call a Special Meeting by a majority vote of the then serving Commissioners or by Order of the Mayor. Notice of a Special Meeting shall be posted on the City of Florence website, no less than ten (10) days prior to the scheduled Special Meeting. A Special Meeting shall be counted in the number of required Regular Meetings provided for in §4.1. The only business that may be conducted at a Special Meeting is that which has been specified in the Agenda of the Special Meeting.

4.3 Quorum: A majority of the members of the Commission shall constitute a quorum for the transaction of business at any meeting of the Commission, provided that if less than a majority of the Commission members are present at said meeting, a majority of the members present may adjourn the meeting from time to time without further notice.

4.6 Manner of Acting: The Commission shall only act upon a majority vote of the Commissioners in attendance at a meeting where a quorum is present. Each Commissioner shall be entitled to one vote at any meeting thereof if physically present.

4.7 Compliance: Commissioners shall act in accordance and in conformity with all City of Florence Rules and Regulations, including but not limited to its Code of Conduct, Ethics Code, Personnel Policies and any other rules established by the Mayor.

4.8 Open Meetings Act: All meetings held by the Commission shall be open to the public in conformity with the Kentucky Open Meetings Act as codified in KRS 61.800 to 61.850.

4.9 Minutes: The Commission shall keep and maintain written Minutes of all meetings and proceedings conducted by the Commission. Copies of the Minutes shall be submitted to the Mayor.

ARTICLE V

COMMISSION FINANCES

5.1 Funding: The Commission shall be funded by the City of Florence through its annual budget process.

5.2 Debt: The Commission shall not incur any debt or other financial obligation nor bind the City of Florence, in its own name or in the name of the City of Florence, without the written consent and authorization of the Mayor.

5.3 Commission Expenses: Funding for the Commission shall be made by the City as a Budget Line Item. Any invoices received by the Commission for payment shall be submitted to the City's Finance Department for payment.

ARTICLE VI

BOOKS AND RECORDS

6.1 Books and Records: The Commission shall keep correct and complete Books and Records of account and maintain Minutes of all proceedings at its principal office. All Books, Records and Minutes of the Commission shall be subject to the provisions of the Kentucky Open Records Act as codified in KRS 61.800 to 61.850.

ARTICLE VII

COMMISSION LIAISON

7.1 Commission Liaison: The Mayor may, in her/his discretion appoint a Commission Liaison to serve as a contact person between the Commission and the Mayor's office. The Commission Liaison shall be a non-voting position. The Commission shall be responsible for communicating with the Commission Liaison with respect to all activities and actions proposed by the Commission. The Commission Liaison shall serve until his or her appointment has expired through resignation, removal or replacement. The initial Commission Liaison and all subsequent appointments shall be made by the Mayor.

ARTICLE VIII

AMENDMENT OF BY-LAWS

8.1 Amendment: These By-Laws shall not be altered, amended or repealed, nor may any new By-Laws be adopted without a majority of the Commissioners then serving on the Board of Commissioners and approval of the Mayor.

FLORENCE VETERANS COMMISSION

BY: _____
CHAIRPERSON

APPROVED:

CITY OF FLORENCE, KENTUCKY

BY: _____
DR. JULIE M. AUBUCHON, MAYOR