

# City of Trussville Veterans Committee Bylaws

The City of Trussville Veterans Committee (hereinafter referred to as “the Committee” or “TVC”) hereby adopts these bylaws. The general purpose of these bylaws are to provide guidance to the TVC in the performance of the duties for which the TVC was formed.

## Article I

### Authority

The City of Trussville Veterans Committee is established by the City of Trussville to advise the City Council on matters related to veterans and to support the veterans within our community of Trussville, AL.

## Article II

### Members and Procedures

**Section 1. Appointment and Qualifications:** The TVC shall consist of 5 members appointed by the Mayor of Trussville and Trussville City Council. The members appointed to the TVC shall either be veterans of the United States Armed Forces, who have served honorably, or a Parent/Spouse of a veteran and should have an interest in improving the everyday life of our veterans in our community.

**Section 2. Duties:** The TVC shall perform the following:

1. Serve as a source of information/assistance, related to the resources and services available in our community to veterans.
2. Review and identify the available resources to veterans and recommended ways to strengthen services in our community, to include the promotion of collaboration among service providers.
3. Provide awareness among the community of veteran’s full potential and the importance of veteran’s contributions to the development and sustainability of our community.

**Section 3. Compensation:** TVC members will serve as a volunteer without compensation.

**Section 4: Voting Rights:** Each appointed TVC member is entitled to one vote for actions of the committee. Voting by proxy is not allowed.

**Section 5: Voting Procedures:** All TVC members must vote in person or by phone.

**Section 6: Committee Meeting Attendance:** TVC members are expected to attend each scheduled meeting. If a member is absent from three meetings during a calendar year, the TVC may decide if there is a cause for removal as set out in Section 9 of the Bylaws. The TVC may waive the attendance requirement, providing a reasonable excuse for such member’s absence.

TVC members not present at the meeting will either be excused or not excused with a vote by the committee as an agenda item during the regular scheduled meetings.

**Section 7. Quorum:** A quorum of the TVC shall be a majority of the total number of the members who have been appointed to TVC at the time of the meeting; provided a quorum shall not be less than 3. No final action shall be taken on any matter except pursuant to a simple majority vote of members present. A quorum must be present prior to any official committee business.

**Section 8. Meeting Frequency:** The TVC shall meet monthly; however, if a special meeting is deemed necessary, the TVC President can call a special meeting date.

**Section 9: Term and Removal:** The terms of office shall be staggered each year for a four-year term (Some initial terms will be one, two, and three year terms to ensure the terms are staggered). TVC members may serve consecutive terms but priority is given to new members. Appointments to vacant positions be made by the Mayor of Trussville and Trussville City Council. The TVC, annually, will select from among the committee a President and Secretary. Should the TVC determine by a majority vote that good cause exists for the removal of a member, the TVC will present its recommendation for action to the Mayor of Trussville and Trussville City Council. Committee officers will be elected at the first annual meeting of the calendar year. Resignations shall take effect on the date of receipt of a Resignation unless a different date is specified on the notice.

### **Article III**

#### **Meeting of Members**

**Section 1. Regular Meetings:** TVC meetings may be held at locations determined by the consensus of the committee and will normally be scheduled the 3<sup>rd</sup> Monday of each month.

**Section 2. Special Meetings:** Special meetings may be held with notice, given approval by the TVC President.

**Section 3. Meeting Order of Business and Rules:** The TVC may establish the order-of-business and prescribe reasonable rules for the conduct of all committee meetings. Meetings will follow the agenda provided to committee members prior to regular meetings.

**Section 4. Conflict of Interest:** The TVC members shall not perform any official act using TVC where they have a direct economic benefit.

## Article IV

### Officers

**Section 1. Officers:** TVC Officers are President and Secretary. Officers will be elected in the first TVC meeting of the calendar year.

**Section 2. Duties:**

1. **President:** The President shall preside the TVC meetings and call special duties meetings as needed. The President, subject to TVC direction and supervision, will have general and active control of its affairs.
2. **Secretary:** The Secretary shall keep a full and true record of all TVC meetings and preserve all documents and papers relating to the TVC. The Secretary shall insure that meeting minutes are posted to the TVC webpage on the city website.

## Article V

### Records/Minutes

**Section 1. Records:** A written record/meeting minutes of all meetings shall be kept. The written record/meeting minutes shall be public records and shall be available on TVC webpage on the city website.

## Article VI

### Reports

**Section 1. Annual Report to the Mayor / City Council:** The TVC shall annually submit a report to the Trussville Mayor and Trussville City Council on the status of the TVC activities from the previous year.

## Article VII

### Subcommittees

**Section 1. Subcommittees Formed:** The TVC President shall appoint the members of all subcommittees formed as needed.

**Section 2. City Council Liaison:** The Trussville City Council shall appoint a councilmember to serve as a liaison to the TVC. The appointed liaison shall have no voting right on Committee decisions.

**Article VIII**

**Bylaws**

These Bylaws may be amended by a majority vote of a quorum at a TVC meeting.

The above Bylaws were approved at a regular scheduled meeting of the City of Trussville Veterans Committee on 21 Feb 2022.

  
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Chad Carroll

City of Trussville Veterans Committee President

07/25/22

   
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Linda Burns

City of Trussville Veterans Committee Secretary