

JOINT LEADERSHIP COUNCIL OF VETERANS SERVICE ORGANIZATIONS

BY-LAWS

Article I – Officers and Their Roles

1. Chair (Elected Officer). The Chair of the Joint Leadership Council of Veterans Service Organizations (the JLC, or, the Council) shall be the Chief Executive of the JLC. He or she shall:
 - a. Preside at all meetings.
 - b. Enforce the Constitution, By-Laws and duly approved operating procedures.
 - c. In cooperation with other officers and Council members, be responsible for furthering the aims and purposes of the Council.
 - d. Advise the Commissioner of the Department of Veterans Services, the members of the General Assembly, and the Governor of Virginia on veteran-related matters.
 - e. Promote those legislative programs and recommendations approved and prioritized by the JLC.
 - f. Appoint those officers named in Article V, Paragraph 2, of the JLC Constitution to serve a term concurrent with his or her own, subject to confirmation by Council members. He or she shall nominate replacements, as needed.
 - g. Attend meetings of other Department of Veterans Services' Boards as specified in the Code of Virginia and other Commonwealth boards and committees dealing with veterans' issues. In the event that neither the Chair nor the Vice-Chair can attend, appoint a JLC member or alternate member to attend, represent the JLC, and report the meeting results to the Council. The Chair shall appoint a JLC member as acting chair to preside at any JLC meeting from which both the Chair and Vice-Chair anticipate that they will be absent.

2. Vice-Chair (Elected Officer). The Vice-Chair shall:
 - a. In the absence of the Chair, preside at all meetings of the JLC and attend other veterans related meetings as required in Article I, Paragraph 1.g. or appoint a JLC member or alternate to attend, represent the JLC, and report the meeting results to the Council.
 - b. Keep himself or herself fully informed of all issues and activities in which the JLC is involved.
 - c. In the event of the stated, or obvious, inability of the Chair to perform his or her assigned duties, assume those responsibilities until the JLC has elected a new Chair.

3. Legislative Officer (Appointed Officer). The Legislative Officer shall:
 - a. Review all legislative issues pertaining to veterans and advise the Chair and Council members of recommended actions to be taken.
 - b. Assist the Chair in ensuring that appropriate government agencies, legislators, and policymakers are aware of JLC positions on veterans' issues.

- c. Chair the Legislative Objectives Committee as it seeks to promote the legislative agenda of the JLC.
4. Assistant Legislative Officer (Appointed Officer). The Assistant Legislative Officer shall:
 - a. Chair the Legislative Procedures Committee.
 - b. Assist the Legislative Officer.
5. Legislative Sponsor (Appointed Officer). The Legislative Sponsor shall:
 - a. Lead the effort to achieve a specific legislative initiative.
 - b. Assist the Chair in ensuring that appropriate government agencies, legislators, and policymakers are aware of the JLC's position on his/her specific legislative initiative.
 - c. Obtain information from Federal and State governments, or other sources, as determined necessary to formulate or justify proposed legislation.
 - d. Lead the effort to prepare white papers, background materials, briefings and other documentation needed for his/her specific legislative issue.
 - e. Serve as focal point and primary source of expertise on his/her legislative issue to the JLC Chair, the Legislative Officer, and other JLC members as they support the legislative issue during the legislative process.
 - f. Serve as a member of the Legislative Objectives Committee.
6. Chaplain (Appointed Officer). As requested by the Chair, the Chaplain may:
 - a. Open and close meetings with an appropriate prayer, a brief period of silence, or a moment of reflection.
 - b. Send an appropriate greeting card to Council members at times of sickness or grief.
 - c. Perform other duties as required.

Article II – Department of Veterans Services

1. The Department of Veterans Services shall:
 - a. Take charge and arrange for the safekeeping of all administrative records and files of the JLC.
 - b. Record, publish, and distribute minutes of all Regular and Special Meetings.
 - c. Maintain a record of currently approved Council members and their contact information.
 - d. Inform Council members of the dates, times and locations of all meetings.
 - e. Prepare and distribute materials to Council members at the request of the Chair.
 - f. Receive and safeguard pertinent information furnished to the JLC by Officers, Committee Chairs, Council members, or outside sources.

Article III - Committees

1. **Constitution and By-Laws Review Committee.** Every year the Chair shall appoint a Committee Chair and appropriate number of committee members to form a Constitution and By-Laws Review Committee which shall review the JLC Constitution and By-Laws and make recommendations for changes in accordance with the provisions of the JLC Constitution.
2. **Legislative Objectives Committee.** The purpose of the Legislative Objectives Committee is to promote the annual legislative agenda of the JLC and to perform other legislative duties as directed by the JLC Chair. Members shall be appointed to this committee by the JLC Chair to work under the leadership of the Legislative Officer. Sponsors and co-sponsors of legislative objectives shall be members of the Legislative Objectives Committee. If approved by the JLC, the Legislative Officer may appoint additional members to the committee.
3. **Legislative Procedures Committee.** The Legislative Procedures Committee shall develop procedural guidelines and schedules required to ensure appropriate interaction with members of the executive and legislative branches of state government through the Commissioner of the Department of Veterans Services. Members shall be appointed to this committee by the JLC Chair, in consultation with the Legislative and Assistant Legislative Officers, to work under the leadership of the Assistant Legislative Officer. The Legislative Officer shall be an ex officio voting member of the committee. To assure continuity and as determined by the JLC Chair, appointees shall serve on the committee for staggered terms of three years so the memberships do not all expire simultaneously.
4. **Nominating Committee.** Every year the JLC Chair shall appoint a Nominating Committee to recommend a slate of officers for the upcoming year. Membership shall be at the discretion of the JLC Chair, but will include the most recent past JLC Chair and a least one other prior JLC Chair if available.

Article IV – Quorum Requirements

No official business of the JLC shall be conducted unless a majority of voting Council members, including an elected officer or the appointed acting chair, is present.

Article V - Use of Roberts Rules of Order

Procedural instances not otherwise provided for herein shall be governed by *Roberts Rules of Order*.