

RULES FOR WOMEN VETERANS COMMITTEE 3/13/18

Preamble

The Director of the Ohio Department of Veterans Services (“Director”) recognizes the special experience of women veterans, and the value of their counsel to the State of Ohio.

Purpose

The Ohio Advisory Committee on Women Veterans (“committee”) provides counsel and insight for the Director in his or her duties, and supports programs and projects on behalf of women veterans when requested by the Director. The Women Veterans Coordinator or another person designated by the Director will represent the Director as needed.

I. Organization

- a. Ordinarily, the Director will appoint thirteen board members, which permits participation by veterans with a range of background and experience.
- b. Up to five board members will represent districts defined as follows:
 - i. Central
 - ii. Northwest
 - iii. Northeast
 - iv. Southeast
 - v. Southwest
- c. Up to eight board members may be appointed from the community at large.
- d. There are two other sources of members: committee members, who do not vote but serve fixed terms, and emeritus members, who do not vote but serve indefinite terms at the pleasure of the Director.
- e. The Chief Legal Counsel of the Department of Veterans Services or a designee will provide counsel.

II. Officers

- a. Chair
- b. Vice-chair
- c. Duties of the Secretary will be performed by DVS personnel.
- d. The Chair and Vice-chair must be selected from the board members of the committee, and will continue to serve as such.

- e. The Chair (or in her absence, the Vice-chair) will conduct meetings and serve as representative from the committee to the Director.
- f. Elections will be held at the first meeting following appointment or reappointment of members in odd-numbered years.

III. Quorum

- a. 50% of current board appointees, including the chair or vice chair.
- b. All members of the committee must attend at least three-fifths of the regular and special meetings held by the committee during any two year period. Any member who fails to attend in this manner forfeits their position on the committee, as required by Ohio Revised Code section 3.17.

IV. Members

- a. The Director of the Department of Veterans Services appoints all members of this committee, and all members serve at the pleasure of the Director. In the event that a new Director is appointed, all members must request reappointment.
- b. All terms conclude on the last day of even-numbered years, and new appointments will begin not earlier than the first day of odd-numbered years.
- c. Any person wishing to be appointed to the committee must provide a letter and summary of qualifications. All veterans or current service members must provide a copy of their DD 214 or other document establishing their military service.
- d. All persons seeking appointment or reappointment should send their application to the Women Veterans Coordinator not later than November 1 of even-numbered years to provide the Director sufficient time for consideration.
- e. Board members must be honorably discharged veterans as defined in R.C. 5903.01.
- f. Committee members may be appointed. Committee members may include veterans, family members of veterans, and persons from the community who have shown their support for veterans. Although committee members may not vote or serve as Chair or Vice-chair, they are important members of the committee, and may participate in meetings, working groups, or any other activity of the committee.

There is no limit on the number of committee members, but they are appointed in the same manner and for the same duration as board members.

- g. Any person who has served the committee may be appointed as an emeritus member. This recognizes the service that these members have given, and allows the committee to draw on their experience. Emeritus members will continue to serve from the date of their appointment as emeritus members for an indefinite term, subject to reappointment by any succeeding Director. Emeritus members may not vote or serve as Chair or Vice-chair, but may participate in meetings, working groups, or any other activity of the committee.
- h. In the event of a vacancy, the Director may appoint a person to complete the balance of the original term. Any person appointed to fill a vacancy must request reappointment in the same manner as any other member in order to continue their service.

V. Voting

- a. The Director may request that the committee consider matters in order to provide advice; any advice presented on behalf of the committee must receive a majority of board members present.
- b. The Chair and Vice-chair will be elected in the first meeting of odd-numbered years. Only board members may serve, nominate, or vote for the Chair and Vice-chair.
- c. Any board member may nominate herself or any other member of the board for either Chair or Vice-chair.
- d. Nomination and election for Chair will be held first, and all votes will be cast by roll call. After the Chair is filled, nomination and election for Vice-chair will be held, with all votes cast by roll call.
- e. Only votes cast in person will be counted. No proxies may be granted.

VI. Meetings

- a. Meetings will ordinarily be held four times per year.
- b. The Director may call special or emergency meetings if necessary.
- c. All meetings will be held in accordance with Ohio Sunshine Law.
- d. All attendance at meetings must be in person.

VII. Continuity

- a. The Director of the Department of Veterans Services serves at the pleasure of the Governor of Ohio, and so does not have a definite term of office.
- b. When a new Director is appointed, he or she will select members of the Committee best able to provide advice and counsel to the new Director.
- c. To ensure continuity, all appointments will continue for a reasonable time, not to exceed 120 days, in order to permit a new Director sufficient time to review requests for appointment or reappointment.