



## STATE OF WISCONSIN COUNCIL ON VETERANS PROGRAMS

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Jim Doyle, Governor

### 2010-2011 COUNCIL MEMBERS

**American Ex-Prisoners of War**  
Vacant

**American GI Forum**  
George Banda

**American Legion**  
Charles Roloff - COUNCIL CHAIRMAN

**American Red Cross**  
Max Oleson

**AMVETS**  
Tim Thiers

**Army Navy Union**  
Paul Fine – COUNCIL SECRETARY

**Blinded Veterans Assoc of WI**  
Gary Traynor

**Catholic War Veterans**  
Jesse Haro

**County Veterans Service Officers Assoc.**  
Mike Haley

**Disabled American Veterans**  
Anthony Hardie

**Jewish War Veterans**  
Ben Berlin

**Marine Corps League**  
Mark Grams

**Military Officers Assoc. of America**  
Roger Fetterly

**Military Order of the Purple Heart**  
Rick Cherone

**National Assoc. for Black Veterans**  
William Sims

**Navy Club**  
Russ Alsteen

**Paralyzed Veterans of America**  
Jack Stone

**Polish Legion of American Veterans**  
Ken Wendt

**The Retired Enlisted Assoc.**  
Lenny Shier

**United Women Veterans**  
Linda Dancker

**U.S. Submarine Veterans of WWII**  
Walter Stenavich

**Veterans of Foreign Wars**  
Mike "Gunner" Furgal

**Vietnam Veterans Against the War**  
Mark Foreman

**Vietnam Veterans of America**  
Robert Piaro

**WI Assoc. of Concerned Veterans Org.**  
Mike Gourlie

**Wisconsin Vietnam Veterans**  
William Hustad

December 9, 2010

### REPORT TO COUNCIL ON VETERANS PROGRAMS of the AD HOC COMMITTEE (here after AHC) on BY LAWS AND PROCEDURE

The Committee met in Madison on the 8<sup>th</sup> Floor in the WDVA offices at 10:00 AM on November 19, as posted.

COVP Members Present: Charles Roloff, Chair  
Roger Fetterly  
Mark Grams  
Anthony Hardie  
Mike Diaz, WDVA Council

Members Excused: Russ Alsteen  
Paul Fine  
Tim Thiers

A quorum was present. The Committee elected Mr. Hardie as Secretary. This was a working meeting, with each participant having previously reviewed materials including the 2009 Bill that was still a work in process, the current Protocol document and an extensive draft document provided by Mr. Hardie.

In the course of a six hour meeting, the Ad Hoc Committee (AHC) went through all of the material line by line and now recommend to you the attached draft document.

It is submitted for navy review and consideration. We recommend the following action:

1. Continue authorization of the AHC until the completion of an acceptable document to the COVP.
2. Authorize COVP Chair to request that the Board task the WDVA Office of Legal Council to review the draft document and prepare a written commentary.
3. It is anticipated that the AHC will meet in February, before the Board meeting to discuss comments from Legal Council. A revised draft may or may not be ready for presentation at the February COVP meeting, in which case it will be presented to the April COVP meeting for review and/or action.
4. There are several items in the draft which vary with current practice. This was done in compliance with current Chapter 45 of the State Statutes. We will need to get legislative agreement to change these maintenance items.

Page 2.

The proposed time table may slip some. While this is an important issue, it is not as critical as the WDVA portion of the State Budget, which will occupy a significant portion of everyone's attention during the first half of 2011.

The COVP will work with the Board and Department staff to obtain the best possible budgetary results from the Legislature.

*Charles A. Roloff*

Charles A. Roloff, CSA  
Chairman

**COUNCIL ON VETERANS PROGRAMS**  
**BYLAWS AND RULES OF PROCEDURE**

**PREAMBLE**

i. The Wisconsin Council on Veterans Programs (“Council”) is created in state law, *Wis. Stats. s.15.497*: “There is created in the department of veterans affairs a council on veterans programs consisting of all of the following representatives appointed for one-year terms by the organization that each member represents.” Thereafter, the statutes list the member organizations represented on the Council.

ii. According to Wisconsin law:

*s.15.01(4)* “Council” means a part-time body appointed to function on a continuing basis for the study, and recommendation of solutions and policy alternatives, of the problems arising in a specified functional area of state government...

*s.15.01(1r)* “Board” means a part-time body functioning as the policy-making unit for a department or independent agency or a part-time body with policy-making or quasi-judicial powers.

*s.15.01(5)* “Department” means the principal administrative agency within the executive branch of Wisconsin state government, but does not include the independent agencies under subch. III.

*s.15.01(8)* “Head”, in relation to a department, means the constitutional officer, commission, secretary or board in charge of the department. “Head”, in relation to an independent agency, means the commission, commissioner or board in charge of the independent agency.

iii. A provision of law in Wis. Stats. Chapter 45, “Veterans Affairs,” [*Wis. Stats. s. 45.03(3)*], specifies that the Council on Veterans Programs shall advise the [Board of Veterans Affairs](#) (“Board”) and the [Wisconsin Department of Veterans Affairs](#) (“Department”) on solutions and policy alternatives relating to the problems of veterans.

iv. The Council shall furthermore advise the Board and the Department on veterans programs and policies and any other matters related to veterans or veterans' loved ones, caregivers, service providers, advocates, organizations, or programs intended to serve or provide benefit to them and which the Council considers significant.

v. These Bylaws and Rules of Procedure ("rules") include, but are not limited to, the delineation of the general rules under which the Council and its committees and subcommittees shall operate. They are also published for the guidance of organizational and individual members of the Council; members of Council committees and subcommittees; members of the Board and the Board's committees, subcommittees, and councils; Department staff; and for public information.

vi. The Council is a statutorily created public body. As such, the Council and its members, in the conduct of the Council's official duties, are subject to Wisconsin's Open Meetings and Open Records laws. Organizational and individual members are encouraged to become familiar with these laws in order to facilitate adherence to them during the conduct of official duties with the Council.

vii. A copy of these Rules of Procedure shall be made available to the public in perpetuity on the Council's website.

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## **ARTICLES**

**ARTICLE I – Principal Office**

**ARTICLE II – Members**

**ARTICLE III – Officers**

**ARTICLE IV – Meetings & Minutes**

**ARTICLE V – Committees & Subcommittees**

**ARTICLE VI – Advising the Board and the Department**

**ARTICLE VII – Reports, Studies & Recommendations**

**ARTICLE VIII – Educational Materials**

**ARTICLE IX – Awards**

**ARTICLE X – Public Availability & Accessibility**

**ARTICLE XI – Amendments**

**ARTICLE XII – Custodian of Records & Department Designated Staff Person**

**ARTICLE XIII – Miscellaneous**

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## **Article I – Principal Office**

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

## **Article II – Members**

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

**2.02. Members.** Each organization named in the Statutes as being authorized to have a representative on the Council shall appoint one member to serve as its representative on the Council for a one-year term. The number of members shall be the number of persons appointed to serve on the Council in accordance with the Statutes. Any vacant seat to which a representative has not been appointed by an organization authorized under the Statutes to have a representative on the Council shall not be counted as a member. A copy of each member's certification of appointment by the appointing organization shall be filed with the Department, the Council Chair, and a copy provided to the appointing organization's representative on the Council. The Department's appointed administrative staff person shall be requested to advise a new appointee to the Council 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 Department Secretary and a copy thereof with the Chair of the Council. However, such member may continue to serve as a member until a successor has been nominated by the member's organization.

**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.

Expenses for travel outside the State of Wisconsin shall only be incurred with the prior approval of the Council Chair, in coordination with the Department, and the reimbursement thereof shall be accomplished in the same manner as expenses incurred within the State of Wisconsin.

**2.05. Authority and Responsibility of Individual Council Members.** Interim committee work will be conducted by the assigned committees and sub-committees of the Council between regular Council meetings. The Chair of each committee shall have the power to conduct meetings and public hearings when necessary, in accordance with Wisconsin Open Meetings law. No administrative functions are assigned to Council members. All acts of individual members and committees and subcommittees between meetings are unofficial and without authority, except as specifically authorized by the Council. Committees and subcommittees are advisory bodies to the Council and shall not take independent action without Council 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 and Designation.** The number of officers of the Council shall be three: a Chair, Vice Chair and Secretary; each of whom shall be elected by the members from among the members by a majority vote of the members of the Council. 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 Council may be removed from office by the vote of at least two-thirds of the members of the Council. Such removal shall be without prejudice to the right of the person so removed to continue to serve as a member.

**3.04. Council Chair.** The Chair shall preside, and shall vote on all matters, at all meetings of the Council. The Chair may present to the Council 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 Council from time to time. The Chair with the approval of the Council, 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 Council as provided for in these Rules of Procedure and/or their Addenda 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 addenda to the Rules of Procedure.

**3.05. Council 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 Council. The execution of any instrument of the Council 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 Council 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. Council Secretary.** The Council Secretary shall, in coordination with the Department's assigned staff person, ensure the notice of meetings and minutes of meetings are prepared in accordance with these rules and Wisconsin's Open Meetings law. In consultation with the Department's assigned staff person, The Council Secretary shall certify the proper notice of each meeting at the beginning of each meeting. The Council Secretary shall certify the results of elections of officers. The Council Secretary shall certify the results of a roll call vote or may delegate this responsibility to the Department's assigned staff person. The Council Secretary shall serve as the Council's parliamentarian, unless the Council shall appoint a separate parliamentarian by a majority vote of the members.

**3.07. Special Elections.** The Council shall elect officers to fill any officer vacancy at any regular meeting or special meeting of the Council provided at least seven (7) calendar days prior written notice has been given.

#### **Article IV – Meetings and Minutes**

**4.01. Regular Meetings.** Regular meetings of the Council should be held on the same day or on the day preceding Board meetings: regular meetings of the Council shall be held in the months of February, April, June, August, October and December. In accordance with the Board's rules governing meeting locations, the regular February meeting shall be held in Madison; the regular June meeting shall be held at the Wisconsin Veterans Home at King; the regular December meeting shall be held at the Wisconsin Veterans Home at Union Grove; and in odd-numbered years, the regular April meeting shall be in Madison. At all regular meetings any business of the Council may be transacted so long as it has been properly noticed in advance in accordance with these Rules of Procedure and Wisconsin's Open Meetings law. The Council shall approve by a majority vote the schedule of meetings for the upcoming year no later than the last scheduled Council meeting of each calendar year. As a courtesy to the Board and the public that may come to attend the regular Board and Council meetings, Council action should be completed or temporarily suspended at least 15 minutes prior to the noticed commencement of any Board meeting that follows so that the Board meeting may start

promptly at the time noticed. All actions intended to be advisory to the Board should be completed prior to that time. Similarly, as a courtesy to the Council and the public that may come to attend the regular Board and Council meetings, Board action should be completed or temporarily suspended at least 5 minutes prior to the noticed commencement of any Council meeting that follows so that the Council meeting may start promptly at the time noticed.

**4.02. Special Meetings.** Special Council meetings may be called by the Chair or by at least one-quarter of the members. A special meeting may only be called if the Chair or the members calling the special meeting set forth in writing the reasons why the matters to be addressed at the special meeting cannot wait to be acted upon at the next regularly scheduled Council meeting. The Chair or members calling any special meeting shall prescribe the time and location thereof in the notice.

**4.03. Notice of Meetings.** Notice of a regular or special meeting of the Council shall forth the time, date, place and agenda of the meeting and no business other than that specified in the notice shall be transacted at a meeting unless requisite notice is provided as required by law. Notice of each Council meeting shall be given by email, or by written notice delivered personally or mailed to each member at such address as the member shall have designated to the Council and Department, in each case not less than 24 hours prior to the time of the meeting specified in the notice or 2 hours in the case of an emergency or in accordance with s.19.84, Wis. Stats. If mailed via postal mail, such notice shall be deemed to be delivered when deposited in the United States mail so addressed, with postage thereon prepaid. If emailed, such notice shall be deemed delivered unless the email is returned as undeliverable. Whenever any notice whatsoever is required to be given to any member under the Rules of Procedure or any provision of law, a waiver thereof in writing, signed at any time whether before or after the time of meeting by the member entitled to such notice, shall be deemed equivalent to the giving of such notice. The Department's assigned administrative staff person shall be requested by the Council Secretary to ensure that all public notices related to activities of the Council are duly given in accordance with the provisions of these Rules of Procedures and as required by Wisconsin Open Meetings law and any other applicable federal or state laws. Meeting notices shall be sent to the following, in addition to the Council

members, in the most cost effective and efficient manner: the Office of the Governor; Chair, Senate Veterans Affairs Committee; Chair, Assembly Veterans and Military Affairs Committee; Legislative Fiscal Bureau; Department of Administration; Council committees and subcommittees; the Board, Board committees and subcommittees; the Board's CVSO Advisory Council; other individuals designated by the Chair, the Board, the Department Secretary, or the Department's assigned staff person; and any individual and organization who requests them. Notices shall be placed on the Council's website in advance of the meeting by the Department's designated staff person and in accordance with these rules and Wisconsin's Open Meetings law.

**4.04. Agenda.** The Council Chair shall establish the agenda for Council meetings. All agenda items which the Council Chair is requested to include by any member of the Council shall be incorporated into the agenda. With the Council Chair's concurrence, agenda items that the Department Secretary, Board, or Board Chair requests to have included may be incorporated into the Council's agenda.

**4.05. Distribution of the Agenda.** At least seven (7) days prior to each regularly scheduled Council meeting, and upon the final approval of the agenda by the Council Chair, the Department's assigned administrative staff person shall be requested by the Council Secretary to mail or email to each member the agenda for the next regular Council meeting and such other material as the Chair or any member of the Council has requested. Agendas shall be sent to the following, in addition to the Council members, in the most cost effective and efficient manner: the Office of the Governor; Chair, Senate Veterans Affairs Committee; Chair, Assembly Veterans and Military Affairs Committee; Legislative Fiscal Bureau; Department of Administration; Council committees and subcommittees; the Board, Board committees and subcommittees; the Board's CVSO Advisory Council; other individuals designated by the Chair, the Board, the Department Secretary, or the Department's assigned staff person; and any individual and organization who requests them. Agendas shall be placed on the Council's website in advance of the meeting by the Department's designated staff person and in accordance with these rules and Wisconsin's Open Meetings law.

**4.06. Quorum.** At least half the members shall constitute a quorum and no formal business may be transacted unless a quorum is present. When fewer than half the members are present, the meeting shall be deemed a conference of the Council and its deliberations considered as expressions of opinion by the individual Council members and consideration of information presented by any present.

**4.07. Manner of Acting.** Except as otherwise expressly provided in these Rules of Procedure, action shall be taken by the Council upon a vote of a majority of the members present at a meeting at which a quorum is present and the same shall be the action of the Council. 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.

**4.08. Conduct of Meetings.** The Chair or, in the absence of the Chair the Vice Chair or, in the absence of both, the Council Secretary, or in the absence of all three, any member chosen by the members present, shall call the meetings of the Council to order and shall act as Chair of the meetings. The Council Secretary shall act as Secretary of all meetings of the Council. In the absence of the Secretary, the presiding officer may appoint any member present to act as Secretary of the meeting. The Council Secretary shall request the Department's appointed staff person to prepare minutes of all Council meetings. All meetings of the Council shall be conducted in accordance with these Bylaws and Rules of Procedure, and, when these Rules are silent, Robert's Rules of Order. Meetings shall be conducted in accordance with Wisconsin's Open Meeting Law and in accordance with the following provisions: (a) The Council shall allow for public input in a consistent manner to assure that people are dealt with equitably and to facilitate the proceedings of the Council; (b) Public input may follow initial Council discussion on a particular agenda item; (c) If the Council 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.

**4.09. Preparation of the Minutes.** The Department's assigned administrative staff person, under the direction of the Council Secretary, shall be requested by the Council Secretary to cause the minutes of Council, Council committee and subcommittee meetings to be prepared.

**4.10. Review of Draft Minutes.** At least 30 days prior to each regular Council meeting, the Department's assigned administrative staff person shall be requested by the Council Secretary to mail or email to each member the draft unapproved minutes of the last regular Council, Council committee and subcommittee meetings. Within 14 days of each special Council meeting, the Department's assigned administrative staff person shall be requested by the Council Secretary to mail or email to each member the draft unapproved minutes of the special Council meeting.

**4.11. Distribution of Draft Minutes.** The unapproved minutes of the Council, Council committees and subcommittees shall be prepared with a clear and distinct watermark on each page disclosing that the document consists of draft unapproved minutes. With the exception of the unapproved minutes of closed sessions of the Council, copies of watermarked, draft unapproved minutes shall be deemed public records and shall be made available to anyone who requests them.

**4.12. Distribution of Approved Minutes.** The approved minutes of the Council, Council committee and subcommittee meetings shall be sent to the following, in addition to the Council members, in the most cost effective and efficient manner: the Office of the Governor; Chair, Senate Veterans Affairs Committee; Chair, Assembly Veterans and Military Affairs Committee; Legislative Fiscal Bureau; Department of Administration; Council committees and subcommittees; the Board, Board committees and subcommittees; the Board's CVSO Advisory Council; other individuals designated by the Chair, the Board, the Department Secretary, or the Department's assigned staff person; and any individual and organization who requests them. Within seven (7) days of the approval of the draft minutes, as corrected if necessary, the minutes shall be posted on the Council's website.

**4.13. Reports and Transcripts.** Routine and special reports requested by the Council, along with full record keeping and preparation of transcripts of Council

meetings disclosing the appearances before it, discussions at Council meetings and actions of the Council, shall be prepared by and be the responsibility of the Council Secretary, who shall request they be prepared by the Department's appointed staff person as has been done as a courtesy for many years. The Council Secretary shall request the Department's appointed staff person to also prepare a summary of the action of the Council and its committees and subcommittees to be distributed in lieu of or in addition to transcripts. Recordings of Council meetings and the meetings of its committees and subcommittees that serve as the basis for transcripts and minutes of such meetings shall be retained by the Department for at least the period of time required by state statute or administrative law from the date of the meetings.

**4.14. Staff Attendance at Council Meetings.** Any member of the Council, through the Council Chair, who desires a specific employee or employees of the Department or member or members of the Board present for a meeting shall request in writing at least 7 calendar days prior to the meeting that said employee be present and the reason for the request; and the Chair shall request the Board Chair or Department Secretary to endeavor to ensure the Board members' or employees' presence.

## **Article V – Committees and Subcommittees**

**5.01. General.** The Council may create committees and subcommittees to assist it in its work. In creating a Committee or Subcommittee, the Council shall set forth: (1) the composition of each committee and subcommittees it establishes, (2) the areas or matters concerning which such committees and subcommittees shall advise the Council, (3) the specific duties and responsibilities the Council expects them to perform and discharge, and (4) such other matters as the Council deems relevant to individual committees and subcommittees.

**5.02. Appointment of Members.** Any non-Council members of committees, and subcommittees established by the Council who are not appointed to membership thereon by representative bodies designated by the Council, and who are not members thereof by virtue of their positions' representative bodies, shall be nominated by the Council Chair and, with the advice and consent of the Council, appointed to serve for terms specified by

the Rules governing the Committee, or, if none, by a motion adopted by the Council. Any non-Council members of councils established by the Council who are not appointed to membership thereon by representative bodies designated by the Council, and who are not members thereof by virtue of their positions with the representative bodies, shall be nominated by the Council Chair and, with the advice and consent of the Council, appointed to serve for terms as set forth in this Article. These non-Council members may be removed from their positions on committees, subcommittees and councils during their terms of appointment upon the vote of at least two-thirds of the Council members. The Council Chair may appoint Council members to serve at the Council Chair's pleasure as members of committees, subcommittees and councils established by the Council. Where members of committees, subcommittees and councils are appointed by representative bodies designated by the Council, the Council may, at its pleasure, terminate the power of specific representative bodies to designate members of such committees, subcommittees or councils thereby terminating the right of individuals appointed by such representative bodies to be vested with the power to appoint members to committees, subcommittees and councils. All Chairs and Vice Chairs of committees and subcommittees shall be Council members.

**5.03. Establishment and Termination.** Council committees, subcommittees and councils shall be established by the Council and may subsequently be terminated by the Council by amendment of these Rules as provided for in these Rules of Procedure. This section shall not preclude the Council Chair, with the consent of the Council, from establishing informal working groups of no more than three members to facilitate the orderly performance of the Council's statutory authority and responsibilities.

**5.04. Expenses of Members.** All members of committees, subcommittees and councils 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 for payment. Expenses for travel outside the State of Wisconsin shall only be incurred with the prior approval of the Chair and the

Secretary of the Department and reimbursement thereof shall be accomplished in the same manner as expenses incurred within the State of Wisconsin.

**5.05. Committees and Subcommittees—General Rules.** (1) The Chair and other officers of committees and subcommittees shall be appointed by the Council and shall serve as committee and subcommittee officers at the pleasure of the Council.

(2) A majority of the members of a committee or subcommittee, including the Council Chair if the Chair is sitting as an ex-officio voting member of the committee or subcommittee, shall constitute a quorum.

(3) Committees shall meet at such times and places as the Council specifies in this Article.

(4) The Council Chair and, in the absence of the Chair, the Vice Chair, shall be an ex-officio voting member of all Council committees and subcommittees and shall be counted as a member of these committees for quorum purposes but shall not be counted as a part of the maximum membership of these committees unless appointed to membership thereon in the case of the Vice Chair. The Department Secretary or the Secretary's representative or one or more members of the Board may serve as an ex-officio non-voting member of such committees at the request of the Council, Council Chair or the Committee Chair and shall not be counted as a member thereof for quorum or membership purposes.

(5) Committees and subcommittees are created and members are appointed by the Council to serve at the Council's direction. Not all issues related to a committee's potential subject area are required to go through a committee before being dealt with by the Council. The Council may take up, consider and act on matters on its own initiative without referring them to a committee.

(6) The responsibilities of Council committees and subcommittees as delineated in this Article are not exclusive of each other and may be concurrent. When committees and subcommittees share concurrent responsibilities, it shall be the responsibility of the respective committee and subcommittee chairs, with the assistance of the Council Chair

when necessary, to coordinate the efforts of their respective committees and subcommittees to maximize efficiency and minimize duplication of efforts.

(7) Committee and subcommittee agendas shall be established by their respective chairs in consultation with the Council Chair.

(8) Minutes of Council committees, subcommittees and councils shall be prepared in draft form in a manner consistent with the preparation of Council minutes as provided for in the Meetings and Minutes Article above. In order to ensure that minutes are created, each committee, subcommittee and council may be required to nominate and elect a secretary to keep the minutes of the meeting.

(9) All committee meetings shall be conducted in accordance with the provisions of the Meetings and Minutes Article above.

## **Article VI – Advising the Board and the Department**

### **6.01. Action on Motions Pertaining Administrative Rules and Regulations.**

The Council may take action on a motion pertaining to administrative rules and regulations when the Council determines such action is desirable. Before the public hearing for the creation, amendment, or repeal of an administrative rule is considered by the Board, the Council Chair shall request of the Department's assigned staff person that all Council members 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. The Council chair shall provide public testimony, during the public hearing related to any rule or regulation, accurately reflecting any and all motions passed by the Council related to the rule being considered.

### **6.02. Council Action on Resolutions Submitted by Veterans Organizations.**

The Council strongly encourages the submission of resolutions and other recommendations by Wisconsin veterans organizations. Subject to review, the Council 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.

In any case, upon proper notice, the Council may take any action it desires on a separate motion relating to the subject matter of a resolution submitted by a Wisconsin veterans organization. The Council Chair shall relay to the Board and the Department, during the Council's report to the Board, the text and substance of any and all motions passed by the Council during the Council's preceding regular and special meeting(s) since the last Council report to the Board.

**6.03. Unmet Needs.** The Council shall advise the Board and the Department on unmet needs and solutions and policy alternatives related to the unmet needs of veterans or veterans' loved ones, caregivers, service providers, advocates, organizations, or programs intended to serve them or provide them benefit.

**6.04. Coordination of Services.** The Council shall advise the Board and the Department on the coordination of services within the Department and between the Department and other federal, state, and local governments and private sector organizations, including veterans service organizations and non-profit service providers, and solutions and policy alternatives related to the coordination of services.

**6.05. Developing Evaluations and Reporting on Data.** The Council may advise the Board and the Department on developing evaluations and reporting of data, including to or from the federal or local governments.

**6.06. Development of Plans Related to Monitoring Reports.** The Council may advise the Board and the Department in developing plans related to addressing findings identified in monitoring reports, including those by federal and state government.

**6.07. Special Needs.** The Council shall advise the Board and the Department on special needs related to paralyzed veterans, amputee veterans, blinded veterans, hearing-impaired veterans, mobility-limited veterans, and other physically and mentally disabled veterans. The Council shall advise the Board and the Department on special needs related to, including, and not limited to particular wars, military operations, locales, eras, periods, or types of military service. The Council shall advise the Board and the Department on special needs related to, including, and not limited to race, color, creed, ethnicity, national heritage or origin, sex, gender, sexual orientation, or marital status. The Council shall advise the Board and the Department on special needs related to,

including, and not limited to exposures in military service to combat, battlefield hazards, blasts and concussions, ionizing and other radiation, environmental agents, experimental drugs and vaccines, nuclear, biological and chemical warfare agents, and sexual trauma. The Council shall advise the Board and the Department on solutions and policy alternatives related to special needs.

**6.08. Board Agenda Items.** The Council may advise the Board regarding items on the Board's agenda. It is not an expectation that all issues on the Board's agenda will be discussed by the Council, although the Council's advice is, in general, encouraged to provide advice on those issues.

**6.09. Requests by the Board or Department Secretary.** The Council may advise the Board or the Department on matters as specifically requested by the Department Secretary, the Board Chair, or by a motion of the Board.

**6.10. Reports to the Board of Veterans Affairs.** At each meeting of the Board of Veterans Affairs, the Council Chair or the Council's designee shall provide a report to the Board of the actions of the Council taken at the Council's most recent meeting. The report shall include the text of each and every motion or resolution adopted by the Council, all reports, studies or recommendations adopted by the Council, and any other advisory matters within the purview of the Board or the Department.

## **Article VII – Reports, Studies & Recommendations**

**7.01. General.** The Council may conduct studies and prepare reports, studies and recommendations on any matter within its purview, including but not limited to matters related to veterans or veterans' loved ones, caregivers, service providers, advocates, organizations, or programs intended to serve them or provide them benefit. The Council may review, approve and make recommendations related to reports, studies, or recommendations made or prepared by one or more of the Council's member organizations. A copy of each report, study, recommendation, and goal prepared or approved by the Council shall be provided to the Board and the Department.

**7.02. Goals.** The Council may make goals, including annual goals, and report on progress made towards achieving the Council's goals. The Council may develop strategies to achieve the Council's goals.

**7.03. Annual Report.** The Council may prepare an annual report.

**7.04. Preparation of Biennial Report.** The Council is required under the law to prepare a biennial report in odd-numbered years. The report shall include a general summary of the activities and membership over the past 2 years of the Council and of each organization on the Council. The Council Secretary, in coordination with the Department's assigned staff person, shall ensure the preparation of the report.

**7.05. Submission of Biennial Report.** The Council is required under the law to submit its biennial report to the Chief Clerk of each house of the Legislature for distribution to the legislature by September 30, 1989 and the odd-numbered years since 1989. The Council Secretary, in coordination with the Department's assigned staff person, shall ensure the proper distribution and delivery of the report.

## **Article VIII – Educational Materials**

**8.01. General.** The Council may create educational materials in the service of veterans or veterans' loved ones, caregivers, service providers, advocates, organizations, or programs intended to serve or provide them benefit. The Council may create resources for event leaders. The Council may create media kits to educate the media and the public on issues related to veterans or veterans' loved ones, caregivers, service providers, advocates, organizations, or programs intended to serve them or provide them benefit. The Council may create one or more guides for citizen action. The Council may, by action of a majority of Council members present at a meeting at which there is a quorum, determine funding for the creation of such materials. The Council may coordinate with the Department with regards to funding associated with the creation of these materials.

**8.02. Approval of Educational Materials.** Educational materials prepared by the Council shall be approved by at least a majority vote of the members of the Council.

## **Article IX – Awards**

**9.01. General.** The Council may create annual or other awards to recognize achievements and service related to veterans or veterans’ loved ones, caregivers, service providers, advocates, organizations, or programs intended to serve them or provide them benefit. The Council may, by action of a majority of Council members present at a meeting at which there is a quorum, determine funding for the creation of such awards. The Council may coordinate with the Department with regards to funding associated with the creation of such awards.

## **Article X - Public Availability & Accessibility**

**10.01. General.** All official documents of the Council shall be made available to the public in perpetuity or until expiration on the Council’s website, including but not limited to meeting notices, agendas, approved minutes, advance materials, reports, studies, brochures, guides, educational materials, media kits, and award citations.

**10.02. Accessibility.** Recognizing the diversity of needs of Wisconsin’s veterans, particularly its combat and disabled veterans, the Council shall make every reasonable effort to accommodate the special needs of its members, members of the veterans community, and members of the public, who make their needs known in advance with sufficient time to be able to meet those needs wherever possible.

## **Article XI - Amendments**

**11.01. Modifications, Amendments, Repeal; Notice.** These Rules of Procedure and any Addenda to them may be modified amended or repealed and such modification, amendment or repeal of any portion of the Rules of Procedure shall be adopted upon an affirmative vote of two thirds of the 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 Council and Department, not less than 10 days prior to the time of the meeting at which the proposed modification, amendment or repeal is to be considered.

## **Article XII – Custodian of Records & Department Designated Staff Person**

**12.01.** The Council 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 Council's Records Custodian shall, in a timely manner, generally advise the Council Chair of public records requests for Council documents and the disposition of those requests.

**12.02. Department's Designated Staff Person.** The Department historically has provided a designated staff person for administrative assistance to the Council, the Chair, and the Council Secretary. The Council Secretary shall ensure that complete contact information for the Department's designated staff person is provided to each member of the Council and is listed on the Council's website.

## **Article XIII - Miscellaneous**

**13.01. 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 United States or the State of Wisconsin, the provisions of the statutes or laws of the United States or the State of Wisconsin shall prevail.

**12.02. Severability.** Unless otherwise expressly provided, if any one or more of the provisions of any action of the Council 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.

**12.03. 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 Council 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.

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09/29/2010

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