

***Veterans' Affairs Advisory Council
Composition and Responsibilities
Adopted January 15, 2009***

PURPOSE:

The purpose of the Veterans' Advisory Council (VAC) is to serve as an independent body to provide input, suggestions, guidance and assistance to the Coordinator of Veterans' Affairs (CVA), and thereby to the veterans at Youngstown State University. The Council is designed to provide representation from a variety of constituency groups both at YSU and from the surrounding community who have an interest in veterans' affairs. It is believed that by providing such assistance to the CVA, the veterans attending YSU will receive the assistance and respect that they have earned having served in our nation's armed forces. In turn, it is believed that YSU can become recognized as an institution of higher learning which not only accepts veterans, but which actively serves those veterans.

COMPOSITION OF THE VETERANS' ADVISORY COUNCIL (VAC):

The VAC shall have the following voting representation from the following constituencies:

- 2 members from YSU faculty
- 2 members from YSU staff
- 2 members from Mahoning Valley veterans' organizations
- 2 members from YSU student body
- 1 member from YSU Board of Trustees

Members of state government and congressional offices may serve as ex-officio members as available. Further, additional individuals from various constituency groups are invited to participate as ex-officio members.

Members shall serve five (5) year appointments to the Council. In the event of a vacancy, the Council shall appoint a replacement from the appropriate constituency group subject to a two-thirds (2/3) approval of the full Council. The Council shall make every reasonable effort to ensure that all branches of the armed services are represented, and that the Council reflects the diversity of the armed services.

CHAIRPERSON:

A Chairperson shall be elected by the Council members to serve a two-year term. The Chairperson shall be a full-time university employee.

- Elections shall be by secret ballot; election may be made by acclamation if there is only one nominee
- The chairperson may be recalled at any time by a vote of, or petition by, more than 50% of members of the council.

DECISION MAKING PROCESS:

A quorum shall be required to conduct any official business. A quorum shall be defined as more than 50% of voting members (five (5) or more members). For any motion to be approved by the VAC, support by a majority of the quorum is required.

Whenever possible decisions shall be made by consensus. In those cases where consensus cannot be reached, a vote shall be taken and recorded. Any voting member of the VAC may request a vote on any issue under discussion if they so desire. Any motion which fails to pass or which is tabled at an earlier meeting may be reintroduced by a Council member at any subsequent meeting for further discussion.

MEETINGS OF THE COUNCIL:

The council shall meet at least once per month at a time convenient to members. At least two different days/times shall be used alternately to accommodate as many members as possible if necessary.

The Coordinator of Veterans' Affairs will serve in an ex officio capacity and attend meetings, although "executive session" may be called to allow private discussions by Council.

REPORTS FROM THE COUNCIL:

Minimally, the Chairperson shall provide quarterly reports to all members of the committee, the Coordinator of Veterans' Affairs, Vice-President for Student Affairs, and President, and legislative aids/contacts.

DUTIES OF THE CHAIRPERSON:

Chairperson's responsibilities:

- chair meetings
- schedule and prepare agendas for meetings
- keep record of meetings
- prepare quarterly reports
- work as needed with the CVA, members of the YSU administration, the YSU Board of Trustees, and any other pertinent group