



UPPER PIONEER VALLEY VETERANS' SERVICES DISTRICT

Veteran Resource and Referral Center located in Greenfield, satellite locations throughout the district

Upper Pioneer Valley Veterans' Services District Advisory Board Operating Procedures

Member Towns

- Ashfield***
- Bernardston***
- Buckland***
- Charlemont***
- Colrain***
- Conway***
- Deerfield***
- Erving***
- Gill***
- Greenfield***
- Hawley***
- Heath***
- Leverett***
- Leyden***
- Monroe***
- Montague***
- New Salem***
- Northfield***
- Plainfield***
- Rowe***
- Shelburne***
- Shutesbury***
- Sunderland***
- Warwick***
- Wendell***
- Whately***

Article I: Purpose and Duties

The Upper Pioneer Valley Veterans' Services District Advisory Board serves to provide input, advice and review of the Upper Pioneer Valley Veterans' Services District (UPVVSD). The Board members' duties include:

- Meet at least two times per year,(1) spring and (1)fall
- Help staff develop short-term and long-term goals regarding veterans services in the district
- Participate in district employee hiring processes
- Review and confirm assessment formulas and amounts on an annual basis
- Review and endorse UPVVSD policies and recommended policies.
- Review, debate, and endorse an annual budget prior to assessments being issued to member communities
 - Review and act on reports from UPVVSD staff
 - Provide input as to performance of UPVVSD staff
 - Review and advise on potential grant applications
 - Bring concerns from member communities to UPVVSD staff
 - Update member communities' Select Board or Mayor on UPVVSD budget and activities twice a year and report back to UPVVSD staff with any issues or concerns

Article II: Membership

Membership will consist of a representative and an alternate from each member community, appointed by the Select Board or Mayor. Members are encouraged to be veterans, but this is not required.

If a member resigns or is changed by the member community, notice must be submitted in writing to the UPVVSD Director at the earliest possible convenience.

Article III: Officers

Section 1 Officers shall consist of a Chairman, Vice Chairman, and a Secretary. The chair shall preside at all meetings of the board, and consult with the UPVVSD staff on setting the agenda.

Section 2 Officers will be elected by nomination and vote of the Advisory Board.

Section 3 Term of office will be for a period of one (1) year, with elections to take place during the first meeting of the fiscal year.

Section 4 In the event of a vacancy for Chair, the Board shall fill the vacancy by election at the next regular meeting.

Section 5 Chair shall have the right to vote and to debate questions the same as any other member

Section 6 Chair shall have the right to review and advise staff on grant applications and make any other time-sensitive decisions between meetings, as long as the decision is brought to the next Board meeting.

Article IV: Meetings

Regular meetings of the Board shall take place on a schedule determined by the Board, with times set at the beginning of each fiscal year. Special meetings may be called as needed. For a board meeting, a quorum shall be a minimum of nine (9) members present provided meetings have been legally posted in accordance with Massachusetts Open Meeting laws.

Article V: Voting

Each member community shall have one vote. Every member shall have an equal voice in determining policies and priorities and in voting on issues that come before the Board.

Article VI: Financial Decisions

Each member community has an equal vote regarding financial reviews and decisions.

Article VII: Procedural Rules

The UPVVSD Advisory Board is subject to the Massachusetts Open Meeting Law. The rules contained in “Roberts Rules of Order, latest revised edition” shall govern in all cases to which they are not inconsistent with federal and state law and/or guidelines and these bylaws.

Article VIII: Amendments

These operating procedures may be amended at any regular meeting at which a quorum is confirmed, by majority vote of the members present. All proposed amendments must be presented to membership, in writing, at least 30 days prior to the vote.

Adopted: 5/20/2015