BURKE COUNTY
NORTH CAROLINA

RESOLUTION CREATING BURKE COUNTY VETERANS SERVICES BOARD

WHEREAS, the Burke County Board of Commissioners had in the past created a Veterans Service Advisory Committee;

WHEREAS, the Burke County Board of Commissioners wishes to officially transition the Veterans Service Advisory Committee to a Veterans Services Board and provide for said board's appointment and operation;

WHEREAS, N.C.G.S. § 153A-76 authorizes the Board of Commissioners to generally organize county government in order to promote the orderly and efficient administration of county affairs; and

WHEREAS, N.C.G.S. § 153A-77(a) further authorizes the Board of Commissioners to appoint advisory boards composed of qualified and interested residents to study, interpret, and develop community support and cooperation in activities conducted by or under the authority of the Board of Commissioners.

NOW, THEREFORE, the Burke County Board of Commissioners is convened in a regular meeting and does hereby resolve:

1. There is hereby created a Burke County Veterans Services Board composed of six members.

2. The Burke County Veterans Services Board shall operate pursuant to the bylaws attached to this resolution.

3. Any business heretofore conducted under the county's Veterans Service Advisory Committee shall henceforth be conducted by the Veterans Services Board.

Adopted the 20th day of April 2026

_____
Jeffrey C. Brittain, Chairman
Burke County Board of Commissioners

Attest:

_____
Katherine Wright
Interim Clerk to the Board

BURKE COUNTY VETERANS SERVICES BOARD BYLAWS

I. DEFINITIONS

a. "Board of Commissioners" refers to the Burke County Board of Commissioners.

b. "Bylaws" refers to these Burke County Veterans Services Board Bylaws.

c. "Commissioner" refers to a member of the Burke County Board of Commissioners.

d. "County" refers to Burke County, North Carolina.

e. "County Clerk" refers to the person who occupies the role of Clerk to the Board of Commissioners as defined by N.C.G.S. § 153A-111.

f. "Member" refers to a member of this Burke County Veterans Services Board.

g. "Rules of Procedure" means the latest edition of the UNC School of Government's *Suggested Procedural Rules for Local Appointed Boards*.

h. "Veterans Board" refers to the Burke County Veterans Services Board.

II. MEMBERS

There shall be six (6) members of the Veterans Board, five (5) of whom shall be appointed by the Board of Commissioners and one (1) of whom shall be the Veterans Services Officer serving as a non-voting ex-officio Member. Members of the Veterans Board shall serve without compensation. All seats shall be initially filled as provided for in Section IV of these Bylaws. The sole qualification for appointed membership is that each Member, other than the Veterans Services Officer, must be a veteran of the United States Armed Forces or on active duty in the United States Armed Forces. The term "United States Armed Forces" shall be deemed to include the U.S. Army, U.S. Marine Corps, U.S. Navy, U.S. Air Force, U.S. Space Force, and U.S. Coast Guard.

III. TERMS

The terms of the initial Members of the Veterans Board shall be as provided for in Section IV of these Bylaws. Otherwise, Members shall serve a term of three (3) years from their date of appointment. Members can be reappointed at the end of a three-year term, provided, however, no Member shall serve more than one unexpired term and four full terms consecutively. However, this shall not prevent any person from serving any number of nonconsecutive terms.

IV. INITIAL MEMBERS

There shall be six (6) Members of the Veterans Board, one (1) of whom shall be the Veterans Services Officer serving as a non-voting ex-officio Member, and five (5) of whom shall be appointed by the Board. The names, positions, and terms of the initial Members of the Veterans Board shall be as follows:

Seat	Member Name	Position	Term Start Date	Term End Date
1	Gary Jennings	Member At-Large	4/20/2026	9/30/2026
2	James Gribble	Member At-Large	4/20/2026	9/30/2026
3	David Tubergen	Member At-Large	4/20/2026	9/30/2028
4	Edwin Ware	Member At-Large	4/20/2026	9/30/2028
5	Dillon Smith	Member At-Large	4/20/2026	9/30/2027
6	Veterans Services Officer	Non-Voting Ex-Officio Member	N/A	N/A

V. OFFICERS

a. **Officers Designated.** The officers of the Veterans Board shall be a Chair, Vice-Chair, and Veterans Services Officer. The Members of the Veterans Board shall select the Chair and Vice-Chair by majority vote. Both the Chair and Vice-Chair must be Members of the Veterans Board. The Veterans Services Officer is an ex-officio officer by virtue of his or her position with the County.

b. Duties of Officers.

i. The Chair is a Member of the Veterans Board and shall preside at all regular and special meetings, delegate tasks to Members, and see that all correspondence and business of the Veterans Board is carried out. The Chair shall act as spokesperson for the Veterans Board and perform such tasks as shall be delegated to him or her by the Veterans Board.

ii. The Vice-Chair is a Member of the Veterans Board and shall, in the absence of the Chair, have the authority and perform the duties of the Chair.

iii. The Veterans Services Officer is the person who occupies the position of Veterans Services Officer for Burke County. The Veterans Services Officer shall make a reasonable effort to attend all meetings of the Veterans Board in order to inform and advise the Veterans Board. The Veterans Services Officer shall further act as the executive officer of the Veterans Board and act as its

secretary, which shall include preparing agendas and minutes of meetings. The Veterans Services Officer shall serve as a non-voting ex officio Member of the Veterans Board.

VI. MEETINGS

a. **Rules of Procedure.** In all matters not otherwise provided for in these Bylaws, the above-defined Rules of Procedure shall govern meetings and actions of the Veterans Board. In all matters not otherwise provided for in these Bylaws and the Rules of Procedure, Robert's Rules of Order, latest edition, shall govern meetings of the Veterans Board.

b. **Regular Meetings.** Regular meetings will be held at 3 p.m. on the fourth Tuesday of the months of March, June, September, and December.

c. **Special Meetings.** Special meetings may be called at any time by the Chair, or at the request of a simple majority of the authorized membership of the Veterans Board, or at the request of the Board of Commissioners. All meetings shall be called in accordance with N.C.G.S. § 143-318.12.

d. **Quorum.** Quorum shall consist of a simple majority of the authorized membership of the Veterans Board. However, the authorized membership of the Veterans Board shall not include vacant positions or Members who are disqualified from voting.

e. **Electronic Participation.** Members may participate in regular and special meetings via telephone, video chat, or any similar form of constant and instantaneous communication. For the purposes of counting attendance, a Member participating telephonically shall be counted as present, as permitted by N.C.G.S. § 143-318.13.

f. **Minutes.** Minutes shall be kept for each meeting as required by law. Previous meeting minutes shall be emailed or mailed to Veterans Board members prior to the next regular meeting. Copies of minutes shall be provided to the County Clerk.

g. **Agenda.** For forthcoming meetings, the agenda will be provided in time to allow Members to prepare for those meetings. Copies of the agenda will be provided to the County Clerk.

h. **Votes.** No Member shall vote for or on behalf of, or in any way exercise the vote of, another Member.

i. **Closed Sessions.** Closed sessions may be called in accordance with N.C.G.S. § 143-318.11.

VII. CONFLICTS OF INTEREST

No Member of the Veterans Board shall vote on a question in which he or she has any personal or financial interest. The Member shall declare that he or she has a conflict and shall not participate in the deliberations or be considered as a part of the necessary quorum. All questions regarding whether a matter involves a conflict of interest shall be conclusively resolved by the Veterans Board, except as otherwise provided by law. No Member shall vote on a matter where prohibited by law.

VIII. AMENDMENTS

These bylaws may be amended by (a) a vote of the majority of the Board of Commissioners or (b) a majority vote of the Veterans Board. The Board of Commissioners shall have the authority to nullify an amendment of the Veterans Board. To the extent an amendment approved by the Veterans Board and an amendment approved by the Board of Commissioners conflict with one another, the amendment approved by the Board of Commissioners shall prevail.