



By-Laws of the Lafayette Veterans Affairs Commission (LVAC)

Article I. Name

The name of the commission is the Lafayette Veterans Affairs Commission, hereinafter sometimes referred to as the "Commission" or "LVAC".

Article II. Authority

The commission has no official authority but serves only as a collaborative information sharing and gathering entity, focused on the Lafayette Veteran community to making veterans lives better, and Lafayette Consolidated Government more effective and efficient toward their needs.

Article III. Office

The principal office of the Commission hereinafter is located at 705 West University Avenue, Louisiana 70506 in the parish of Lafayette. The mailing address of the Commission is 705 W. University Ave., Lafayette, LA 70501 in the parish of Lafayette.

Article IV. Purpose

Section A. Vision

The Lafayette Veterans Affairs Commission envisions a community where every veteran and their family is honored, supported, and empowered through meaningful access to resources, services, and opportunities. Through strategic collaboration, informed advocacy, and active civic engagement, the Commission strives to position Lafayette as a statewide leader in veteran care, workforce integration, and quality of life—ensuring that those who served are never left behind.

Section B. Principal Mission

The mission of the Lafayette Veterans Affairs Commission is to advocate for and enhance the well-being of veterans and their families across Lafayette Parish by advising local leadership, promoting access to essential services, supporting veteran-focused initiatives, and fostering strong partnerships with community, state, and federal stakeholders. The Commission serves as a unified voice for the veteran community, committed to honoring their service through action, inclusion, and impact.

Section C. Guiding Principle

The Commission serves with integrity, respect, and purpose—ensuring every action taken honors the sacrifice of our veterans and strengthens the community around them.

Article V. Members

The Commission shall be comprised of seven members, three (3) Officers (Chair, Vice Chair, Secretary) and four (4) Commission Members. All Members of the Commission shall have voting rights on any question brought before the Commission which requires a decision by vote.

Article VI. Meetings

Section A. Regular Meetings

Meetings of the Commission shall be held quarterly at 705 West University Avenue, Lafayette, LA 70506. The Commission shall operate from a written agenda prepared and posted at least twenty-four (24) hours in advance. Meetings of the Commission shall be held at such places as called by the Chair, or Vice-Chair in case of Chair's death, absence, or incapacity, or by any other officer or upon written application of two or more Members.

Meetings shall be presided over by the Chair of the Commission. In the absence of the Chair, the Vice-Chair will be the presiding officer. If both the Chair and Vice-Chair are unable to attend a scheduled meeting the Chair can designate a commission member to preside. Chair must make commission aware of designee prior to the scheduled meeting.

Section B. Action by Vote

At any meeting of the Commission at which a quorum is present, a majority of the votes properly cast by the Members of the Commission present shall decide any question, including election of any office, unless otherwise provided by these bylaws. Every Member of the Commission present shall be entitled to one (1) vote on any question before it.

Section C. Quorum

A quorum shall be defined as a simple majority of the total voting membership of the Members.

Section D. Designees

A Representative Member may designate a proxy (decision maker) to attend, participate, and vote for them at meetings. Any member wishing to appoint a designee is to identify the designee in written correspondence addressed to the Chair of the Commission with a courtesy copy to the administrative staff. Designees can be assigned only by notifying the Chair in writing at least twenty-four (24) hours in advance of the scheduled meeting.

Section E. Convening Special Meetings

The Chair of the Commission may convene a special meeting. Written notice must be served at least forty-eight (48) hours in advance. Only items included in the written notice may be discussed or considered.

Section F. Call and Notice

The Commission shall give written public notice of any regular, special, or rescheduled meeting no later than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting. Notice shall include the agenda, date, time, and place of such meeting. The agenda shall not be changed less than twenty-four (24), exclusive of Saturdays, Sundays, and legal holidays, prior to the scheduled time of the meeting, provided that upon unanimous approval of the Primary Members present at a meeting, the Commission may take up a matter not on the agenda.

Written public notice shall include, but need not be limited to:

- 1) Posting a copy of the notice at the principal office of the Commission and at the building in which the meeting is to be held.
- 2) Mailing a copy of the notice to any member of the news media who requests notice of such meetings; any such member of the news media shall be given notice of all meetings in the same manner as is given to members of the Commission.
- 3) It shall be reasonable and sufficient notice to send a member notice by mail, e-mail, facsimile or by telephone at least seven (7) calendar days before a meeting, addressed to such member at his or her usual or last known business address, e-mail, fax number or telephone number.

Section G. Public Attendance

The Lafayette Veterans Affairs Commission meetings are open to the public and are subject to the Louisiana Open Meeting Law, La. R.S. 42:11 *et seq.*

Article VII. Officers

Section A. Officers and Qualifications

The Officers of the Commission shall be Chair, Vice-Chair, and Secretary.

Section B. Chair

The Commission Chair shall be named by nomination of the Lafayette Mayor-President. The Chair will serve as an *ex officio* member of all current and future committees within the

Commission and will have the same rights and privileges as do all other members, including the right to vote.

Section C. Vice-Chair

The Commission shall by nomination and election by majority vote of the Representative Members select a Vice-Chair. The Vice-Chair shall have such powers, and perform such duties, as shall be assigned him/her by the Chair, and shall, in the absence or disability of the Chair, perform his duties and exercise his powers.

Section D. Secretary

The Commission shall by nomination and election by majority vote of the Representative Members select a Secretary. The Secretary shall have such powers, and perform such duties, as shall be assigned him/her by the Chair.

Section E. Term

The newly appointed and elected Chair, Vice Chair, and Secretary shall serve at the Mayor-President's discretion. The term of the Chair, Vice Chair, and Secretary shall run from the first meeting after August to the last meeting before July for a period at the Mayor-President's discretion.

In the event, the Chair or Vice Chair are unable to complete their term a new appointment shall be held to name a new Chair or election by Commission members to name a Vice Chair or Secretary to complete the unexpired term. An appointment by the Mayor-President shall take place at the next scheduled meeting following resignation.

Article VIII. Order of Business

The order of business for all meetings shall be as follows:

- A. Call to order; Calling of Roll
- B. Invocation and Pledge of Allegiance
- C. Reading of minutes of preceding meeting and Approval
- D. Reports of Officers
- E. Reports of Committees
- F. New Business
- G. Schedule Next Meeting

H. Public Comment

I. Adjournment

Article IX. Minutes and Public Record

The Commission shall keep written minutes of all their meetings. The minutes shall be public records and shall be available within a reasonable time after the meeting, except where such disclosures would be inconsistent with La. R.S. 42:16 and 17. The minutes shall include but need not be limited to:

- A. The date, time and place meeting.
- B. The members of the Commission recorded as either present or absent.
- C. The substance of all matters decided, and at the request of any member, a record, by individual member, of any votes taken.
- D. Any other information that the Commission requests be included or reflected in the minutes.

Article X. Committees

Section A. Purpose

The Commission may establish either permanent or temporary committees. Committees shall be established by majority vote of the Commission.

The Committee Chair and its members shall be appointed by the Chair and their term of office shall be for a period of one year, or less, if terminated by the action of the Commission. Each Chair of the Committee shall be either a Member or designee of the Commission as listed in these By Laws. The number of Committee members shall be determined by the Chair of the Commission.

Section B. Responsibilities of the Committees

- Report to Commission on emerging issues related to veteran needs in the community.
- Exploring and recommending solutions to identified issues by recommending changes to existing programs, policies or procedures.
- Review and report possible implementation plans, timetables, and costs.
- Oversee assigned research or data gathering projects or reports.

Section C. Permanent Committees

To expedite and facilitate the business of the Commission and the orderly and efficient consideration of matters coming before it, the following standing committees are established.

1) **Veteran Services Committee** is to provide updates on outreach, benefits navigation, and services provided to veterans in the community. Updates to include:

- Number of veterans served this month/quarter
- Types of assistance provided (employment, mental health, housing)
- Partnerships with local organizations (LDVA, VFW, American Legion, MOPH, AVA, etc.)

2) **Community Engagement and Events Committee** is to provide an overview of recent and upcoming veteran-related events and public involvement.

- Participation in or planning of parades, flag placements, Memorial/Veterans Day events
- Recap of Memorial Day at Moncus, VFW and American Legion events, etc.
- Working partnerships with LEDA, UL, 1A to create veteran-ready environments
- Public awareness campaigns and social media engagement

3) **Legislative and Policy Advocacy Committee** is to inform Commission of recent or pending state and federal legislation affecting veterans.

- Status updates on current bills, veteran discounts and advantages, or upcoming legislation
- Actions taken or letters submitted by the commission
- Coordination with LDVA or local representatives on policy priorities

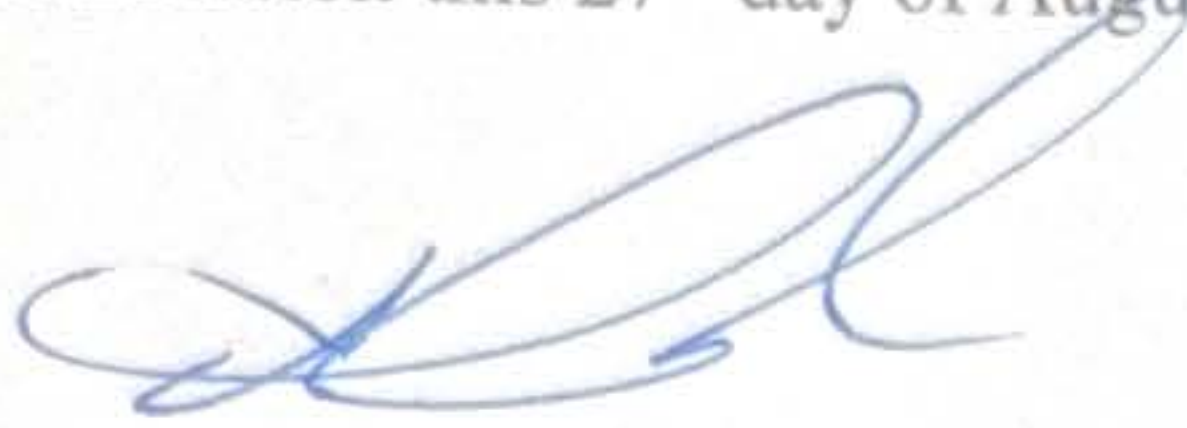
Article XI. Parliamentary Authority

Robert's Rules of Order do apply toward the LVAC. Commission meeting rules are limited to those outlined in the By Laws or provision of law. Issues not resolved by show of hands vote due to a tie are resolved by vote of the Chair.

Article XII. Amendment of By Laws

These by laws may be altered, amended or repealed and new bylaws may be adopted by a majority vote of the Members at any meeting or at any special meeting when the proposed amendment has been set out in the notice of such meeting.

These By-Laws consisting of seven (7) pages including this page were adopted by the Commission this 27th day of August, 2025.



Chair



Vice-Chair