

## CODE OF PROCEDURES

### EMPLOYMENT AND VETERANS PREFERENCE COMMITTEE (Assigned to Veterans Employment and Education Commission)

Approved: D.E.C. October 2020

**Section 1:** The Employment and Veterans Preference Committee shall consist of a Chairman and a member not to exceed two members. The Chairman of the Employment and Veterans Preference Committee and member shall be selected by the new incoming Department Commander and confirmed by the Department Executive Committee. The Chairman of the Employment and Veterans Preference Committee shall be a member of the Veterans Employment and Education Commission.

**Section 2:** Purpose

- To survey, study, and recommend solutions on problems relating to employment, unemployment, underemployment, reemployment, and workers compensation of a war veterans who seek, or have, attachment to the labor force, public and private;
- To study all questions involved in the protection of preferential rights of veterans in civil service;
- Such matters as may concern the obtaining of veterans' preference by legislation, with special attention to securing a more rigid enforcement and broad extension of federal, state, and municipal civil service, with adequate preference for veterans by legislation, and assisting veterans in the enforcement of the veterans' preference provisions of the law in cases which may be referred to it that show a violation of the spirit or letter of said veterans' preference provisions contained in the federal statutes, federal civil service regulations, executive orders, or otherwise in all federal governmental employment;
- To understand, support, and disseminate the principles of the Employment and Education Commission to which this Committee is assigned.
- Such other purposes as may be assigned to it by the Department Executive Committee.

Assigned to the Veterans Employment and Education Commission for supervision and coordination.

**Section 3:** The committee shall meet at the direction of the chairman or the Chairman of the Veterans Employment and Education Commission or Department Commander. The Chair is authorized to conduct business of the committee meetings by telephone, email or correspondence.

**Section 4:** This committee shall annually prepare and present a budget to the Veterans Employment and Education Commission for review and the Commission will submit to the Permanent Finance Commission for approval at the Department Convention. The budget shall be itemized to indicate the amount to be used for (a) Programs, (b) Administration, and (c) Travel. All expenditures of all funds allocated must be approved by the Veterans Employment and Education Commission Chairman in advance.

**Section 5:** The Employment and Veterans Preference Committee will have responsibility for and to initiate action where needed concerning matters of the economic well-being and the re-establishment of veterans returning to civilian life after a period of active service.

**Section 6:** The Employment and Veterans Preference Committee shall submit a monthly report of the Employment and Veterans Preference activities to the Department Veterans Employment and Education Commission Chairman for incorporation in the activities report of the Department Veterans Employment and Education Commission.

**Section 7:**

- a) When the subject matter to be discussed at any committee meeting would be of interest or concern to chairmen of other commissions/committees, the chairman may request representation from the other commissions to ensure necessary coordination among all commissions/committees involved.
- b) Committee members are expected to participate fully in the activities of the committee. Unexcused absence from two committee meetings shall constitute a ground for removal from the committee. Consistent failure to participate as required shall constitute grounds for removal from the committee. The Department Commander shall have the authority to remove the member of the Committee upon recommendation by the Commission Chair for Cause.

**Section 8:** The Employment and Veterans Preference Committee Code of Procedures shall be reviewed and updated if necessary by this Committee for the Fall Department Executive Committee meeting for approval.

Adopted: