

Procedure Title: New Arenac County Veterans Affairs Committee (ACVAC)
Member Announcement

Reviewed, approved for posting: 12 February 2026 ACVAC meeting

Bylaw Reference: ARTICLE IV - MEMBERSHIP

Purpose: Establishes documented, repeatable process to advertise, select and announce new ACVAC Committee member(s). Procedure shall be used for replacing committee members when there is an out-of-term or end-of-term vacancy identified.

Primary Executer: ACVAC Committee Chairperson, Arenac County Commissioners, Arenac County VSO.

Veteran Benefit: Participation in a viable Arenac County committee established to obtain maximum veteran benefits available to Arenac County veterans and immediate family. Establishes, typically annually, a method and means to bring new county veterans' voices to sustain, revitalize, rejuvenate, renew the Committee.

Notification Procedure:

- On or near the first of October, the ACVAC Chair shall contact each sitting Committee member, via email, soliciting their intention to remain a member of the Committee for the next calendar year. The Committee Chair shall take appropriate notification action based on responses.
- The ACVAC Chairperson shall formally notify, via email, the County Commissions, through its ACVAC Commission Member, that a vacancy is becoming available. This vacancy can be due to an out-of-term or scheduled term completion.
 - The Board of Commissioners shall direct a legal notice of Committee vacancy with terms of that vacancy in a county newspaper, e.g., the Arenac County Independent. This notice is drafted by the ACVAC Chair and VSO for subsequent use.
 - The VSO shall provide formal notification, email or letter, to American Legion Post 104, Veterans of Foreign Wars Post 3724 and Vietnam Veterans of America Chapter 390 leadership of the county's veterans service organizations. The VSO shall post this vacancy notice on bulletin boards within the Arenac County Veterans Club in Standish.
 - The VSO shall provide social media vacancy notification via the Arenac County Veterans Affairs Facebook page.

Notification of Vacancy: (Example)

*****ATTENTION ARENAC COUNTY VETERANS *****

The Arenac County Veterans Affairs Committee (ACVAC) is seeking n candidates to fill vacancies within the committee commencing January 1, YYYY. Members appointed to the Committee must be a resident of Arenac County and have served honorable within the United States Armed Forces. Appointed members are to attend a monthly meeting. They also receive per diem and milage to attend all meetings. Appointed members will serve a 4-year term. The ACVAC promotes/coordinates efforts of the County Veterans Affairs office in providing resources and support for the Arenac County Veterans. If

interested in serving your fellow veterans, please send a letter of interest via email to va@arenacountymi.gov or the submit to the Veterans Affairs Office in the County building, room B11, in Standish by (*suspense date of Oct or Nov*). Letter of interest should also include veteran's contact information, e.g., home address, telephone number and email address.

Receipt of Letters of Interest

- The VSO shall gather, log receipt date and time and determine initial eligibility based on military service affiliation and Arenac County residency.
- The VSO shall compile the package of letters received by the communicated due date. The logged information is provided as a coversheet for distribution to the ACVAC Chairperson as well as a package for the Arenac County Board of Commissioners.

Lack of Response to Committee Vacancy

- If a qualified veteran does not come forward in consideration to fill a committee vacancy, the County Commissioner member of the committee shall keep the County Commissioner body informed of the steps to be exercised to remedy the situation. The following steps may be considered:
 - Current committee members, based on circumstances of the vacancy, may be asked to remain on the committee until a new member is selected and sworn in.
 - The VSO shall provide formal notification, email or letter, county's veterans service organizations of the remaining open vacancy. The VSO should endeavor to post this vacancy notice on bulletin boards within the Arenac County Veterans Club in Standish.
 - The VSO shall provide open vacancy notification via the Arenac County Veterans Affairs Facebook page.
 - If the current committee member chooses not to continue in a new year, the ACVAC recognizes that a potential imbalance of majority voting may cause deadlocked motions when voted upon.

Selection of New ACVAC Members:

- The ACVAC shall make its new member selection recommendation to the Commissioners. Recommend a closed session agenda topic for ACVAC discussions.
- The Arenac County Board of Commissioners have final authority for selection. Timely selection should be made within the normal cycle of monthly Commissioner business meetings. Selection shall be reflected in recorded Commissioner meeting minutes.

Communicating Selection of New ACVAC Members:

- The Commissioner Member on the ACVAC shall notify the selected member(s) via phone call or email.
- As near simultaneous as practical, the ACVAC Commissioner Member shall notify, via email or text, the ACVAC Chairperson and VSO of the Commissioners' decision.

- The VSO shall notify veterans, via email, submitting letters of interest of Commissioner's decision thanking them for showing interest and encouraging continued veteran involvement through the Arenac County Veteran's organizations.
- The VSO shall provide email or text to leadership of the American Legion Post 104, Veterans of Foreign Wars Post 3724 and Vietnam Veterans of America Chapter 390 of the Commissioner's decision.
- Once the above selection decisions are communicated, the VSO shall inform the Arenac veteran community of the new member(s) using the Arenac County Veterans Affairs Facebook Page.

Swearing in New ACVAC Members:

- The Arenac County Clerk shall swear in new member(s) prior to the first ACVAC meeting of the calendar year (January).

Conducting an Organizational Meeting:

- After new member(s) are sworn in, an Organizational Meeting shall be called by the ACVAC County Commissioner representative to nominate and approve the next year committee positions. The Commissioner shall first call for nominations and hold votes for Committee Chairperson. Once the Committee Chairperson is selected, the conduct of the Organizational Meeting is relinquished by the County Commissioner representative to the new Committee Chairperson to complete nominations and selection of Vice Chair, Recording Secretary and Treasurer.

Updating Web Site:

- The VSO shall update the Arenac County Veterans Affairs web site to reflect new member(s) also capturing all Committee member's roles for the upcoming calendar year.