



**Veterans Assistance Commission of Franklin
County**
901 Public Square
Benton, IL 62812
(618) 435-9836
Vacfc.org



Operating Rules & Code of Conduct

Operating Rules

1. No cursing or using derogatory language during a meeting.
2. No discussion of politics, religion, or other “hot topic” items which may illicit emotional outbursts from others.
3. No consuming alcohol or other intoxicating beverages or substances during the meeting.
4. For every one (1) hour a meeting is in session, a ten (10) minute break must be offered. This break will be mandatory unless a majority of the members in said meeting vote to not go on break (Example would be if there was 10 to fifteen (15) minutes of meeting time left to complete and a 10-minute break would extend things longer than necessary)
5. All meetings should be completed in two (2) hours maximum. If a meeting is going to extend beyond 2 hours, then a vote of the members must be made, with a majority deciding, to stay beyond 2 hours, or end the meeting and resume at a later date.
6. In the event a meeting was ended at the 2-hour mark, then the next meeting may be picked up at the point at which the last meeting ended. In this situation, it would be ideal that before the previous meeting ended, a new date/time/place is established to complete said meeting. After the Pledge of Allegiance and other opening ceremonies, the meeting would pick up exactly where the last meeting ended at.
7. When discussing an issue, 1 person may speak their opinion for up to 2 minutes on a single topic. They may issue a 1-minute rebuttal or answer follow up questions. This is all. The same person cannot keep repeating and arguing the same position endlessly. The purpose of this is to ensure that discussions have resolutions and come to conclusions without dominating an entire meeting. The VAC President has the authority to grant extensions at their discretion.
8. Visitors/Guest Speakers will be allowed a maximum of twenty (20) minutes to give their presentation, or discussion points. This may be extended to thirty (30) minutes with pre-approval from the VAC President. All Visitor/Guest Speakers will be informed of this time limit before speaking to the VAC.
9. In the event the presentation given by a Visitor/Guest Speaker results in the need of a vote by the VAC, the Visitor/Guest Speaker will be asked to leave the meeting area so the members of the VAC can discuss the issue amongst themselves. It may also be decided to go into Executive Session for discussion. The Visitor/Guest Speaker will not be present when any votes regarding their issue is made. They will be notified immediately of the results, and may remain in the building, or vicinity of where the meeting is taking place so they may hear the decision as soon as possible.
10. All cell phones will be put on mute or silence during meeting times. If a member of the VAC, Visitor, or Guest Speaker must take a call, they must exit the meeting area to have their conversation. Text messaging during a meeting is allowed, provided that the person who is texting doesn't allow the texting to interfere with the meeting, and that person remains aware of what is going on in the meeting. We do not need to repeat ourselves in a meeting because someone is engaged in a text conversation.



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VAC Delegate & Alternate Code of Conduct

1. At all times Delegates and Alternates will comport themselves in a way which is respectful to the VAC.
2. Delegates and Alternates will not engage in gossip, or other destructive/hurtful activities against another Delegate, Alternate, Organization, or the VAC.
3. Delegates and Alternates will be Honorably Discharged Veterans or discharged Under Honorable Conditions.
4. Delegates and Alternates cannot be charged with any Felonies while on the VAC, or be charged with DUI/DWI, Domestic Violence, any charges of Theft, or related charges of stealing or Fraud.
5. When in the community and discussing the VAC, regardless of personal feelings to specific members, all Delegates and Alternates will always discuss the VAC in a positive light. In the event our VAC does something which angers a Delegate or Alternate, then the issue will be discussed at a meeting, without Visitors/Guest Speakers.
6. It is the moral obligation of all Delegates and Alternates to remember that we are not here for our own personal gain. It is our sole mission to provide the best service to Franklin County Veterans and all Veterans who seek our assistance.