

HOMELAND SECURITY REGION 3

HOMELAND SECURITY REGION 3 COMMITTEE BYLAWS AND OPERATING PROCEDURES

ARTICLE I: AUTHORITY

These bylaws have been adopted to establish rules and guidance for operation of Homeland Security Region 3 meetings and for regional personnel activities.

ARTICLE II: COMMITTEE ROLE

It will be the role of the Committee to set policy direction for Region 3 activities, establish annual objectives and develop a work program. The responsibilities and powers of the Committee shall extend to the following functions:

A. The Committee shall be a forum for cooperation and policy making on homeland security-related issues among the member agencies.

B. The Committee shall address problems and issues which by their nature require coordinated planning, research, information sharing, implementation and administration.

C. The Committee shall undertake planning, exercise and training activities which the membership agrees should be done collectively.

D. The Committee shall seek federal, state and other funding opportunities that result in solutions to current and future hazards, risks and problems faced by the region and its member agencies.

E. The Committee shall establish program budgets based on grant revenues and requirements for the expenditures of Homeland Security Region 3.

F. The Committee may assign its resources to provide technical planning assistance to member agencies within budget limitations.

G. The Committee may engage personnel as necessary to carry out its work plan, within its authorized budget.

ARTICLE III: MEMBERSHIP

The Committee will be comprised of representatives from counties, cities with emergency management programs (as defined in the Revised Code of Washington 38.52 - Emergency Management), and federally recognized tribal nations located within Grays Harbor, Lewis, Mason, Pacific and Thurston counties.

Five counties, six cities and six tribes are eligible for charter membership in the Committee, including:

1. Grays Harbor County
2. Lewis County
3. Mason County
4. Pacific County
5. Thurston County
6. City of Centralia
7. City of Lacey
8. City of Olympia
9. City of Shelton
10. City of Tumwater
11. City of Yelm
12. Confederated Tribes of the Chehalis
13. Nisqually Tribe
14. Quinault Nation
15. Shoalwater Bay Tribe
16. Skokomish Tribe
17. Squaxin Island Tribe

Additional cities and towns within Grays Harbor, Lewis, Mason, Pacific and Thurston counties may become eligible for membership with full rights and responsibilities upon obtaining state recognition of their emergency management program as defined in the Revised Code of Washington 38.52. Additional tribal nations within the area of the five counties may become eligible for membership with full rights and responsibilities upon obtaining federal recognition of the tribe. Non-member agencies shall be represented by the county representative for their location.

ARTICLE IV: OFFICERS AND DUTIES

The elected officers of the Committee will be **Chair** and **Vice-Chair**, which shall not represent the same member agency. Nomination and election of officers will occur at the first meeting of each calendar year from among the representatives of the member agencies. Term of office shall begin at the next Committee meeting after election, and shall be one year in duration. If nominated and elected, an officer may serve subsequent terms.

Duties of the **Chair**:

1. Preside over all meetings.
2. Approve meeting agendas and packet materials.
3. Call for special meetings and emergency votes as necessary.
4. Act as a representative of the Committee.
5. May establish *ad hoc* workgroups and their membership, with approval of the Committee. Establish administrative procedures for workgroups that include suspense dates and information reporting structures.

Duties of the **Vice-Chair**:

1. Act on behalf of the chair in the event of the Chair's absence.
2. Assume the office of Chair for the remainder of the term in the event the Chair is unable to complete his/her term of office.

3. Act as a representative of the Committee.

In the event both the Chair and Vice-Chair are absent from a meeting, the Committee will appoint an Acting Chair for such meeting. In the event neither the Chair or Vice-Chair is available to approve meeting agendas and packets in a timely manner, the Lead Agency will review and approve them.

A **Homeland Security Regional Lead Agency** will be designated to perform administrative duties for the Committee and the regional activities. Thurston County Emergency Management was nominated and elected to be the Lead Agency at the January 8, 2003 meeting. In the event the Lead Agency resigns its duties, or if the membership elects by majority vote to re-assign the responsibility to another agency, a new Lead Agency may be nominated and elected.

Duties of the Homeland Security Regional Lead Agency:

1. Serve as the primary contact for Washington State Military Department, Emergency Management Division (EMD) for Homeland Security Region 3 contract deliverables and initiatives occurring within the region.
2. Execute agreements and contracts with Washington State EMD and other agencies as appropriate for funding to support regional activities in accordance with Committee direction.
3. Initiate and execute any necessary sub-recipient agreements to pass grant funding through to member agencies in accordance with Committee direction.
4. Manage the Committee-approved regional program budgets and account for regional revenues and expenditures.
5. Act as a representative of the Committee.
6. Prepare meeting agendas and distribute agenda packet materials.
7. Ensure minutes are taken at each meeting, presented at the following meeting, distributed to member agencies, and made available to interested parties, the media and the general public on request.
8. Maintain Committee records.
9. Ensure announcement of special meetings and events.
10. Provide oversight, supervision and performance evaluation of regional staff in accordance with the adopted work plan and goals set by the Committee. The Lead Agency will request contributing information from the Committee membership to include in the performance evaluations of regional staff.

Homeland Security Regional Staff may be engaged to provide coordination support and carry out the goals, objectives and directives of the Committee. Regional staff may act as a representative of the Committee. If staff is hired in a regular employee position, he/she will be an employee of the county serving as the Lead Agency and will be subject to all applicable personnel policies, rules and regulations of the Lead Agency. The Lead Agency has authority to delegate the duties and responsibilities listed above to regional staff.

ARTICLE V: MEETINGS

Regular Committee meetings will be scheduled every other month, and a minimum number of four meetings must be held per year. All regular meetings shall be held at the time and place designated by the Committee at the first meeting of each calendar year. The Chair is authorized to cancel regular meetings and change the date, time and location when necessary. Robert's Rules of Order shall prevail, unless otherwise specified in these Bylaws.

Notice of meetings, agenda and packet materials should be sent to all member agencies at least five (5) business days prior to the date of the meetings. Agenda items will be submitted using the "Homeland Security Region 3 Committee Agenda Item" form, submitted through the Chair or regional staff at least seven (7) business days prior to the meeting date. Late additions to the agenda or packet materials shall be provided to the Chair, who has authority to either include the late items at the meeting or postpone them until the next meeting.

The Chair is authorized to call special meetings as the Committee may determine necessary. Notice of special meetings called by the Chair may be by telephone or electronic mail and all members will be notified. A quorum must be present at the special meeting in order to conduct an official vote.

The Chair is authorized to call for a teleconference meeting if a regular or special meeting cannot be conducted in person. Notice of teleconference meetings, including the date, time and participation instructions may be by telephone or electronic mail and all members will be notified. A quorum must participate in the teleconference meeting in order to conduct an official vote.

Meetings shall be open to the public and held in accordance with Revised Code of Washington 42.30 - Open Public Meetings Act, with provisions for executive sessions as necessary in accordance with RCW 42.30.110.

An executive session, when convened, will consist of a maximum of two representatives per member agency. Executive sessions will not be recorded and official minutes will not be taken.

ARTICLE VI: QUORUM AND VOTING

All matters coming before the Committee, including the amendment of these Bylaws and Operating Procedures, will be decided by representatives of the member agencies, subject to the requirements of any Interlocal Agreement signed that formally establishes the Committee.

Member agencies must have attended at least two (2) of the previous six (6) meetings in order to maintain status as a "voting member agency." A quorum for conducting business will be at least five (5) voting member agencies, with at least two types of jurisdictions (county, city, tribe) in attendance in person or by teleconference in order to conduct an official vote.

Votes before the Committee shall be decided by simple majority, provided a quorum is present. In the event of a tie, the motion shall be defeated.

The emergency management director of a member agency or his/her alternate representative in attendance at the meeting shall cast the member agency's vote. An exception exists where a member agency participates in a local committee that directs election or appointment of the agency's voting representative to the Homeland Security Region 3 Committee. In this case, the elected or appointed representative or alternate will be recognized as the voting member. Alternate representatives will have all voting rights, privileges and authorities exercised by the emergency management director. The Chair and/or Vice Chair are authorized to vote if he/she is the emergency management director of a member agency or has been designated as the alternative representative. Each member agency shall be entitled to only one vote.

The voting member and/or alternate representative(s) must be employed by the member agency, or be appointed by a local committee to serve as the agency's voting member, or must be designated with a written proxy issued by the agency's regular voting member. The written proxy must state its effective duration and may be issued for an individual meeting or for a calendar year. Annual proxies must be reissued each calendar year.

An individual can participate as the voting representative for only one member agency at each meeting.

If a member agency cannot send a representative to a meeting, but wishes to cast a vote on a specific issue on the meeting agenda, the agency can contact the Lead Agency and arrange to participate and vote via teleconference during the meeting.

If an emergency decision must be made on an issue before the next regular meeting and a special meeting or teleconference meeting is not possible or practical to arrange, the Chair and Vice Chair can jointly direct the Lead Agency to send a special ballot to each member agency. The special ballot must include: 1) Language indicating a fax signature will be accepted in lieu of original signature, 2) Deadline for receipt of ballots, and 3) Instructions to hand deliver or fax completed ballots to the Lead Agency.

ARTICLE VII: WORKGROUPS

Standing workgroups will consist of: 1) Planning and Policy, 2) Professional Development, 3) Regional Exercise Team, 4) Homeland Security Region 3 Incident Management Team, and 5) Regional Interoperability Executive Committee.

The Chair has authority to establish *ad hoc* workgroups and their membership as necessary, with approval of the Committee. The purpose, functions, and requirements of each workgroup will be established by the Chair at the time of formation.

A workgroup chair must be selected and must provide oral reports at regular Committee meetings. The workgroup chair has the authority to create smaller focus groups within the workgroup. It is the responsibility of the workgroup chair to notify the committee of focus group creation and ensure all administrative requirements are met.

ARTICLE VIII: HOMELAND SECURITY REGION 3 INCIDENT MANAGEMENT TEAM

Governance of the regional Incident Management Team (IMT) will be led by an Executive Board comprised of five voting members of the Homeland Security Region 3 Committee. At the first meeting of the calendar year, the Committee shall elect the Executive Board membership for two-year terms, with the first two positions initially holding a three-year term to stagger the position elections. When possible, the five positions shall represent the five county-wide areas of the region (by a county, city or tribal representative). If no nomination is accepted from a geographic area, a member-at-large shall be elected.

The duties of the IMT Executive Board will be to approve policy issues, procedures and documents of the IMT and provide policy oversight to the IMT Operating Committee.

The Incident Management Team will form an IMT Operating Committee that is comprised of team members, specifically the IMT Incident Commanders, Deputy Incident Commanders and Section Chiefs. The purpose of the Operating Committee will be to develop operational guidelines for the team, develop team training and exercise programs, and select team membership. Additional organizational standards and guidance for the team will be developed in IMT bylaws and member handbooks, which will be approved by the Executive Board.

The Homeland Security Region 3 Incident Management Team is authorized to solicit membership annually from interested parties based in the region. IMT members must be employed by and sponsored by an agency or organization within the region (not limited to "member agencies") or can be a volunteer registered as an emergency worker of a member agency. The Region 3 Mutual Aid Agreement shall be used to support team development, training and exercises.

ARTICLE IX: WORK PLAN

The Committee will develop and adopt a work plan for each grant program, which will consist of a statement of the projects and activities to be undertaken by the Committee and staff during the grant performance period. When developing work plans and identifying grant opportunities, the Committee shall consider the following priorities:

- A. Programs required in order to retain eligibility for state and federal grant programs, and approved by the Committee. Additions to the work program may only be undertaken after tasks associated with meeting grant contract deliverables have been completed.
- B. Programs agreed to by a majority of the Committee which are regional in the sense that the implications and impacts of the program affect the entire region.
- C. Programs agreed to by a majority of the Committee which have been identified by individual agencies desiring Committee staff to accomplish work specifically for their agency.

Work plan revisions require approval through a vote of the membership.

ARTICLE X: BUDGET, FINANCIAL AND STATUS REPORTS

In accordance with Revised Code of Washington 43.09.285, the Lead Agency will be responsible for administering and maintaining the regional program budgets, subject to approval and adoption by the Committee, and subject to the availability of funds to support regional homeland security and emergency management activities. Cost estimates for all projects and activities on the work plan will provide the basis for the budget.

The Lead Agency will prepare quarterly program budget reports and present them at a regular meeting. The reports will provide budget expenditures to date and balances remaining in each budget classification. The Committee shall establish program budgets and provide guidance to the Lead Agency on appropriate use of the regional funds.

ARTICLE XI: TERMINATION OF MEMBER AGENCY STATUS

Membership in the Committee can be terminated for the following reasons:

A. A member agency's status change if they no longer meet the membership requirements as stated in Article III. This could occur if a city did not continue to maintain a state-recognized emergency management program as defined in the Revised Code of Washington 38.52. This is grounds for automatic termination of member agency status and does not require a vote.

B. Failure to comply with or knowingly violating contractual agreements with the Committee or Lead Agency for use of regional grant funds or performance of the regional work program.

A proposal to terminate the member agency status of a jurisdiction for item B above must be submitted to the Committee 30 days in advance, be included on the agenda and in the packet for the meeting in which the vote is anticipated to take place, and an affirmative vote of 2/3 of the majority votes is required to terminate the member agency status. If a vote supports termination of the member agency status, the Chair must provide a written termination notice to the jurisdiction.

Appeals may be presented in writing to the Chair or regional staff. The written appeal is to be presented to the Committee at a regular or special meeting.

If the vote to terminate the member agency status is upheld after written appeal, the Chair must provide confirmation of the termination notice in writing to the jurisdiction. The jurisdiction can appeal by writing a letter asking the Director of Washington State Emergency Management Division or his/her designee to review the case and propose a resolution to the Committee.

ARTICLE XII: AMENDMENTS

These Bylaws and Operating Procedures may be amended or revised at any regular or special meeting of the Committee. The proposed amendment or revision must be submitted to the Committee 30 days in advance, be included on the agenda and in the packet for the meeting in which the vote is anticipated to take place, and an affirmative vote of 2/3 of the majority votes is required.