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Heart of Texas Council of Governments

BYLAWS OF THE EMERGENCY PREPAREDNESS ADVISORY COMMITTEE

Article I – Name of Committee

Section 1:

The name of this Advisory Committee shall be the Heart of Texas Council of Governments Emergency Preparedness Advisory Committee.

Article II – Objective

Section 1:

The Emergency Preparedness Advisory Committee will conform to the policies and regulations of the Heart of Texas Council of Governments, the Governor's Office and pertinent State & Federal statutes.

Section 2:

The purposes of the Committee shall include, but not be limited to, the following:

- A. To advise the Heart of Texas Council of Governments Executive Committee (Executive Committee) on all appropriate matters relating to Emergency Preparedness.
- B. To facilitate the collaboration of Emergency Preparedness activities in the region, Emergency Preparedness planning issues important to the region, new laws and regulations, opportunities for grants and funding, and other issues of concern.
- C. To set priorities for Emergency Preparedness in the region.

Section 3:

The activities of the Committee shall include, but not be limited to, the following:

- A. To serve as focal point for leadership, guidance, coordination, development, mutual support and implementation of HOTCOG planning programs and activities regarding Emergency Preparedness.

- B. To develop, review and make recommendations as appropriate to the Executive Committee on the priorities for the purchase of equipment, training, communications and other issues related to the Emergency Management system.
- C. To review and evaluate grant applications, when appropriate, and make funding recommendations to the Executive Committee for action.
Review is concerned primarily with the following criteria:
 - 1. Prevention of duplication and promotion of inter-governmental and interagency cooperation and coordination.
 - 2. Planning comprehensiveness.
 - 3. Analysis of the regional implication of the proposed project or program.
 - 4. Compliance with the priorities identified by the committee for the region as well as the Texas Homeland Security Strategic Plan and other appropriate plans promulgated by the State or Federal governments.
- D. Endorse public awareness of non-sensitive issues, alternatives and goals regarding Emergency Preparedness.

Section 4:

This Committee shall have no policy making or legislative powers; all final authority is vested in the Executive Committee of the Heart of Texas Council of Governments.

Article III – Membership

Section 1:

- A. Committee membership shall be a minimum of twenty members representing the Heart of Texas Council of Governments region. Committee membership shall include:
 - 1. The Emergency Management Coordinators of each county in the region, plus two additional representatives per county.
 - 2. Municipalities greater than 50,000 in population shall receive one representative.
 - 3. Five At Large positions. One must represent education/schools, one must represent agriculture, one must represent VOAD and one must represent public health/medical.
- B. The Committee must be made up of a reasonable balance of representatives with training and/or experience in the following disciplines:
 - 1. Emergency Planning & Homeland Security,
 - 2. Law Enforcement,
 - 3. Fire/Rescue/Hazmat Service,
 - 4. Medical Service,
 - 5. Emergency Communications,
 - 6. Information Technology,

7. Public Works,
8. Citizen,
9. Education/Schools,
10. VOAD.

Section 2:

- A. HOTCOG staff will provide information related to disciplines that need representation. All appointees are approved by the Executive Committee.
 1. Three County representatives are appointed by each County Judges. One County EMC, plus two appointments representing the disciplines from Article III, Section 1, B. It is suggested that the two appointments be from different disciplines.
 2. Representatives of municipalities greater than 50,000 in population are appointed by the highest elected official of that municipality.
 3. The HOTCOG Executive Director will appoint one (1) At Large representative, one (1) agriculture representative, one (1) education/school representative, one (1) VOAD representative, and one (1) medical/public health representative.
- B. Ex-officio member shall be appointed by the chairperson as needed. All nominations of Ex-officio members will require approval by the Executive Committee.

Section 3:

There shall be no discrimination in any respect in selection of members or any activity of the Committee due to age, race, religion, disability or political creed.

Section 4:

- A. All members are appointed for two-year terms. Members may be reappointed.
- B. Any vacancy shall be filled for the balance of the unexpired term by the same procedure as for regular membership. The member who serves the unexpired term will be eligible for reappointment.
- C. Terms of service shall begin on November 1st and end on October 31st.

Article IV – Officers/Staff

Section 1:

- A. The officers of the Emergency Preparedness Advisory Committee shall be a chairperson and a vice chairperson. The officers of the Committee will be elected by a majority of the vote of the Committee and must be approved by the HOTCOG Executive Committee.

- B. Officers shall serve terms of two years. In the event an officer is unable to fulfill his or her term, the Committee members shall elect a replacement at a regular or special called meeting to serve for the remainder of the unexpired term.
- C. In the event that an officer term conflicts with a membership term, the membership term shall be extended until the end of the officer term.

Section 2:

Elections of officers shall be held at the September regular meeting of the Committee and the terms of office shall begin in November.

Section 3:

The chairperson shall preside at all meetings of the Committee. The chairperson may represent the Committee in presentations to the Executive Committee. The vice chairperson shall preside in the absence of the chair. In the absence of both the chairperson and vice chairperson, the Committee shall designate a member to preside in their absence during the meeting.

Section 4:

The secretarial function shall be performed by a HOTCOG staff member. The secretary shall keep the minutes of all Committee meetings and shall perform such other duties as may be needed by the Committee.

Article V – Meetings

Section 1:

This Committee shall meet bi-monthly on the second Wednesday at 9:00 am and at other times as the chair deems necessary or upon request of not less than one-third of the members of the Committee.

Section 2:

The Committee shall meet at the offices of the Heart of Texas Council of Governments in Waco, Texas.

Section 3:

A quorum at any Committee meeting shall be one-third of the voting membership. An act of the majority of the members present, in a meeting at which a quorum exists, shall be the act of the Committee. The use of proxy votes will not be accepted.

Section 4:

Members are expected to attend all meetings. Members unable to attend meetings are encouraged to send an informed alternate to assist in information exchange and coordination activities, however, only the appointed members will have full voting privileges.

Section 5:

A member shall be contacted by HOTCOG staff when the member or their alternate misses the greater of 25% of the regularly scheduled meetings or two (2) consecutive meetings within one term year (November 1 – October 31).

If the member misses a third (3) consecutive meeting, the member will be removed. Members and the appointing jurisdiction will be notified in writing of such removal.

Section 6:

Members so removed may appeal in writing to the HOTCOG Executive Committee within two (2) weeks of the date of notification. Appeals will be dealt with in a timely manner and the member will be notified in writing of the decision.

Section 7:

Notices of the meeting shall meet the requirements of the Texas Open Meetings Act. Notices of any special called meetings or emergency meetings shall meet the requirements of the Texas Open Meetings Act. Meetings of this Committee shall be open to the public except for closed meetings which are authorized by law.

Article VI – Sub-committees

Section 1:

- A. Sub-committees may be appointed by the chairperson and shall serve for special purposes to comply with special needs.
- B. Chairs to the sub-committee shall be appointed by the EPAC chairperson.
- C. Membership on sub-committees shall be established to achieve the purpose for which the sub-committee was created. Included as ex-officio (non-voting) members will be the chairperson or vice-chair and one (1) HOTCOG staff person.

Article VII – Parliamentary Authority

Section 1:

Robert's Rules of Order shall be used as a guide for all meetings of parliamentary procedures.

Article VIII – Amendments to Bylaws

Section 1:

- A. The bylaws of this Committee may be altered, amended or repealed and new bylaws be adopted by two-thirds vote of the Committee members present where a quorum

exists, at a regularly scheduled meeting. Proposed changes are subject to approval from the Executive Committee of the Heart of Texas Council of Governments.

- B. Proposed changes to the bylaws of this Committee must be received in writing or alternate methods that ensures each and every member has been notified of intended changes 30 days prior to vote.

Article IX – Conflict of Interest Policy

Section 1:

A member must abstain from reviewing, voting, commenting or taking any action on any grant applications during the prioritization process if they or an individual related within the third degree by consanguinity or within the second degree by affinity:

- Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded
- Serves on any board that oversees the unit or division that would administer the grant, if awarded
- Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant agency
- Receives any funds from the applicant agency as a result of the grant, if awarded
- Reaps any personal financial profit from any non-governmental entity benefiting directly or indirectly from activities with the applicant agency

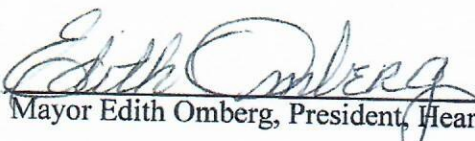
Article X – Approval

The bylaws of the Emergency Preparedness Advisory Committee of the Heart of Texas Council of Governments are hereby accepted and passed by the Committee on this the 18th day of October, 2017.



EPAC Vice-Chair, Emergency Management Coordinator, Hill County

The bylaws of the Emergency Preparedness Advisory Committee of the Heart of Texas Council of Governments are hereby accepted and passed by the Executive Committee of the Heart of Texas Council of Governments on this the 26th day of October, 2017.



Mayor Edith Omberg, President, Heart of Texas Council of Governments