

Southeast Kansas Regional Homeland Security Council BYLAWS

BY-LAWS OF THE

Southeast Kansas Regional Homeland Security Council

ARTICLE I

NAME AND PRINCIPAL OFFICE

Section 1. Name. The name of the entity shall be the **Southeast Kansas Regional Homeland Security Council**, hereinafter referred to as the “**Council**.”

Section 2. Principal Address. The official address shall be at the location of the SEK Regional Homeland Security Coordinator.

ARTICLE II

MISSION STATEMENT

The Southeast Region will continue to support statewide all-hazard preparedness while reducing vulnerabilities to regional assets. The Southeast Region will accomplish this by building capabilities, and developing comprehensive preparedness and mitigation strategies in partnership with government agencies and the private sector.

VISION

Southeast region citizens and critical infrastructures will be served by the appropriate levels of preparedness measures with respect to any real or potential hazard. This will be accomplished by managing emergencies through a unified homeland security structure that will protect against today's threats and address the unknown threats of the future.

FOCUS

Southeast region's security strategy provides the foundation for meeting the State's vision by focusing on the following key areas of all hazard preparedness:

- Preparedness—involves a continuous cycle of planning, training, equipping, educating, exercising, evaluating, and taking action to correct and mitigate.
- Mitigation—identify and protect critical infrastructure assets while improving the ability of state and local agencies to gather, analyze, and share information about all hazard activity.
- Response—identify and close existing gaps in basic emergency response capabilities as well as ensure effective coordination of emergency response to all hazards including Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) and cyber-terrorist attacks.
- Recovery—put plans and resources in place to enable an effective recovery from natural and/or manmade hazards for both public and private entities.

PURPOSE

The purpose of the council drives the requirements for membership.

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The initial task for the council will be to examine current response capabilities on a regional level and measure those against the desired (required) target capabilities outlined under the Homeland Security Presidential Directive—8.

From this analysis, the council will identify priorities for improvement and recommend projects for funding.

- Carry out the intent and purpose of the State Homeland Security Program and the Law enforcement Terrorism Prevention Program Grants and other committee tasks which include the first responders, emergency response providers, emergency management, public health, clinical care, public works, communications and other skilled support personnel of the 12 County area of Southeast Kansas which includes Allen, Bourbon, Chautauqua, Cherokee, Crawford, Elk, Greenwood, Labette, Montgomery, Neosho, Wilson and Woodson.
- Serve as a regional emergency planning council for suggestions, ideas, and formulation of proposals concerning the twelve counties in the Southeast Region.

ARTICLE III

COORDINATION AND DUTIES

Section 1. Coordination

To coordinate the Southeast Region's all hazards planning of first responders and supporting agencies.

Section 2. Duties

The duties of the council shall include:

- Develop objectives that meet the Council's mission and focus.
- Develop and approve projects that support the mission and objective of the Council's mission and objectives.
- Submit projects to the appropriate agencies for approval.
- Recommend guidelines to regional counties and agencies that help support the Council's mission and objectives.

ARTICLE IV

CALENDAR YEAR

The fiscal year of the Council shall coincide with the calendar year, 1 January to 31 December.

ARTICLE V

COUNCIL MEMBERS

Section 1. Composition

Two guiding principles for populating the council are representation of Functional Disciplines and Local Government involvement. The Council shall consist of one voting member from each of the 12 Southeast Counties, the four First Class Cities, and Functional disciplines listed in the by-laws. Voting

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members are from the county/city representatives and functional disciplines appointed to this council. In the absence of a voting member a proxy may be designated to represent them, upon notification to the Chair and/or Vice Chair prior to each meeting. In case of a tie, the Chairperson will be the tie-breaking vote.

The council may consist of the following members from the region:

- **Two members from:**
 - Fire Service; one appointed by the Kansas State Fire Chief's Association, and one appointed by the Kansas State Firefighter's Association
 - Law Enforcement; one appointed by the Kansas Association of Chief of Police and one appointed by the Kansas Sheriff's Association
 - Emergency Management, appointed by Kansas Emergency Management Association
 - Emergency Medical Services appointed by the Region VI EMS Council
- **One From:**
 - Public Health appointment by the Kansas Association of Local Health Departments
 - Hospital representative, appointed by the Kansas Hospital Association
 - Public Works representative, appointed by the Kansas Public Works Association
 - Public Safety Communications appointed by the Kansas Chapter of Association of Public Safety Communications Officials
- **Members at large appointed by Regional Council:**
 - One with an agricultural background.
 - One representing a volunteer/not-for-profit organization
 - One from KS Association of Public Information Officers

Each of the 12 counties and each city of the first class (Coffeyville, Fort Scott, Parsons and Pittsburg) may designate one representative to the council.

Section 2. Selection

All members of the Council shall be appointed by virtue of written appointment by the Functional Disciplines and Counties/Cities, consistent with Article V, Section 1. When vacancies occur, notice shall be given to the Council. After a resignation has been accepted, notification will be made by the chairperson to that discipline's association or county/city to choose a replacement representative. The Council will acknowledge the replacement in accordance to Article V Section 1.

Section 3. Terms

The Council members may serve until rescinded by the appointing association/ jurisdiction/agency.

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Section 4. Meetings

The Council may hold meetings on a monthly basis or at a minimum, at least one per quarter unless sooner convened by the Chairperson, Vice-Chairperson or any five (5) members. Meetings shall be at the time and place as called by the Chairperson, Vice-Chairperson, or any five (5) members, upon five (5) days written notice or e-mail notice or other means of electronic communication unless such notice is waived by all members.

- I. A majority of the appointed membership shall constitute a quorum. Voting members do not have to be physically present at the meeting to vote if they have given, consistent with Article V Section 1 of these by-laws, their proxy vote to a non-voting representative at the meeting. Any voting member shall have no more than one vote. Participation via electronic means such as telephone, video or web conferencing shall not constitute participation for purposes of voting and establishing a quorum except as provided in section II. Any vote by a majority of the quorum shall be the act of all the Council members.

- II. At the discretion of the Council Chairperson, Webinars/teleconferences may be used to conduct meetings of the council.
 - Matters may be submitted to the voting members by electronic means via email for consideration. In the case of electronic voting, voting members will have up to (3) business days to respond. Proxy votes are allowed. Any vote by a majority of the voting members shall be the act of all Council members.

Section 5. Procedures

Agendas for the regular meetings should be prepared and distributed to the Council members prior to each meeting. The rules contained in the current edition of Roberts Rules of Order (newly revised) shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Council may adopt.

Section 6. Absence from meetings

If a council member is absent three consecutive meetings in a calendar year without notifying the chairperson, the position will be considered vacant for quorum purposes. Attendance by proxy constitutes presence of a council member.

Section 7. Non-Council Meeting Attendees

Non-council meeting attendees may participate in any Council meeting and serve on Council established committees but they may not vote on any matter that comes before the Council.

ARTICLE VI

OFFICERS

Section 1. Number and type of officers

Officers of the council shall consist of a Chairperson and Vice-Chairperson.

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Section 2. Terms

Officer's terms are for two (2) years, though eligible to run consecutive terms not to exceed two (2) uninterrupted terms.

Section 3. Selection

The selection of Officer's shall be made by the Council membership at the last regular meeting of the officers' term. The Chairperson term will begin during January of the even years, and the Vice Chairperson will begin during January of the odd years. The election process will include a request from nominations, open discussion and the election will be by majority of those voting to elect the officers.

Section 4. Vacancies

Officer vacancies due to termination/ resignation shall be filled by a majority vote of the Council present. The newly elected Officer shall serve in that office to fill out the remainder of the term, but shall be eligible to run for a full term in said office.

Section 5. Duties of the officers shall be as follows:

- Chairperson shall preside at all meetings of the Council. The Chairperson shall perform other duties as designated by the Council. The Chairperson shall prepare agendas and notices and answering correspondence as directed. The Chairperson shall serve as the official spokesperson for the Council.
- Vice Chairperson shall perform such duties as the Chairperson and/or Council may designate. In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson.
- A designee of the council shall be responsible for maintaining the minutes of all meetings, maintain all official records of the council. All official records will be kept at the SEK Homeland Security Regional Coordinator's office.

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Article VII ADMENDENTS

Section 1

Council members shall be given a minimum 5 days written or electronic (email) notice prior to any vote amending these Bylaws.

Section 2

Amendments to these Bylaws shall take effect when they have been approved by a majority of the council members present at meetings of which notice was properly given.

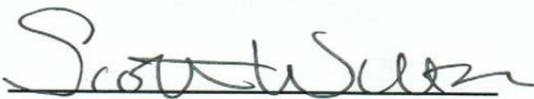
Article VIII

Committees

Committees will be added as deemed necessary. Committee members will be appointed by the Council and will not be representatives of the same jurisdiction.

ADOPTED by the Southeast Kansas Regional Homeland Security Council

this 19 day of NOVEMBER 2013.



Scott Wiltse – Chairman



Kevin Jones - Vice-Chairman