

**BYLAWS
OF THE
Northwest Kansas Regional Homeland Security Council**

**ARTICLE I
NAME AND PRINCIPAL OFFICE**

Section 1. Name. The name of the entity shall be the **Northwest 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 Northwest Kansas Regional Homeland Security Coordinator.

**ARTICLE II MISSION
STATEMENT**

The Council will continue to support local, regional, and state-wide all-hazard preparedness while reducing vulnerabilities to both natural disasters and terrorist attacks. The Council will accomplish this by building local and regional response capabilities and encouraging citizen preparedness and emphasizing citizen safety before, during and after an event or attack. The Council will also assist in developing comprehensive preparedness, response, and recovery strategies in partnership with other government agencies and the private sector.

VISION

Northwest Kansas Region citizens and critical infrastructure will be served by the appropriate levels of preparedness measures with respect to any real or potential hazard or terrorist act. This will be accomplished through a unified homeland security structure that will protect against today’s threats and meet the unknown threats of the future.

FOCUS

Northwest Kansas Region’s security strategy provides the foundation for meeting the State’s vision by focusing on the following four key areas of all hazard preparedness:

1. 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.
2. Preparedness – Because it is not possible to mitigate completely against every hazard that poses a risk, preparedness measures can help to reduce the impact of the remaining hazards by taking certain actions before an emergency event occurs. Preparedness includes plans or other preparations made to save lives and facilitate response and recovery operations. Preparedness

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measures involve all of the players in the integrated emergency management system—local, State, and Federal agencies and citizens

3. 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.
4. 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.

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.

- A. Carry out the intent and purpose of the State Homeland Security Program and the Law Enforcement Terrorism Prevention Program Grants and other grants or committee tasks which involve the first responders and/or receivers which includes emergency response providers, emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) that provide immediate support services during prevention, response, and recovery operations & supporting agencies of the 18 county area of Northwest Kansas which includes: Cheyenne, Rawlins, Decatur, Norton, Phillips, Sherman, Thomas, Sheridan, Graham, Rooks, Wallace, Logan, Gove, Trego, Ellis, Russell, Ness and Rush.
- B. Serve as a regional emergency planning council for suggestions, ideas, and formulation of proposals concerning the eighteen counties in the Northwest Kansas Region.

**ARTICLE III COORDINATION
AND DUTIES**

Section 1. Coordination. To coordinate the Northwest Kansas Region’s all hazards planning of first responders and supporting agencies.

Section 2. Duties. The duties of the Council shall include:

- a. Establish procedures for managing grants involving first responders and/or receivers of the Northwest Kansas Region.

- b. Recommend guidelines to the various agencies and counties that will help coordinate Northwest Kansas Regional activities.

**ARTICLE IV
CALENDAR YEAR**

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

**ARTICLE V
COUNCIL MEMBERS**

Section 1. Composition. Two guiding principles for populating the council must include both functional disciplines and local government involvement.

The Council shall consist of up to thirty-one (31) voting members from the 18 Northwest Kansas Counties. Voting members are from the 18 counties and 13 functional disciplines appointed to this council. Each voting member shall have one vote. In the absence of a voting member an absentee ballot may be cast, upon written notification to a Council officer prior to the meeting call to order.

A. Functional Disciplines include:

- (2) Fire Service
- (2) Law Enforcement
 - 1 police and 1 sheriff
- (2) Emergency Management
- (2) Emergency Medical Services
- (1) Public Health
- (1) Hospital
- (1) Public Works
- (2) Members at large may be appointed by regional council members.

B. Each county governing body may designate one representative to the council who has voting rights.

Section 2. Selection. All members of the Council shall become so by virtue of their written appointment by the representation of the counties/functional disciplines, consistent with Article V Section A & B. When vacancies occur, notice shall be given to the Council. After a resignation has been accepted, notification will be made to that discipline's association or county to choose a replacement representative for the balance of the term. The Council will acknowledge the replacement, if consistent with Article V Section A & B.

Section 3. Term. The Council members shall serve a term of two years, though eligible for consecutive terms.

Section 4. Meetings. The Council shall hold at least one (1) regular meeting every three (3) months (regular meetings shall be held in the months of February, May, August and November) unless 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 (5) members upon five (5) days written notice unless such a notice is waived by all members. Notices shall state the time and place of the meeting by need not state purpose. Ten (10) voting members of the Council participating in any meeting of the Council shall constitute a quorum.

Section 5. Procedures. Agendas for the regular meetings will be prepared and distributed to the Council prior to each meeting whenever possible. Minutes shall be distributed to the members within fourteen (14) days of the close of the meeting for review. The Chair or person designated by the Chair shall send out a request to the members to confirm their attendance at least five (5) days before the meeting and send out notice of a quorum or lack of three (3) days before the meeting. The rules contained in the current edition of Robert's 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 bylaws and any special rules of order the Council may adopt.

Section 6. Absences from Meetings. The Council Secretary shall at the direction of the Council Chair notify the discipline association or county, in the event any member misses four (4) consecutive regular meetings, of such absences.

ARTICLE VI OFFICERS

Section 1. Number and Type. Officers of the Council shall consist of a Chairperson, Vice-Chairperson, and Secretary.

Section 2. Term. Officers shall serve for two years, though eligible to run for consecutive terms.

Section 3. Selection. Selection of officers shall be made by the Council at the first meeting of the year, where a simple majority of those voting shall elect the officer or officers.

Section 4. Vacancies. Officer vacancies due to termination or resignation shall be filled by a majority vote of the Council present; the newly elected officer shall serve in that office only the remainder of the term, but shall be eligible to run for a full term in said office.

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

1. The Chairperson shall preside at all meetings of the Council. The Chairperson shall perform other duties 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.

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2. The Vice-chairperson shall perform such duties as the Chairperson and/or the Council may designate. In the absence of the Chairperson, the Vice-chairperson shall perform the Chairperson's duties.
3. The Secretary shall be responsible for maintaining the minutes of all meetings and maintain all official records of the Council. All official records will be kept at the Northwest Kansas Homeland Security Regional Coordinator's office.

**ARTICLE VII
AMENDMENTS**

Section 1. Council members shall be given five (5) days written notice prior to any vote amending these Bylaws.

Section 2. Amendments to these Bylaws shall take effect when they have been approved by a simple majority of the Council members present at meetings of which notice was properly given.

ADOPTED by the Northwest Kansas Regional Homeland Security Council

this ____ day of _____ 20__.

Chairperson

Secretary

*Amended by the NorthWest Homeland Security Council 08/08/2011.