

**BYLAWS
OF THE
Northeast Kansas Regional Homeland Security Council
ARTICLE I
NAME AND PRINCIPAL OFFICE**

Section 1. Name. The name of the entity shall be the **Northeast 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 Kansas Homeland Security Coordinator Northeast Region: 2800 SW Topeka Blvd., Topeka, KS 66611.

**ARTICLE II
MISSION STATEMENT**

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

VISION

Northeast 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

Northeast 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:

***Preparedness** – a continuous process to identify threats, determine vulnerabilities and identify required resources.*

*• **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 CBRNE and cyberterrorist 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. 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 committee tasks which involve the first responders and first receivers of the 23 county area of Northeast Kansas which includes Washington, Marshal, Nemaha, Brown, Doniphan, Atchison, Jackson Pottawatomie, Riley, Geary, Wabaunsee, Shawnee, Jefferson, Douglas, Miami, Franklin, Osage, Lyon, Morris, Coffey, Chase, Anderson and Linn counties

B. Serve as a regional emergency planning council for suggestions, ideas, and formulation of proposals concerning the twenty-three counties in the Northeast region.

ARTICLE III COORDINATION AND DUTIES

Section 1. Coordination. To coordinate the Northeast Region's all hazards planning of first responders, first receivers and secondary agencies.

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

- a. Establish procedures for obtaining grants involving first responders and first receivers of the Northeast Region.
- b. Recommend guidelines to the various agencies and counties that will help coordinate Northeast Regional activities.
- c. Analyze and submit regional projects received by the Council to the appropriate State and/or Federal officials.
- d. Establish such sub-committees as deemed necessary to accomplish the goals of the Council.

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 one chairperson and twenty-nine (29) *voting* members from the 23 Northeastern Counties. Voting 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. In case of a tie, the Chairperson will be the tie breaking vote.

A. Functional Disciplines include:

- (2) Fire Service
- (2) Law Enforcement
1 police and 1 sheriff
- (2) Emergency Management
- (2) Emergency Medical Services
- (2) Elected Officials
- (1) Public Health
- (1) Hospital
- (1) Public Works
- (1) Public Safety Communications
- (2) Members at large appointed by regional council once formed
 - (1) with agricultural background
 - (1) representing a volunteer/non-profit organization

B. Each county and city of the first class governing body may designate one representative to the council who has voting rights if a representative for that county/city has not been appointed to one of the functional disciplines. Class One cities in the Northeast Region are Topeka, Lawrence, Manhattan, Emporia, Atchison and Junction City.

Section 2. Selection. All members of the Council shall become so by virtue of their appointment by the representation of the counties/functional disciplines. When vacancies occur, notice shall be given to the Council. After a resignation has been accepted a replacement member shall be chosen by the discipline or county/city the member represented.

Section 3. Term. The Council members shall serve a minimum 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 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, Vicechairperson or any five (5) members upon five (5) days written notice and/or email or other means of electronic communication unless such notice is waived by all

members. Notices shall state time and place of the meeting but need not state purpose.

A. Eight (8) voting members of the Council participating in any meeting of the Council 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 I of these bylaws, 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. Any vote by a majority of the quorum shall be the act of all the Council members.

B. At the discretion of the Council Chairman, only in rare circumstances:

1. Webinars/teleconferences may be used to conduct meetings of the council
2. 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 three (3) business days to respond. Proxy votes are not 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 will be prepared and distributed to the Council prior to each meeting whenever possible.

Section 6. Absences from Meetings. If a Council member is absent from three (3) consecutive council meetings or any regular four (4) meetings in a calendar year the position shall be considered vacant. Attendance by a proxy constitutes presence of a council member. The Council Chair will notify that member's appointing agency and/or function and recommend that a new member be appointed to represent that agency and/or function.

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 matters that comes before the Council.

ARTICLE VI OFFICERS

Section 1. Number and Type. Officers of the Council shall initially consist of a Chairperson, Vice- Chairperson, Executive board and a 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 full Council at the regular meeting before the first 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:

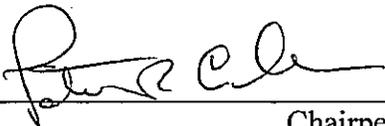
1. The Chairperson shall preside at all meetings of the Council. The Chairperson shall perform other duties designated by the Council. The Chairperson shall prepare agendas and notices and answering correspondence as directed. The Chairperson shall serve as the official spokesperson for the Council.
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, maintain all official records of the Council.
4. The executive board will consist of a lead/spokesperson for each of the subcommittees listed in Annex 1 and the Council Chairman and Vice Chairman. Their duties include organizing, facilitating and reporting on their committee findings to the Council.

ARTICLE VII AMENDMENTS

Section 1. Council members shall be given five (5) days written and/or email or other means of electronic communication notice prior to any vote amending these Bylaws.

Section 2. Amendments to these Bylaws shall take effect when they have been approved by no fewer than two-thirds of the Council members present at meetings of which notice was properly given.

ADOPTED by the Northeast Kansas Regional Homeland Security Council
this day of Feb. 25 2009.




Chairperson Secretary

Annex 1
Bylaws of the:
Northeast Kansas Regional Homeland Security Council
Standing Committees:
By-Laws Committee
Grants Committee
Legislative Committee
Training & Credentials Committee
Exercise Committee
Incident Management Committee
Last updated: 6 March 2006