

**BYLAWS
OF THE
North Central Kansas Regional Homeland Security Council**

**ARTICLE I
NAME AND PRINCIPAL OFFICE**

Section 1. Name. The name of the entity shall be the **North Central 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 NCK 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

North Central 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

North Central 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:

- 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.
- Preparedness – Build, sustain & improve operational capability by planning, training & exercising. Preparedness includes plans or other preparations made to save lives and facilitate response and recovery operations. Preparedness measures involve all of the players in the integrated emergency management system—local, state, and federal agencies and citizens.

- 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 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.

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 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 12 county area of North Central Kansas which includes: Smith, Jewell, Republic, Osborne, Mitchell, Cloud, Clay, Lincoln, Ottawa, Dickinson, Ellsworth, and Saline.
- B. Serve as a regional emergency planning council for suggestions, ideas, and formulation of proposals concerning the 12 counties in the North Central Kansas Region.

ARTICLE III COORDINATION AND DUTIES

Section 1. Coordination. To coordinate the North Central 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 of the North Central Kansas Region.
- b. Recommend guidelines to the various agencies and counties that will help coordinate North Central 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 (30) voting members from the 12 North Central Kansas Counties. In the absence of a voting member a written proxy may be designated, with a limit of one proxy per member. In case of a tie, the NCK Homeland Security Regional Coordinator will be the tie breaking vote.

A. Functional Disciplines include:

- (2) Fire Service
- (1) HazMat
- (2) Law Enforcement
 - 1 police and 1 sheriff
- (2) Emergency Management
- (2) Emergency Medical Services
- (1) Public Health
- (1) Hospital
- (1) Public Works
- (1) Public Safety Communications

Members at large appointed by the regional council to include:

- (1) with agricultural background
- (1) representing a volunteer/non-profit organization
- (2) additional subject matter experts

B. Each county's commission and city of the first class governing body may, at their discretion, 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. The only first class city in the North Central Region is Salina.

- (13) County/City representatives

***Section 2. Selection.** All members of the Council shall become so by virtue of their written appointment by the representation of their county or their respective functional disciplines, consistent with Article V Section 1. When vacancies occur, notice shall be given to the Council. After a written resignation has been accepted, notification will be made to that discipline's association or county/city to choose a replacement representative. Should the association fail to appoint someone or respond within sixty (60) days of notification, the Council reserves

the right to appoint the functional discipline directly. The Council will acknowledge the replacement, if consistent with Article V Section 1.

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, Vice-chairperson or any five (5) members upon five (5) days written notice unless such notice is waived by all members. Notices shall state time and place of the meeting but need not state purpose. Council members present shall constitute a quorum as long as a majority of the membership is present. Any vote by a simple majority of the quorum shall be the act of all the Council members. The Chair or Vice Chair may approve the use of an email vote using a simple majority to decide matters that need to be resolved before the next meeting.

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. A Council member shall be removed and a vacancy on the Council shall occur when any member shall fail to be present at three (3) consecutive meetings of the Council or at four (4) regular meetings during the calendar year, unless such absence is formally excused by a simple majority of the voting members present.

ARTICLE VI OFFICERS

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

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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 NCK 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.

ADOPTED by the North Central Kansas Regional Homeland Security Council
this 19th day of April 2006.

Chairperson

Secretary

*Amended by the North Central Kansas Regional Homeland Security Council 7/26/11.