

**SUMMIT COUNTY
EMERGENCY MANAGEMENT EXECUTIVE COMMITTEE
BY-LAWS**

ARTICLE 1 - NAME AND RESPONSIBILITIES

The Summit County Emergency Management Executive Committee is formed to oversee the Countywide aspects of emergency planning, response and coordination throughout Summit County (hereinafter referred to as the "Executive Committee"). Members of the Executive Committee have been selected to represent their constituent groups and shall act as a voice for those groups in matters pertaining to emergency management.

The purpose of the Executive Committee is to:

- (a) Annually prepare a budget for use of funds generated under the Emergency Management Agreement. Said budget is to be submitted to the Executive of the County for inclusion in the County budget.
- (b) Annually prepare a list of Goals for the workplan of the Emergency Management Agency.
- (c) Annually approve the per-capita charges to each community within the scope of those charges allows in the Emergency Management Agreement.
- (d) Approve the County Emergency Operations Plan and its annexes prior to the adoption of these documents by the County Executive.
- (e) Approve contracts, agreements, and memorandums of understanding prior to adoption of these documents by the County Executive.
- (g) Annually evaluate the progress of the Coordinator and Staff in meeting the Agency Goals and report this information to the County Executive.

ARTICLE 2 - AUTHORITY

The Executive Committee is formed by the Summit County Emergency Management Agreement pursuant to Chapter 5915 of the Ohio Revised Code.

ARTICLE 3 - MEMBERSHIP

There shall be eleven (11) voting members of the Executive Committee. Each member shall be entitled to one vote on all issues. The Executive Committee shall be comprised as follows:

- (a) Two representatives of the Executive of the County of Summit.
- (b) Two representatives of the Mayor of the City of Akron.

- (c) A Township Trustee as selected by representatives of the Summit County Townships' Association who are a part of this agreement.
- (d) A Mayor of a City or Village as elected by representatives of the Summit County Conference of Mayors who are a part of this agreement.
- (e) A Fire Chief as elected by representatives of the Summit County Fire Chiefs' Association whose political subdivisions are a part of this agreement.
- (f) A Police Chief as elected by representatives of the Summit County Police Chiefs' Association whose political subdivisions are a part of this agreement.
- (g) A representative of the County of Summit Engineer.
- (h) A representative of the County of Summit Sheriff.
- (i) A citizen-at-large representative as appointed by a majority vote of the Executive Committee.
- (j) The Summit County Emergency Management Coordinator shall serve as a member of the Committee without vote.

ARTICLE 4 - ALTERNATES

Each member of the Executive Committee may have one alternate appointed in the same manner as the member. Alternates may attend Executive Committee meetings, speak at meetings, serve on committees, and perform all other functions of the member, but may vote only in the absence of the Member. Alternates cannot hold office.

ARTICLE 5 - TERM OF OFFICE

Each member and an alternate shall be elected or appointed by their respective constituent group annually in September. New members and alternates shall be seated at the November meeting. In the absence of a new appointment, the former member or alternate shall continue to serve until replaced.

ARTICLE 6 - VACANCIES

Should there be a vacancy in any member's seat on the Committee, the Alternate shall assume the position of the member and a new Alternate shall be elected or appointed in his place.

Should there be a vacancy in any alternate's position, the seat shall remain vacant until it is filled by a new member elected or appointed by the constituent group.

When a vacancy occurs, appointment for the unexpired term shall be made in the same manner as the original appointment. The appointing authority shall be promptly notified of all vacancies in writing.

ARTICLE 7 - REMOVAL

Any member of the Executive Committee may be removed from office by the appointing authority for neglect of duty, misconduct, malfeasance in office, or other reasons according to the law.

The Chairperson shall inform the appointing authority and the member of the charges. The member shall be afforded an opportunity for a hearing according to rules of the appointing authority.

The Chairperson shall notify the appointing authority of any member or alternate who is absent from four (4) Executive Committee meetings within a 12-month period. Failure to attend four (4) or more meetings shall be grounds for removal of the member or alternate at the discretion of the appointing authority.

ARTICLE 8 - OFFICERS

SECTION I - OFFICES

The officers of the Committee shall consist of the Chairperson, Vice Chairperson, and Secretary. The County Emergency Management Coordinator shall serve as Secretary without vote.

SECTION II - ELECTION AND REMOVAL

The officers shall be elected annually by majority vote at the regular February meeting. No person other than Secretary shall be eligible to serve more than three consecutive one-year terms in the same office. New officers shall assume their duties at the close of the meeting at which they were elected.

Vacancies in officer positions shall be filled by majority vote of the Executive Committee at its next regular meeting.

Any officer of the Executive Committee may be removed for cause by a majority vote of the Committee at any meeting.

SECTION III - DUTIES

The officers shall have those duties as outlined in "Robert's Rules of Order," and as specified in these By-Laws.

CHAIRPERSON

The Chairperson shall preside at all meetings of the Executive Committee.

The Chairperson shall, in addition to the usual duties pertaining to the office, exercise such authority and perform such duties as the Executive Committee may from time to time assign.

VICE CHAIRPERSON

The Vice Chairperson shall perform the duties of the Chairperson during the absence of the Chairperson, or when the Chairperson is unable to discharge the duties of office.

The Vice Chairperson shall, in addition to the usual duties pertaining to the office, exercise such authority and perform such duties as the Executive Committee may from time to time assign.

SECRETARY

The Secretary shall be responsible for all minutes and records of the Executive Committee.

The Secretary shall maintain a record of attendance at all meetings and notify the chair of any member who violates the attendance requirement.

The Secretary shall, in addition to the usual duties pertaining to the office, exercise such authority and perform such duties as the Executive Committee may from time to time assign.

ARTICLE 9 - CITIZEN MEMBER

The Citizen Member and Alternate shall be elected by the other members at the Annual Meeting in February. The Chairperson may solicit nominations or recommendations from Committee Members.

ARTICLE 10 - MEETINGS

SECTION I - REGULAR

The Executive Committee shall hold regular meetings at the time and place designated by the Chairperson. The Committee shall hold no less than four regular meetings per calendar year.

SECTION II - ANNUAL

The regular monthly meeting in February shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving any reports of recommendations of officers and members, and any other business that may arise.

SECTION III - SPECIAL

Special meetings can be called by the Chairperson or by petition of two members. Where practical, all members shall be given 48 hour notice of all special meetings.

SECTION IV - EMERGENCY

Emergency meetings may be held in time of emergency or impending emergency. Emergency meetings may be called by any two members. All members shall be notified whenever possible. A full report of all business conducted at an emergency meeting shall be made to the Executive Committee at the following regular or special meeting.

SECTION V - QUORUM

A quorum for any meeting other than an emergency meeting shall consist of a majority of the members or authorized alternates.

A quorum for an emergency meeting shall be those members or authorized alternates who are present.

The vote of the majority of the members present at any meeting (regular, special or emergency) shall constitute a rule.

Items of urgency may be voted on electronically by the primary members of the Emergency Management Executive Committee. A majority vote will still be required.

SECTION VI - MEETING REGULATION

All regular and special meetings of the Executive Committee shall be open to the public, except as provided by law. Comments from the public may be made at the discretion of the Chairperson prior to adjournment.

ARTICLE 11 - COMMITTEES

Standing committees, task forces, ad hoc and/or special committees may be appointed by the Chairperson with confirmation by the Executive Committee. Membership on the Emergency Management Executive Committee is not required to participate in standing committees, task forces, ad hoc and/or special committees.

ARTICLE 12 - RECORDS

The Secretary shall keep all records and minutes of the proceedings of the Executive Committee. All books and records shall be maintained at the County Emergency Management Agency's office unless otherwise designated by majority vote of the Executive Committee. The fiscal year of the organization shall be consistent with the County Fiscal Year of January 1- December 31 and the Federal Grant Fiscal Year of October 1 - September 30. The Special Operations Grant Fiscal Year will be March 1 - February 28.

ARTICLE 13 - RULES OF ORDER

The rules contained in "Robert's Rules of Order-Revised" shall govern the Executive Committee in all cases in which they are applicable and do not conflict with these By-Laws.

ARTICLE 14 - AMENDMENTS TO BY-LAWS

In order to amend, repeal or change these By-Laws, a two-thirds affirmative vote of the Executive Committee shall be required at a regularly constituted meeting of the Executive Committee.

ARTICLE 15 - AMENDMENTS TO COUNTY EMERGENCY MANAGEMENT AGREEMENT

Any proposed amendments to the County Emergency Management Agency Agreement shall be submitted in writing by the Emergency Management Coordinator to the Executive Committee at a regular meeting. Said proposed amendments shall require approval of a two-thirds affirmative vote of the Executive Committee.

Following approval of the Executive Committee, the proposed amendments shall be sent to the member political subdivisions for a comment period of not less than thirty nor more than sixty days. Upon completion of that review period, the Executive Committee shall review any comments and place the proposed amendment(s) in final form.

Upon a two-thirds affirmative vote of the Executive Committee, the changes shall be submitted to the political subdivisions for final legislative approval.

ARTICLE 16 - PLANS

The Summit County Emergency Operations Plan and its Annexes shall be submitted by the Emergency Management Coordinator, approved by Executive Committee, and forwarded to the County Executive for final adoption. Standard Operating Procedures under the plan shall be in force upon approval of the Emergency Management Coordinator and the Executive Committee.

Copies of the Emergency Operations Plan and Annexes shall be provided to all political subdivisions who are part of the Agreement. Standard Operating Procedures shall be provided to all affected agencies.