

# **Citizen Corps Monterey County**

## **Disaster Preparedness**

### **By-Laws**

#### **Article I**

##### **Name**

The name of this organization shall be the Citizen Corps Monterey County Disaster Preparedness.

#### **Article II**

##### **Purpose, Mission, Goals & Objectives**

Section 1: *Purpose.* The Citizen Corps Monterey County Disaster Preparedness (Citizen Corps), through collaboration between and among its public and private sector members, supports the citizens of Monterey County in preparing for and responding to local disasters. This is accomplished through planning, education, training, and field services that target the development and implementation of appropriate emergency management skills, activities, and programs.

Section 2: *Mission.* The Citizen Corps operates under the umbrella of the USA Freedom Corps, established by President George W. Bush, that encompasses public education, training, and volunteer opportunities to engage all citizens in making their communities safer, stronger, and better prepared for preventing, preparing for, responding to, and recovering from emergencies and disasters of all types, including natural and technological disasters and acts of terrorism.

Section 3: *Goals.* To bring together groups such as but not limited to local public officials, governmental agencies, leaders and stakeholders from area business, civic, faith-based and volunteer organizations that are involved in and/or concerned about Community Disaster Preparedness as participating members of the Citizen Corps, to make Monterey County safer, stronger, and better prepared to be both disaster resistant and disaster resilient

Section 4: Objectives. To promote individual, family, business and community safety and emergency preparedness by encouraging personal responsibility, and by providing public information, education, training and volunteer service through (but not limited to) the list of activities on the strategic plan.

### **Article III**

#### **Membership**

The following types of organizations or interest groups shall be considered members of the Citizen Corps Monterey County Disaster Preparedness (Citizen Corps) once elected and their authorized representatives have signed a "Statement of Intent to Serve" on their behalf.

- First Responders - Fire, Emergency Medical Services (EMS), Police, and Hospital/EMS
- Volunteer and Nonprofit Organizations – Non Governmental Organizations committed to preparing our community and their organization's members, constituents, or clients for disasters and serving community needs during and/or post-disaster.
- Local Government Agencies – Monterey County and municipal government entities responsible for public health and safety, emergency preparedness, and emergency response and/or recovery.
- Military – Active Duty Component, Federal Reserve and National Guard units stationed within the Monterey County Operational Area and/or their civilian and contract employees.
- Federal Agencies – Operating within Monterey County and responsible for emergency preparedness, emergency response and/or recovery.
- Faith-based community – Groups with religious affiliation which are committed to preparing our community and their members, constituents, or clients for disasters and serving community needs during and/or post-disaster
- Business Entities – Associations and individual companies committed to preparing our community and their employees for disasters and serving our community's needs during and/or post-disaster

- Educational organizations - School systems, Parent/Teacher/Student Associations and colleges
- Media – Local media outlets
- Other entities that can materially further the mission of the Citizen Corps  
Monterey County Disaster Preparedness

Organizations and interest groups can apply to become members of the Citizen Corps Monterey County Disaster Preparedness by submitting a letter of application to the Citizen Corps Monterey County Disaster Preparedness's Secretary. The application shall state the name of the organization or interest group, its purpose, the names of its proposed primary and secondary representatives, and affirmation of its willingness to serve. The Secretary shall inform the membership of the application at the Citizen Corps's next regular meeting and the name of the applicant shall be included in the notice of the meeting at which the membership will be asked to vote on the application. The membership will vote on approval of the applying organization at its next regular meeting after the meeting at which the membership was informed of the application. The applicant will be approved upon an affirmative vote by a majority of the members present and voting at a duly convened meeting with a quorum present.

Member organizations or interest groups may be represented by a primary and secondary staff member or volunteer of its choosing at any regular or special meeting. Each organization or interest group is permitted one vote, which may be exercised by either the primary or the secondary representative. Member organizations and interest groups are permitted to have non-voting staff members and volunteers present at regular and special meetings. All member organization representatives, whether voting or not, are permitted to participate in discussions when recognized by the meeting chairperson or President. Member organizations will inform the Secretary of the identity of their primary and their secondary voting representatives.

Because continuity of participation is critical to the success of the Citizen Corps Monterey County Disaster Preparedness, organizations whose primary or secondary

representatives fail to attend six (6) regular scheduled meetings in a twelve (12) month period will become non-voting members and their representative or representatives serving as officers or on the Executive Committee will be relieved of those positions and replacements named by the Executive Committee to fill the unexpired terms. The organization or interest group's right to vote on business coming before Citizen Corps Monterey County Disaster Preparedness meetings will be reinstated at the next meeting following attendance by their primary or secondary representatives at three consecutive regularly scheduled meetings.

Citizen Corps members may be removed from the Citizen Corps by a majority vote of members present and qualified to vote at any duly called regular or special meeting of the Citizen Corps with a quorum present when in the Citizen Corps's judgment the best interests of the Citizen Corps will be served thereby.

The goal of the Citizen Corps is to establish direction and collaboration between the agencies and organizations, and increase consistency of purpose among all involved with the Citizen Corps.

## **Article IV**

### **Governance**

#### **Section 1: Governing Body**

The governing body of the organization shall be comprised of all members in good standing.

#### **Section 2: Officers**

**President:** The President shall preside at all membership meetings. He or she shall present at each January annual meeting of the organization an annual report of the work of the Citizen Corps Monterey County Disaster Preparedness. He or she shall appoint all committees with the concurrence of the Executive Committee. He or she may be authorized by the membership to direct the payment of monies restricted to the benefit of the Citizen Corps Monterey County Disaster Preparedness and held for its benefit by one or more of its member agencies. The president or his or her designee shall be the primary

spokesperson for the Citizen Corps Monterey County Disaster Preparedness. He or she shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.

Vice President: The Vice President shall, in the event of the absence or inability of the President to exercise his or her office, become acting president of the organization with all the rights, privileges and powers as if he or she had been the duly elected president.

Secretary: The Secretary shall keep the minutes and records of the organization in appropriate books. He or she shall give or cause to be given all notices to members of this organization. A non-officer recording secretary may be appointed by the President to record the minutes of meetings.

Treasurer: The treasurer shall oversee the care and custody of all monies belonging to the organization and deposited in the accounts of one or more member organizations. He or she shall be responsible for monthly reporting to the membership an account of the finances of the organization. He or she will assure that the organization's funds are invested exclusively in money market funds or certificates of deposit and, if not invested, are held in an FDIC insured checking account and are carried on the books of the member agency holding such funds as Restricted for the benefit of the Citizen Corps Monterey County Disaster Preparedness. The Treasurer is authorized to direct payment of funds on behalf of the organization and for the organization's benefit.

### Section 3: Executive Committee

The Executive Committee of the Citizen Corps Monterey County Disaster Preparedness shall consist of the officers' of the organization and two (2) individuals who are either the primary or the secondary representatives of two member organizations, neither of which has a representative serving as an officer of the Citizen Corps Monterey County Disaster Preparedness. The Executive Committee may act on behalf of and with the full authority of the Membership when action is required by the Citizen Corps Monterey County Disaster Preparedness before its next regular scheduled monthly meeting of the membership. The Executive Committee will not act on behalf of the organization when the matter or matters under consideration can reasonably be postponed until a regular membership meeting. A quorum for Executive Committee meetings shall be one-half of

the members plus one additional member. Meetings of the Executive Committee may be called by the President, Vice President or any two Executive Committee members. Notice of Executive Committee meetings shall be given 48 hours before a meeting unless such notice is waived in writing by all Executive Committee members. Action by the Executive Committee will require a simple majority vote of those present at a duly convened meeting with a quorum present. Minutes of Executive Committee meetings shall be recorded by the Secretary and he or she will provide copies of those minutes to the members present at the next regular Membership Meeting. If a vacancy occurs within the Executive Committee, that vacancy shall be filled for the unexpired term by majority vote of the Executive Committee.

#### Section 4: Elections

Elections shall be conducted at the regular Membership meeting in January of odd numbered years. A slate of officers and two additional Executive Committee members will be elected by the Membership for one-year terms and will take office on January first of the upcoming year. Officers and Executive Committee members will be elected by a simple majority vote and will serve without compensation. The President or other presiding officer will solicit and accept nominations from the floor, if any, before calling for a vote on the slate of officers and Executive Committee members presented by the Nominating Committee.

### **Article V**

#### **Membership Meetings**

Meetings of Citizen Corps Monterey County Disaster Preparedness shall be held monthly at times and places to be determined by the Membership. Special meetings of the Membership may be called by two (2) or more members of the Executive Committee. One-half (1/2) of the Members in good standing shall constitute a quorum for Membership Meetings. A vote of a simple majority (one half plus one) of those present at a duly convened meeting with a quorum present shall be required for the election of officers and Executive Committee members, the passage of resolutions or the conduct of other business.

## **Article VI**

### **Committees**

Standing and ad hoc committees and sub-committees may be created from time to time by a majority vote of the members at a duly convened meeting with a quorum present. The President with the Executive Committee's concurrence will name the chairperson of standing and ad hoc committees or sub-committees and will name committee members with the concurrence of the committee chairperson.

The President shall name a Nominating Committee by or before October of each even numbered year. The President will name at least three members in good standing to the committee. The President will not serve on the committee. The Nominating committee will announce a slate of officers and Executive Committee members to the membership at the membership's December meeting. The slate will be included in the notice for the January meeting of the membership at which time the slate will be voted upon.

Committees shall be advisory to the Membership and shall not exercise the authority of the Membership or Executive Committee without the express delegation of that authority by vote of the Membership at a duly convened meeting with a quorum present.

## **Article VII**

### **Parliamentary Authority**

Roberts Rules of Order, most recently revised edition, shall be used in the conduct of Citizen Corps business. A member of the Citizen Corps will be appointed to serve as Parliamentarian, to provide guidance on the interpretation of Roberts Rules of Order.

## **Article VIII**

### **Property**

The Citizen Corps Monterey County Disaster Preparedness is a collaboration among organizations and interest groups and as such does not have the capacity to own property in its own right. Funds received by the organization will be held in restricted accounts

exclusively for the benefit of the Citizen Corps Monterey County Disaster Preparedness by one or more member organizations qualified under IRC 501(c). All funds so received will be held in money market accounts, certificates of deposits, or checking accounts. No funds so received will be invested in equities.

## **Article IX**

### **Amendments**

The By-Laws of this organization may be amended at a meeting of the Membership provided that the text of the amendment was provided to the membership at the prior regular membership meeting and that all members in good standing receive a copy of the proposed amendment and notice of the meeting at which it will be voted upon at least thirty days in advance of the meeting. Amendment of the by-laws will require an affirmative vote by a supermajority of two-thirds (2/3) of the members present and voting.

The Executive Committee will have the limited right to amend the bylaws to provide for a lower quorum requirement for membership meetings if business can not be conducted at regular membership meetings for a period of not less than three consecutive months due exclusively to lack of a quorum. Upon occurrence of the aforementioned condition, the membership meeting quorum requirements contained in the bylaws may be amended by majority vote of Executive Committee members at a duly convened meeting with a quorum present provided that notice of the meeting containing the text of the amendment is provided to all members in good standing and to all Executive Committee members at least ten days prior to the Executive Committee meeting.

## **Article X**

### **Dissolution**

In the event of the dissolution of this organization any monies or property held for its benefit will be transferred at the direction of the Membership or, if a membership meeting cannot be convened, by the Executive Committee to a governmental or



charitable entity or entities whose mission is consistent with the disaster preparedness and response purpose of the Citizen Corps Monterey County Disaster Preparedness.

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The foregoing bylaws were adopted by the Citizen Corps Monterey County Disaster Preparedness at a meeting of said Citizen Corps on \_\_\_\_ day of \_\_\_\_\_, 2008.

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President

Attest:

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Secretary

Revised: January 31, 2008