

**BYLAWS OF
THE SALT LAKE COUNTY CERT COORDINATION COUNCIL**

ARTICLE I

Name

Section 1.1. Name. The name of this organization shall be the Salt Lake County CERT Coordination Council (hereafter “Council”).

ARTICLE II

Objective

Section 2.1. Purpose. The purpose of the Council is to increase collaboration and coordination between local Community Emergency Response Team—or CERT—Programs and build supportive relationships across boundaries, support the national CERT mission and vision statements, strengthen local leadership skills through leader training, to expose program leaders to the latest innovations, coordinate trainings and resources, communicate ideas for promoting and strengthening CERT valley wide, work together on projects that can benefit the entire valley, plan multi-jurisdictional CERT exercises, align CERT standards and credentialing, communicate interests on regional Citizen Corps related grant allocations and support each other in times of disaster.

ARTICLE III

Organization

Section 3.1. Membership. Membership in the Council is to include all registered CERT programs registered with FEMA within Salt Lake County and their sponsoring entities (hereafter “Sponsors”; collectively hereafter “Programs”). Each Program shall appoint up to two representatives (hereafter “Representatives”), ideally one volunteer and one professional. While not required, it is recommended that these Representatives be the CERT Program Manager and the Emergency Manager. When the position of CERT Program Manager is a role assumed by an Emergency Management professional, the Program may appoint their second Representative from within their Program. Under circumstances where a Sponsor supports multiple Programs, that Sponsor is eligible to represent multiple and vote on behalf of each Program.

Representatives shall provide written endorsement from the Sponsor of their Program. The Council shall review all appointments annually on or before December 31 to ensure continuity of the Council.

The official registration of any CERT program within Salt Lake County shall automatically result in representation on the Council. The appointment of their Representatives to the Council shall follow processes previously described in Section 3.1.

Section 3.2. Structure. The Council consists of two Representatives from each of the fourteen Programs within Salt Lake County and one representative from Salt Lake County Emergency Management who will serve as the Executive Director of the Council.

While Programs may appoint two Representatives, when a vote is required, only one vote may be cast per Program.

Representatives shall report to their Programs and Sponsors as to the Council’s activities and decisions. Stakeholders are welcome to attend Council meetings and provide comments and support.

Resignations from the Council shall be accepted at any time. The notice of resignation shall be delivered to the Executive Director who shall notify the represented Program of the resignation. The Program shall, within thirty days of receiving notice of the resignation, appoint a replacement for the Representative who has resigned.

Representatives shall serve without compensation, but may be reimbursed for reasonable expenses incurred in accordance with policies and procedures adopted by the Council.

ARTICLE IV

Officers and Executive Committee

Section 4.1. Officers and Executive Committee. The Officers of the Council shall include two Co-Chairs, Executive Director and Secretary. These Officers create the Executive Committee. The Executive Committee shall have general supervision of the affairs of the Council, make recommendations to the Council and shall perform such other duties as are necessary to fulfill the objectives of the Council as set forth by these bylaws. The Executive Committee shall be subject to the orders of the Council and none of its acts shall conflict with action taken by the Council.

Section 4.2. Co-Chairs. One professional Representative and one volunteer Representative shall be nominated and elected by ballot from among the members of the Council to fill two Co-Chair offices. The Co-Chairs serve for two years effective January 1 concluding December 31 the following year. For purposes of continuity, the Co-Chairs are elected on alternating years.

The Co-Chairs shall fix the hour and location of meetings, determine agendas, conduct meetings, coordinate efforts of various special committees of the Council and oversee general operations and activities of the Council.

The Co-Chairs shall act as the official spokespersons of the Council and be responsible to represent the Council to CERT Region II, other committees or bodies and for all other purposes.

Section 4.3. Executive Director. The Executive Director may sign, execute and deliver, in the name of the Council, agreements, grant applications and other documents as authorized by the Council and shall perform other duties as shall be directed and prescribed from time to time by the Council.

The Executive Director shall serve as an ex officio member of the Council and of the Executive Committee without voting rights, except in case of a tie vote.

Section 4.4. Secretary. The Secretary, who serves as an ex officio member of the Executive Committee, shall be appointed by unanimous agreement of the Co-Chairs.

The Secretary will perform the day-to-day functions such as preparing agendas and notices of meetings, securing facilities for meetings, keeping and publishing minutes of meetings and other duties as directed by the Co-Chairs

ARTICLE V

Meetings

Section 5.1. Regular Meetings. The Council should meet monthly or as needed to meet its objectives. Meetings should be held at a consistent occurrence with the month as determined by the Council. Electronic attendance should be allowed, though not encouraged.

Section 5.2. Special Meetings. Special meetings may be called by the Co-Chairs or may be called by the Executive Committee upon the request of four members of the Council. The purpose of the meeting must be stated in the invitation. Except in the case of emergencies, at least seven days' notice shall be given. The Executive Committee shall determine if electronic attendance is allowed depending upon the subject of the meeting.

Section 5.3. Quorum. Representation from at least five Programs shall constitute a Quorum.

ARTICLE VI

Special Committees

Section 6.1. Special Committees. The Council shall establish different Special Committees as needed to accomplish the purposes and objectives of the Council as set forth in these bylaws. The Co-Chairs shall appoint individuals to serve on these Special Committees. They may be drawn from the appointed Representatives or other stakeholders. Council Officers may serve as ex officio members of any committee.

ARTICLE VII

Parliamentary Authority

Section 7.1. Authorities. The rules contained in Robert's Rules of Order shall govern meetings where they are not in conflict with the bylaws, rules of order or other rules of the Council.

ARTICLE IX

Amendment of Bylaws

Section 8.1. Amendment Process. These bylaws may be amended by a two-thirds (2/3) vote of the quorum of Representatives, provided that the amendment has been submitted in writing to all membership beforehand.