

Revised Bylaws of the
King County Emergency Management Advisory Committee
&
King County Region 6 Homeland Security/Citizen Corps Council

ARTICLE I: GENERAL

Section 1: Name

This committee is named the King County Emergency Management Advisory Committee (EMAC). The EMAC also serves as the King County Region 6 Homeland Security (R6HSC)/Citizen Corps Council (CCC). EMAC herein after is referred to as the committee.

Section 2: Authority

This committee is established and authorized by King County Ordinance No. 13623, as amended. These bylaws supersede King County Administrative Procedure PSF 11-1.

Section 3: Purpose

The scope of the committee shall be to:

- A. Advise the King County Executive, the King County Council, and the Office of Emergency Management on emergency management issues and facilitate coordination of regional emergency planning in King County.
- B. Assist King County government in the development of programs and policies concerning emergency management.
- C. Review and comment on proposed King County government emergency management rules, policies, or ordinances prior to their adoption.
- D. Review and recommend proposed modifications to the Regional Disaster Plan for Public and Private Organizations in King County.
- E. Advise and recommend the allocation of SHSP homeland security funding coming to Region 6 and address regional homeland security issues.
- F. Review and recommend Region 6 Citizen Corps activities.
- G. Establish and oversee workgroups and task forces.
- H. Coordinate implementation of the Washington State and Region 6 Strategic Plans for the region.
- I. Promote regional collaboration on homeland security strategies, policies, and funding.

ARTICLE II: MEMBERSHIP

Section 1: Representation

This committee shall be composed of membership positions as defined in KCC 2.36.055 that represent the following emergency management interests:

Central Region Emergency Medical Services and Trauma Care Council

Cities with populations larger than 100,000:

Seattle

Bellevue

Kent

Electric/Gas Utilities

Financial Community

King County Fire Chiefs Association

King County Fire Commissioners Association

King County Police Chiefs Association

Local Emergency Planning Committee (LEPC)

Port of Seattle

Private Business & Industry

Puget Sound Educational Service District

King & Kitsap Counties Chapter of the American Red Cross

Sewer/Water Districts

Suburban Cities Association (3 members)

Position #1

Position #2

Position #3

Washington Association of Building Officials

King County Executive or his or her designee

King County Department of Natural Resources & Parks

King County Department of Transportation

Public Health-Seattle & King County

King County Healthcare Coalition

Muckleshoot Tribal Nation

Snoqualmie Tribal Nation

King County Sheriff's Office

Section 2: Appointment, Term of Office, and Compensation

Appointments.

For each membership position listed in Article II, Section 1, one regular member and one alternate member shall be appointed by the county executive, subject to confirmation by county council motion. Nominations for regular and alternate membership shall be forwarded to the King County Executive through the Office of Emergency Management by the represented emergency management interests.

An association or agency which is named as a membership position will designate the chief executive officer of their organization, or that officer's designee, as its regular member of the committee. An association or agency will designate its alternates. Alternate members may serve in place of regular members.

Individuals serving on the committee from unspecified industry and interest groups listed in Article I, Section 1 will be recruited by the committee with the input of the industry or interest group stakeholders and submitted to the county executive for consideration.

Terms.

Members and alternates shall serve a term of three (3) years from the time of appointment or until their successor is appointed and confirmed as provided in KCC 2.36.055. The terms of office shall be consistent with provision of Chapter 2.28 King County Code. Term expiration dates will be maintained in the committee Membership Roster.

Memberships are not limited as to numbers of terms, but individuals will participate in a reappointment process every three years. Reappointment shall be subject to confirmation by county council motion.

Compensation.

Advisory committee members will not be compensated for the performance of their duties as members of the committee.

Section 3: Vacancies

Each committee member is expected to participate in regular and special meetings of the committee. If an emergency management interest is not represented by its appointed regular member or appointed alternate member in 75% of the regular committee meetings in a calendar year, the regular and alternate member positions shall be considered vacant, unless there are reasonable excuses for meeting absences. Reasonable excuses require prior approval from the committee Chairperson.

The committee may recommend to the King County Executive the removal from office of a regular or alternate member.

Committee members or alternates may resign by submitting a letter of resignation to the committee Chairperson.

A vacancy shall be filled for the remainder of the term of the vacant position in the manner described in the initial appointment.

Section 4: Ad Hoc Participants

The committee may invite ad hoc participants from time to time to assist in the proceedings of the committee. Ad hoc participants will not have a vote on the committee.

Section 5: Officers

The officers of the committee are the Chairperson and the Vice-Chairperson. The Chairperson will be the Vice-Chairperson from the prior calendar year. The committee will elect a Vice-Chairperson annually. The officers will be elected from the committee regular (not alternate) members at the October or fourth quarterly meeting of the year; will take office in January, and will serve one-year terms. In the event the Chairperson cannot fulfill his /her duties, the Vice-Chairperson shall assume the chair. Elections to fill the Vice-Chairperson position will be held as soon as practical. No person will fill the same officer position for more than two consecutive years.

Section 6: Duties of Officers

The committee Chairperson will preside over the committee meetings and in his/her absence, the Vice-Chairperson will preside. The Chairperson and Vice-Chairperson will establish the meeting agendas with the assistance of King County staff.

The committee Chairperson, or in their absence the Vice-Chairperson, will appoint workgroups and task forces as necessary, act as official spokesperson for the committee or delegate others from the committee as appropriate, and ensure that the work of the committee accomplishes the objectives listed in Article 1, Section 3: Purpose.

ARTICLE III: MEETINGS

Section 1: Regular Meetings

The committee will meet at least quarterly on an annual schedule determined by the members. The Chairperson may change the date, time and location of any meeting, when appropriate. At least ten calendar days' prior notice shall be given.

Section 2: Special Meetings

Special meetings may be called by the Chairperson when necessary, and require at least five calendar days' prior notice.

Section 3: Staff

The King County Office of Emergency Management will provide staff assistance to the committee, including taking minutes and distributing notices, agendas and minutes.

Section 4: Minutes/Agendas

Minutes of all committee meetings shall be kept by staff and distributed to the members prior to the next regular meeting. Meeting minutes shall be approved by a majority vote of members present. Agendas shall be prepared by the Chair, with the assistance of staff, and distributed to members at least seven (7) calendar days in advance of any regularly

scheduled meeting. Notice of any special meeting shall include the business to be transacted at the special meeting.

Section 5: Public Access

The committee shall conduct meetings consistent with the Open Public Meetings Act, and there could be occasions when national security matters need to be discussed. It is permissible for the committee to have an executive session that is closed to the public when necessary "[t]o consider matters affecting national security." RCW 42.30.110(1)(a).

Section 6: Quorum and Voting Procedures

For the purposes of the transaction of the business of the committee, a quorum shall be a simple majority of the regular members and alternates who are present for regular members. Whenever possible, decisions will be reached through consensus. When consensus is not possible, a vote will be taken.

All members have voting privileges. Appointed alternate members may vote only in the absence of their position's regular member. Members of the committee may not designate other individuals to vote on their behalf. No secret ballot or secret voting is allowed.

Votes will be reflected in the meeting minutes. Members may register their abstention on any vote. The abstention shall be reflected in the minutes. Members are required to abstain on matters that pose a conflict for them.

ARTICLE IV: WORKGROUPS/TASK FORCES

Workgroups and Task Forces may be formed as needed for the purpose of exploring issues before the committee in more detail than regular committee meetings may allow.

- Workgroups are defined as an ongoing group that has a specific purpose.
- Task Forces are time and/or issue specific. When the issue is resolved or the timeline expires, the Task Force will disband.
- Members of Workgroups and Task Forces are not limited to committee members.

ARTICLE V: RECOMMENDATIONS

Recommendations to the King County Office of Emergency Management, King County Executive, King County Council, Washington State Emergency Management Council or any other entity in the name of the committee shall be approved by a majority vote of the committee members present. Minority opinions may also be forwarded with majority recommendations. Workgroup and Task Force recommendations shall not be considered recommendations of the committee unless the full committee has acted to approve them.

ARTICLE VI: BYLAWS AMENDMENTS

These bylaws may be amended at any regular meeting by a majority vote of the regular members and alternates who are present for regular members, provided that at least

fourteen calendar days' notice of proposed bylaw amendments has been given to the committee.

ARTICLE VII: CONFLICT OF INTEREST

Any member or organization that has a conflict of interest concerning any matter before the committee shall inform the committee before participating in a discussion and shall refrain from voting on the matter.

For the purpose of the preceding paragraph, a conflict of interest shall be defined as any issue in which there is a conflict between a member's or an organization's public obligation and private interests such as financial or other interests.

Committee members shall comply with the provisions of the King County Code 3.04 Employee Code of Ethics, as applicable.

ARTICLE VIII: SEVERANCE CLAUSE

Should any portion of these by-laws be declared unconstitutional or otherwise contrary to law, such decision shall not affect the validity of the remaining portion of these by-laws.

Adopted: January 21, 2000
Revision Approved: August 10, 2004
Revision Approved: August 9, 2005
Revision Approved: May 13, 2008
Revision Approved: October 11, 2011

Attachments (Link: [http://your.kingcounty.gov/mkcc/clerk/code/05 Title 2.pdf](http://your.kingcounty.gov/mkcc/clerk/code/05_Title_2.pdf))
KCC 2.36.055 King County Emergency Management Committee
KCC 2.28 Membership on Boards, Commissions & Committees