

**Bylaws of the
King County Region 6 Homeland Security Council
&
Region 6 Citizen Corps Council**

A. GENERAL

A. Section 1: Name

This Committee is named the Region 6 Homeland Security Council and the Region 6 Citizen Corps Council, herein after referred to as the R6HSC. The Emergency Management Advisory Committee (EMAC) serves as the R6HSC.

A. Section 2: Background & Formation (see formation paper, attached)

A. Section 3: Purpose

The scope and charge of the R6HSC shall be to:

- Allocate and administer homeland security funding coming to Region 6 and address regional homeland security issues.
- Review and approve Region 6 Citizen Corps activities.
- Establish and oversee subcommittees.
- Assure the Washington State and Region 6 Homeland Security Strategic Plans are implemented for the region.
- Promote regional collaboration on homeland security strategies, policies and funding allocations.

B. MEMBERSHIP

B. Section 1: Representation

Refer to EMAC bylaws. R6HSC members will be required to sign a public nondisclosure statement.

B. Section 2: Appointment, Term of Office, and Compensation

Appointments.

Regular members shall be selected by the organizations they represent or the R6HSC as a whole.

Individuals serving on the committee will be the chair of the association or designee where an association or agency is named as a member. This includes the Suburban Cities Association who will designate the individuals who will serve as members.

Individuals serving the committee from industry groups will be recruited with the assistance of the industry.

Terms

Members shall serve a term of three (3) years or until their successor is appointed and confirmed as provided in this ordinance. The terms of office shall be staggered.

Memberships are not limited as to numbers of terms, but individuals will participate in a reappointment process every three years.

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

For membership and terms, see the EMAC Bylaws.

Compensation.

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

B. Section 3: Vacancies

Each member is expected to participate in regular meetings. A member who is absent without reasonable excuse from 75% of the R6HSC meetings in a calendar year shall be considered inactive. Reasonable excuses require prior approval from the committee Chairperson. A member may be removed from office by recommendation of the R6HSC.

Committee members 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.

B. Section 4: Ad Hoc Participants

R6HSC members 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.

B. Section 5: Officers

See EMAC Bylaws.

B. Section 6: Duties of Officers

See EMAC Bylaws.

C. MEETINGS

C. Section 1: Regular Meetings

The R6HSC 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 days prior notice shall be given.

Meetings may coincide with the EMAC meetings, and if membership is consistent, the EMAC meeting may fold into the R6HSC meeting without reconvening.

C. Section 2: Special Meetings

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

C. Section 3: Staff

The King County Office of Emergency Management will provide staff assistance to the R6HSC, including taking minutes and distributing notices, agendas and minutes.

C. Section 4: Minutes/Agendas

Minutes of all 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) days in advance of any regularly scheduled meeting.

C. Section 5: Public Access

The R6HSC meetings are not open to the public and are not subject to public disclosure as per RCW 42.010. If the R6HSC meetings run simultaneously with the EMAC meetings, the EMAC portion is open to the public. However, the R6HSC documentation may not be subject to public access or disclosure. Agenda items will be identified as EMAC or R6HSC.

C. Section 6: Quorum and Voting Procedures

For the purposes of the transaction of the business of the R6HSC, a quorum shall be a simple majority of the appointed members or their delegates of the R6HSC. Whenever possible, decisions will be reached through consensus. When consensus is not possible, a vote will be taken.

All members or their delegates have voting privileges. There will be one vote per member position.

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.

C. Section 7: Public Information and Nondisclosure:

All R6HSC members and their alternates will be required to sign a Non-Disclosure & Confidentiality Agreement. Members should identify any limitations that must be placed on further dissemination of information provided.

D. SUBCOMMITTEES/TASK FORCES

Subcommittees and Task Forces may be formed as needed for the purpose of exploring issues before the R6HSC in more detail than regular R6HSC meetings may allow.

E. RECOMMENDATIONS

Recommendations to the Washington State Committee on Homeland Security or any other entity in the name of the R6HSC shall be approved by a majority vote of the R6HSC members present. Minority opinions may also be forwarded with majority recommendations. Subcommittee recommendations shall not be considered recommendations of the R6HSC unless the full R6HSC has acted to approve them.

F. BYLAWS ADOPTION AND AMENDMENTS

These bylaws must be approved by a majority vote of the committee members and may be amended at any regular meeting by a majority vote of the members, provided that at least fourteen days' notice of proposed bylaw amendments has been given to the R6HSC.

G. CONFLICT OF INTEREST

Any member or organization that has a conflict of interest concerning any matter before the R6HSC shall inform the members before participating in a discussion and shall refrain from voting on the matter.

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.

H. SEVERENCE CLAUSE

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

Adopted: October 12, 2004

Revised:

Background & Formation of the Region 6 Homeland Security Council

The Region 6 Homeland Security Council (R6HSC) was established based on direction from the Washington State Military Department for the purpose allocation of homeland security funds to the Region 6 (geographic King County). Contract #E03-201, FFY02 EOP grant Exhibit B established the following:

“The purpose of this program is to provide the basis for local jurisdictions and tribal governments to develop a sustainable and all-hazard regional approach to Terrorism Homeland Security (THS) initiatives that emphasize both inter and intra regional mutual aid, identify critical infrastructure, and develop integrated EOPs. All activities and deliverables funded by this grant are to focus on expanding regional cooperation and maximizing our collective ability to safeguard and protect the citizens of Washington State from these hazards.”

“Washington State is subdivided into nine (9) Homeland Security Coordination Districts or Regions, incorporating over 100 counties, cities and tribes. These regions are geographically aligned with those previously established by the Washington State Department of Health to address biological terrorism planning, training, exercises, preparedness, and response thereby providing a critical continuity of effort relative to these ongoing initiatives.”

The grant specifies that the Contractor agrees to: “Formation of a Homeland Security Regional Coordinating Council consisting of representation from other county, city and tribal emergency management offices, responder disciplines and other appropriate entities within the region.”