

Revised Bylaws of the King County Emergency Management Advisory Committee

ARTICLE I: GENERAL

Section 1: Name

This committee is named King County Emergency Management Advisory Committee (EMAC).

Section 2: Authority

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

Section 3: Purpose

The scope of the EMAC shall be to:

- A. Advise King County Executive and King County Council 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. Develop and maintain the Regional Disaster Plan for Public and Private Organizations in King County.

ARTICLE II: MEMBERSHIP

Section 1: Representation

This committee shall be composed of members who represent the following emergency management interests:

Central Region Emergency Medical Services and Trauma Care Council

Cities with populations larger than 100,000:

Seattle

Bellevue

Electric/Gas Utilities

Financial Community

King County Fire Chiefs Association

King County Fire Commissioners Association

King County Police Chiefs Association

Local Emergency Planning Committees (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)
Washington Association of Building Officials
King County Deputy Executive
King County Department of Natural Resources & Parks
King County Department of Transportation (Road Services and Transit)
Public Health-Seattle & King County
Muckleshoot Tribal Nation
Snoqualmie Tribal Nation
Washington State Hospital Association
King County Sheriff's Office

Section 2: Appointment, Term of Office, and Compensation

Appointments.

Regular members shall be appointed by the county executive subject to confirmation by county council motion. Nominations for membership shall be forwarded to the King County Executive through the Office of Emergency Management by the respective interest groups.

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 from the time of appointment by King County Council, or until their successor is appointed and confirmed as provided in this ordinance. The terms of office shall be consistent with provision of Chapter 2.28 King County Code. Term expiration dates will be maintained in the EMAC 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.

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

Initial terms were staggered by appointments ranging from one to three years so that members were replaced incrementally rather than all at once. The chart below shows the length of the terms for each position and the year that term returns to three-year duration.

Compensation.

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

Section 3: Vacancies

Each EMAC member is expected to participate in regular meetings of the EMAC. A member or their delegate who is absent without reasonable excuse from 75% of the committee 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 EMAC, approved by the King County Executive, or at the discretion of the King County Executive.

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.

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 committee will elect a Chairperson and Vice-Chairperson. The officers will be elected from the committee membership at the October or fourth quarterly meeting of the year; will take office in January, and will serve one-year terms. No person will fill the same 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 subcommittees 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 Section 3: Purpose.

ARTICLE III: MEETINGS

Section 1: Regular Meetings

The EMAC 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 days 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 EMAC 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.

Section 5: Public Access

All meetings shall be open to the public. Provision shall be made for public comment at each meeting. Approved meeting minutes shall be available to the public on request.

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 appointed members or their delegates of the Committee. 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.

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: SUBCOMMITTEES/TASK FORCES

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

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 EMAC shall be approved by a majority vote of the EMAC members present. Minority opinions may also be forwarded with majority recommendations. Subcommittee recommendations shall not be considered recommendations of the EMAC unless the full EMAC has acted to approve them.

ARTICLE VI: BYLAWS ADOPTION AND AMENDMENTS

These bylaws must be approved by a majority vote of the committee members or their delegates.

These bylaws may be amended at any regular meeting by a majority vote of the members or their delegates, provided that at least fourteen days' notice of proposed bylaw amendments has been given to the EMAC.

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.

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.

ARTICLE VIII: SEVERENCE 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
Revised: August 10, 2004
Approved Revision: August 9, 2005