

# **DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD**

## **BYLAWS**

WHEREAS, the Joint Cities-County and the Local Emergency Planning Committee established a Douglas County Emergency Management Board with the advice of the Governing Bodies of Douglas County and the Cities of Baldwin, Eudora, Lawrence, and Lecompton, and the State of Kansas.

WHEREAS, the purpose of this body is to function as an advisory body to the Douglas County Commission and the governing bodies of the Cities on emergency management concerns and as the Local Emergency Planning Committee for Douglas County.

NOW THEREFORE, to meet these responsibilities the Douglas County Emergency Management Board has adopted the following bylaws:

### **ARTICLE I. MEETINGS**

Section 1. MEETINGS. Regular meetings of the Douglas County Emergency Management Board shall occur four (4) times each year. Special meetings may be called by the Chairperson. Board members will be provided notice of the meeting at least 7 days in advance.

Section 2. EXECUTIVE COMMITTEE MEETINGS. Executive Committee meetings shall be subject to the call of the Chairperson. Committee members will be provided notice of the meeting at least seven (7) days in advance. The Executive Committee shall meet as necessary.

Section 3. BOARD ORGANIZATIONAL MEETING. The Board shall hold an annual organizational meeting on or before July 30 of each year. At such organization meeting, the Board shall elect the Chairperson, Vice Chairperson, and 3 additional members of the Executive Committee to serve during the ensuing year, and may conduct such other business as may come before the Board.

Section 4. QUORUM. The powers of the Board shall be vested in the Board. Fifty percent (50%) of the total Board shall constitute a quorum for the purpose of opening a meeting. Action may be taken upon an affirmative vote by the majority of the quorum. Voting on all questions shall be by yea or nay, or a show of hands.

Section 5. MINUTES OF MEETINGS. Accurate minutes of all meetings shall be kept by the Douglas County Emergency Management Department. Minutes shall include, but not be limited to, a record of all votes, a record of attendance, and a summary of discussions. Minutes of the Board meeting shall be provided to the Board members, and minutes of the Executive Committee meeting shall be provided to the Committee

members.

Section 6. PUBLIC PARTICIPATION. Members of the public may attend all regular and special meetings of the Board. An opportunity will be provided for the public to address the Board on issues relating to local emergency management. The Chairperson may limit the amount of time any member of the public is allowed to address the Board. Members of the public may submit written opinions and information to the Chairperson of the Board in care of the Douglas County Emergency Management Department.

## **ARTICLE II. MEMBERSHIP**

Section 1. ATTENDANCE AT MEETINGS. All members of the Board shall be required to attend at least fifty percent (50%) of all meetings of the Board held in any twelve (12) consecutive months, unless excused. A Board member may be excused upon request to the Chairperson or Vice Chairperson.

Section 2. VICE CHAIRPERSON. The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the event of the resignation or death of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson until the Board elects a new Chairperson.

Section 3. ADDITIONAL DUTIES. The Officers of the Board shall perform other duties and functions as may be required by the Board or by the bylaws, laws, or rules and regulations governing the Board.

Section 4. OFFICER VACANCIES. Should the office of the Chairperson or Vice Chairperson become vacant, the Board shall elect a successor from its membership at the next meeting. The successor shall serve for the remaining term of the office.

## **ARTICLE III. EXECUTIVE COMMITTEE DUTIES**

Section 1. NOMINATIONS. The Executive Committee will prepare nominations for membership positions on the Executive Committee, and for the position of Chairperson and Vice Chairperson. Nominations will be presented to the Board at the annual organization meeting in July.

Section 2. REMOVAL OF MEMBERS. The Executive Committee will review Board attendance records and recommend to the Board the removal of members who do not fulfill the attendance requirements.

Section 3. PERSONNEL MATTERS. The Executive Committee may review and participate in personnel matters concerning the Douglas County Department

of Emergency Management. The Chairperson shall consult with the County Administrator on the performance evaluation of the Director of the Douglas County Department of Emergency Management.

**ARTICLE IV. AMENDMENTS**

Section 1. AMENDMENTS TO THE BYLAWS. The Bylaws of the Board may be amended by an affirmative vote of the majority membership of the Board. Proposed bylaw amendments shall be presented in writing to the Board.

Section 2. FILING OF BYLAWS AND AMENDMENTS. A copy of the bylaws and any amendments shall be provided to: the Board of County Commissioners of Douglas County; the State Emergency Response Commission of Kansas; and to any person who requests a copy.

**ADOPTED BY THE DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD,  
this \_\_\_\_ day of \_\_\_\_\_, 2019.**

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Vice Chairperson**

**Original 1/93  
Revised 4/98  
Reviewed 3/04  
Revised 9/07  
Revised 7/15  
Reviewed 9/16  
Reviewed 06/06/18 by Exec Committee.  
Revised draft 06/07/18 by MJR  
Revised 11/6/2019 by Executive Committee  
Reviewed 06/03/2020 by Executive Committee**

