

South Central Planning Exercise Training Region BYLAWS 2010

I. Name and Jurisdiction

The name of the organization is the South Central Planning Exercise Training Region (SCPETR). The Jurisdiction is the 15 participating counties within the region; Adams, Buffalo, Clay, Dawson, Franklin, Frontier, Gosper, Hall, Hamilton, Harlan, Kearney, Lincoln, Nuckolls, Phelps and Webster.

II. Mission & Purpose

The Mission of the SCPETR is to provide a management structure and organization that can leverage regional resources, plans, cooperation and information to improve response to natural **and/or** man-made disasters.

To do so, the SCPETR will coordinate resources within the Jurisdiction towards the effective and efficient execution of the PET process (planning, exercising, and training activities) which is regional in scope, and, at the discretion of the SCPETR Board, may be lesser or greater than the regional scope.

The Purpose for the SCPETR is to provide structure for the region and create formalized governance in the form of a regional committee. This governance structure transcends traditional or mutual inter-discipline aid in terms of purpose. The regional PET process along with interoperable communications ensures an organized method of planning exercising and training for coordination of resources to expedite efficient deployment of those resources regionally.

III. Overview & Guiding Principles

The Nebraska Emergency Management Agency established the South Central Planning, Exercising, and Training Region (SCPETR) to facilitate the distribution of Federal Department of Homeland Security grant funds. The SCPETR recognizes the need for coordination within the region for regional planning, exercise, training (PET) and grant management. This process not only goes beyond traditional jurisdictional boundaries but across disciplines as well. Today's public safety realities have highlighted the need for counties to function regionally and to establish the PET process to facilitate the creation of mutual aid and regional emergency response plans.

To institute the regional PET process, **Adams, Buffalo, Clay, Dawson, Franklin, Frontier, Gosper, Hall, Hamilton, Harlan, Kearney, Lincoln, Nuckolls, Phelps, and Webster and the participating cities and villages within said counties**, emergency response agencies and public service agencies have and will continue to work cooperatively to develop a regional solution. This solution establishes the regional PET processes for emergency response that are accessible and used by key **stakeholders, both public and private**.

SCPETR accomplishes its mission by adhering to the following principles:

1. **Cooperation:** Encourage cooperation among SCPETR member organizations at all levels and in all phases of the PET process.
2. **Coordination:** Coordinate the development of SCPETR policies and the implementation of services among SCPETR member organizations. SCPETR may also provide links to Local and State disaster relief organizations. SCPETR serves as an advocate and liaison between member agencies and the **Nebraska Emergency Management Agency, also referred to as NEMA.**
3. **Communication:** Exchange and disseminate **information between SCPETR representatives and stakeholders, both public and private.**
4. **Collaboration:** SCPETR **representatives** dedicate themselves to form partnerships to work together to achieve specific goals and to undertake specific projects for Planning, Training, and Exercising as well as regional Homeland Security Grant Management.
5. **Education:** Provide training and increasing awareness and preparedness for first responder, public and private organizations.
6. **Leadership Development:** Give leaders training and support so as to build and/or assist in effective Planning, Exercise and Training to participating regional organizations.
7. **Mitigation:** Support the efforts of federal, state, and local government agencies and support appropriate legislation.
8. **Outreach:** Encouraging the formation of and give guidance to Local and Regional First Responder, Public and Private Organizations active in the PET process.

IV. Governance

Governance and oversight is administered through the SCPETR **Policy Board and chaired by a voting representative of that Board.** Any issues affecting policy, recommendation, and/or subsequent change that alter the purpose of the Mission of the region will be implemented only after a consensus is reached by the **Regional Board** respectively.

Accordingly, each county will be responsible for oversight authority of their jurisdiction. It is the responsibility of **the** county to ensure that the local SOPs are followed when necessary and to ensure that the National Incident Management System and the National Response Plan will be integrated into their activities which contribute to the PET process.

To demonstrate compliance to NIMS principles and appropriate local emergency planning, counties must have a current and completed NIMSCAST submittal on file (no more than 12 months old) and have a NEMA approved LEOP in place, or in the process of LEOP development with NEMA. **Members must adhere to federal and state grant guidelines. Members also must attend a minimum of 4 scheduled SCPETR meetings per calendar year. Members must fulfill these four requirements to maintain voting and funding privileges.**

Governing Committee

The Governing Committee of the SCPETR shall consist of a maximum of 15 voting members, depending upon the number of eligible Counties that sign an MOU to participate. Each County shall, upon executing an MOU and Interlocal Agreement with the SCPETR, be entitled to appoint their Emergency Management Director as primary representative to the SCPETR Governing Committee. A County may choose to delegate its appointment of a SCPETR Governing Committee member to another County.

The County's representative on the Governing Committee shall have authority to attend the SCPETR Governing Board meetings, vote upon proposals, implement approved proposals, and provide general representation of their respective Counties.

A County, **by resolution on file with the SCPETR Secretary**, shall be entitled to appoint an alternate representative to represent the region in the absence of the Counties primary representative. This alternate shall have all powers of voting membership in the absence of the primary representative.

Memorandum of Understanding/Interlocal Agreement

Participation in the SCPETR requires the organization to sign the Memorandum of Understanding, and **an Interlocal Agreement** which must be on file with the Secretary of the SCPETR **Policy Board**. Although each County is entitled to the placement one representative on the SCPETR Governing Committee, such representation and correlating vote is forfeit until the signed MOU is on file and the representative is identified; furthermore, if the MOU is signed and the representative is identified, the representation will be only as effective as the representative's attendance record at the meetings of the SCPETR Governing Committee, as voting requires a representative to be present.

Termination and/or Reallocation of Representation

Each representative's appointment shall terminate upon the appointee leaving his or her office or position, or upon his or her termination of appointment or removal by his or her governing authority, or upon cancellation of the MOU between the representative's governing authority and the SCPETR Governing Committee that established the representative's position. If a County chooses to fill its vacancy on the SCPETR Governing Committee, it shall do so in accordance with the effective MOU.

Resignation

A member of the SCPETR Governing Committee may resign by filing a written resignation with the Secretary, which resignation shall be presented to the voting members at the first meeting after its receipt. If a County chooses to fill its vacancy on the SCPETR Governing Committee, it shall do so in accordance with the effective MOU.

V. Membership

Membership is open to any of the organizations within the SCPETR jurisdiction. Membership has two classes:

- A. **Policy Board/Voting Membership:** One primary representative per County as appointed by the County Board upon completion of the MOU and meeting terms listed above. Counties may designate an alternate member to the **Policy Board** to act as the voting member in the absence of the primary representative. In no instance may the primary and the alternate from a single county vote in the same **motion**. Voting **counties** have one and only one vote.

- B. **Non-Voting Stakeholders:** Any organization within the Jurisdiction may be a member of the SCPETR, although only as a non-voting **stakeholder** (unless such membership is by County appointment as that County’s primary or alternate representation on the SCPETR **Policy Board**).

VI. Meetings

The meetings of the SCPETR shall be guided by Robert’s Rules of Order. SCPETR business meetings are open to the **public governed by the Open Meeting Act, Neb. Rev. Stat Ch 84 Art 14**.

A. **Policy Board (Business) Meetings**

1. Business meetings of the SCPETR Governing Committee will be held a minimum of six (6) times a year on a schedule set by the SCPETR.
2. The cycle of business meetings for a sitting body of representatives from the SCPETR member organizations shall be January – December.
3. Notice, written or electronic, including a meeting agenda, shall be sent to all members **24 hours prior** to any business meeting.
4. **The Chairperson may cancel any regular business meeting with a minimum of 6 hours notice to the governing body.**

B. **Emergency Meetings**

1. Emergency meetings are designed to meet the needs of Grant Management and the PET process can be called at any time by the Executive Committee with **24 Hour notice**.

C. **Sub-Committee Meetings** – Sub-Committee meetings may be scheduled as needed. In Sub-Committee Meetings, general ideas, proposals, and agendas may be forwarded to the SCPETR **Policy Board**.

D. **Quorum** – A “Quorum” necessary for conducting business at any SCPETR meeting shall consist of at least **Fifty (50) percent plus one (1)** of the members of the Governing Board.

VII. Officers

Officers are elected at the last meeting of the calendar year. Their term of office begins with the first meeting of the next cycle of business meetings. Officers must be a member of the SCPETR Governing Committee. Individuals, not organizations, are elected. No single agency will be allowed to hold more than one officer position.

Candidates for officer are nominated and voted upon by voting members of the Governing Committee membership. Nominations must be seconded to be accepted. A list of the accepted nominees must appear on the agenda for the last meeting of the calendar year. **As per Roberts Rules of Order, nominations will be accepted on the floor the day of the election.** These officers are elected by the membership of the SCPETR.

When an officer's position is vacated the Chairperson shall call for **nominations and the executive committee shall make an appointment to serve out the unexpired term.**

All officers will be elected annually to serve a one year term.

The executive Committee consists of the following officers:

- A. Chairperson:** The Chair presides at meetings, acts as spokesperson and represents SCPETR, delegates tasks as pertains to SCPETR business, **determines and distributes the agenda**, convenes meetings and provides leadership. The Chair may nominate committee members to be voted on by the Governing Committee. The Chair, with the consent of the voting membership, may engage in external contracts.
- B. Vice Chairperson:** **The** Vice-Chairperson acts on behalf of the chair in the absence of or at the request of the Chairperson and **will fulfill the unexpired term of the Chairperson upon resignation.**
- C. Secretary:** The Secretary maintains organizational records, makes notifications, and keeps minutes of meetings.
- D. Fiscal Agent:** The **Fiscal Agent** is an appointed position to be selected by the Governing Committee **and is** the Fiscal agent for all Regional Homeland Security Grants for the SCPETR. The **Fiscal Agent** provides Grant Management information, maintains financial records, and submits invoice requests to the Nebraska Emergency Management Agency on behalf of the participating SCPETR members.
- E. Officer Removal.** The Chair, Vice-Chair and Secretary may be removed upon an affirmative roll call vote of a **two-thirds** majority of **those members present.**

VIII. Voting

- Each voting member is entitled to one vote.
- Voting by proxy shall not be permitted.
- **Vote by teleconference or other means of remote connectivity is permitted in accordance with the open meetings act.**
- All voting except as otherwise provided for in these bylaws shall pass by simple majority vote.
- All votes (formal or consensus reached) will be recorded in the meeting minutes.
- An individual may represent more than one organization however an individual has one vote regardless of the number of organizations he/she may represent.

IX. Sub-Committees

Sub-Committees may be formed by the Governing Committee to accomplish certain goals in the planning, exercise and training process. A sub-committee’s meeting schedule may be established as needed. The sub-committee will forward recommendations, proposals and projects for final action to the Governing Committee.

X. Amendments

Amendments to these bylaws may be made by a **simple majority vote**. Amendments must be moved and seconded at a properly noticed business or special meeting to be voted on at the following business meeting.

XI. Adoption of Bylaws

The Bylaws of the SCPETR have been adopted by the SCPETR Governing Committee by affirmative roll call vote of a simple majority this the _____ day of _____, 20__.

By: _____
Chairperson

By: _____
Vice-President/Chair Elect