

**SOUTHEAST NEBRASKA EMERGENCY MANAGEMENT GROUP
REGIONAL GOVERNANCE BOARD
BY-LAWS**

ARTICLE I — ORGANIZATION

The name of the organization shall be the Southeast Nebraska Emergency Management Regional Governance Board.

ARTICLE II — PURPOSE

The purpose of this public body is to increase regional collaboration among the 14 counties in the Southeast Region. This region includes the counties of Cass, Gage, Fillmore, Jefferson, Johnson, Lancaster, Nemaha, Otoe, Pawnee, Richardson, Saline, Seward, Thayer, and York and the participating cities and villages within said counties, all being political subdivisions of the State of Nebraska.

This includes, but is not limited to, Planning, Training, Exercising and Communications; and to carry out the duties assigned to the body by the State of Nebraska, local governments and all other statutory provisions requiring action or decision as it pertains to Federal Homeland Security Grants Funds within the Southeast Nebraska Region.

ARTICLE III — MEMBERSHIP

Section 1. Membership shall consist of a minimum of one representative from each of the 14 counties within the region. The region is defined by the Nebraska Emergency Management Agency as the counties of Cass, Gage, Fillmore, Jefferson, Johnson, Lancaster, Nemaha, Otoe, Pawnee, Richardson, Saline, Seward, Thayer and York inclusive of all participating cities and villages within said counties, all being political subdivisions of the State of Nebraska.

Section 2. Once appointed by the local County Board, a new or reappointed member shall serve at the pleasure of that board.

Section 3. A representative's appointment shall terminate upon the appointee leaving office or upon termination/removal by the local Board.

ARTICLE IV — OFFICERS

Section 1. Candidates for positions as officers of the organization shall be nominated and elected by the voting members in attendance at each Annual Meeting of the organization, pursuant to Nebraska Law as follows:

- (a) **Officers.** Annually the Governing Board shall elect a person who serves one year as vice-chairperson elect. This person progresses without election the following year to the position of vice-chairperson and the next year to the position of chairperson. Bi-annually the Governing Board shall elect a person who serves as secretary-elect. This person serves two years as secretary elect and progresses without election to the position of secretary for a term of two years. The officers of the Governing Board shall consist of the chairperson, vice-chairperson, vice-chairperson elect, secretary, and secretary elect.

(b) Election of Officers. Election of the officers shall be by a two-thirds (2/3) majority vote of the voting members present at the first meeting of the calendar year. When there is more than one candidate for a position, election of individual officers will be by secret ballot as allowed by law. The winner of any election will be determined by simple majority of the members present.

Section 2. Duties of the officers of the organization shall be pursuant to Nebraska law as follows:

- (a) Chairperson.** The Chairperson sets meeting dates and locations, appoints committees, presides over meetings, sees that the resolutions passed by the Regional Board are carried out, and other duties as assigned.
- (b) Vice-Chairperson.** The Vice Chairperson shall serve as meeting chair in the absence of the Chairperson. The Vice Chairperson shall perform other Governance Board duties as assigned by the chairperson.
- (c) Vice Chairperson elect.** The Vice Chairperson elect shall serve as the planning, exercise and training coordinator for the Region and shall perform other Governance Board duties as assigned by the chairperson.
- (d) Secretary.** The Secretary shall keep all records of meetings and actions or decisions of the Governance Board. Duties shall include public notification of meetings and decisions, news releases, and other record-keeping duties as needed to facilitate the duties of the board. The Secretary shall record and distribute the minutes and agendas of all board meetings in accordance with Nebraska State Statutes.
- (e) Secretary elect.** The Secretary elect shall create and maintain grant related documents under the direction of the Secretary. The Secretary elect performs the duties of Secretary when the Secretary is absent.

Section 3. Removal. Any officer may be removed for cause upon the affirmative roll-call vote of a two-thirds (2/3) majority of the voting members present at any meeting.

ARTICLE V — VOTING

Section 1. All appointed representatives of the Governance Board shall have the right to vote on any motion which has been properly moved, seconded, and called for, with each county being limited to one vote per motion. All motions require a two-thirds (2/3) affirmative roll-call vote of the appointed representatives present at that meeting to pass.

Section 2. No appointed county representative may vote by proxy.

Section 3. The right of members to abstain from voting is recognized. Abstentions as well as “yea” or “nay” votes shall be recorded and reflected in the minutes.

ARTICLE VI — MEETINGS

Section 1. The Southeast Regional Governance Board was created by interlocal agreement and is a public body within the meaning of Nebraska Revised Statutes § 84-1409 and will conduct all meetings in accordance of the provisions of the “Nebraska Open Meetings Act” (Nebraska Revised Statutes §84-1407 through 84-1414).

Section 2. The Governance Board shall meet at least twice annually at a minimum.

Meetings of the Board may be called by the Chairman when deemed advisable or by a minimum of three members. Current agenda for scheduled meetings shall be available for public review at the Office of the Secretary and all County Courthouses. No items may be added to any agenda less than 24 hours before scheduled commencement of any Governance Board meeting unless of an emergency nature.

Section 3. A “Quorum” necessary for conducting business at any Regional Governance Board meeting shall consist of the presence of the appointed representatives that are in attendance. A quorum is defined will be a minimum of 50% + 1 of the total number of appointed representatives in the organization.

Section 4. The Chairperson or Secretary shall mail or email advance written notice of the time, place, and agenda for all regional meetings to all appointed members and representatives of the Governance Board and to the County Clerk of each member county. The Governance Board Secretary shall also provide all County Boards and representatives of the Governance Board written copies of the official minutes of all regional meetings within 10 working days of the meeting. (84-1413.5)

ARTICLE VII — COMMITTEES

Section 1. Either standing or special committees may be appointed by the chairperson to conduct the work of the Governance Board as deemed necessary. The chairperson shall be an ex officio member of all committees.

Section 2. Standing committees will report to the full Governance Board at each regular meeting. Special committees will report to the Governance Board at each regular meeting for the duration of the committee’s existence. Oral committee reports will be accompanied by written reports for inclusion into the minutes. To the maximum extent possible, written committee reports will be made available to the Governance Board members in advance of the meeting at which they are presented.

ARTICLE VIII — PARLIAMENTARY PROCEDURE

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern Governance Board proceedings, unless waived by an affirmative roll call vote by a two-thirds (2/3) majority of the total Governance Board membership present.

ARTICLE IX — AMENDMENT OF BYLAWS

These By-Laws may be amended at any meeting of the Governance Board by an affirmative roll-call vote of a two-thirds (2/3) majority of the total Governance Board membership present, provided that the amendment(s) has/have been submitted in writing for consideration at the previous meeting of the Governance Board.

These amended By-Laws were adopted December 3, 2015 by an affirmative roll-call vote of a simple majority of the total Southeast Nebraska Emergency Management Group membership.