

**HAMPTON ROADS
EMERGENCY MANAGEMENT COMMITTEE**

BYLAWS

ARTICLE I - NAME

The name of this organization shall be the HAMPTON ROADS EMERGENCY MANAGEMENT COMMITTEE.

ARTICLE II - OBJECTIVE

Section 1. Objective

The objective of the Hampton Roads Emergency Management Committee, hereafter referred to as the Committee, is to promote the inter-jurisdictional and inter-agency coordination of emergency management issues and foster emergency preparedness in the Hampton Roads area.

Section 2. Purpose

To provide a working group for the exchange of information, experience and technology among the Hampton Roads Emergency Management officials and individuals with responsibilities in emergency management in the Hampton Roads area.

ARTICLE III -MEMBERSHIP

Section 1. Eligibility

Hampton Roads Emergency Management officials and individuals in emergency management in the Hampton Roads area.

Section 2. Classification of Membership

Local Members - Emergency Management Officials of local government who have specific emergency management responsibilities for their jurisdictions.

Military Members - Officials from branches of the military who have specific emergency management responsibilities for their service.

Associate Members - An individual with emergency management responsibilities consistent with the objectives of the Committee.

ARTICLE IV - ELECTED OFFICIALS

Section 1. Elected Officials

The officers of the committee shall consist of the Chair, Vice-Chair, Second Vice-Chair and Secretary.

Section 2. Duties of Elected Officials

1. CHAIR

- a. Shall preside at meetings and have direct supervision of the Committee
- b. Shall be Chair of the Executive Committee
- c. Shall appoint Standing Committee members and any Special Committees as necessary.

2. VICE-CHAIR

- a. Shall act in the absence of the Chair
- b. Shall serve on the Executive Committee
- c. Shall serve as chair of the Program Committee

3. SECOND VICE-CHAIR

- a. Shall act in the absence of the Vice-Chair
- b. Shall serve on the Executive Committee
- c. Shall serve as Chair of the Training / Public Education Committee

4. SECRETARY

- a. Shall keep all records of Committee meetings and a complete record of all Committee activities.
- b. Shall be responsible for all official correspondence of the Committee.
- c. Shall maintain a current directory of members
- d. Shall serve on the Executive Committee.

Section 3. Election of Officers

1. The Vice-Chair shall succeed to the office of Chair When the term of the chair expires. The Second Vice-Chair shall succeed to the office of Vice-Chair when the term of the Vice-Chair expires. The existing Second Vice-Chair or the Vice-Chair may request to remain in their present office for a period of one additional year due to a medical or other exceptional reason. In this instance, the succession sequence allows an office to be bypassed by passing over the affected office, and the unfilled vacancy shall be filled by election.
2. The Nomination Committee shall present nominations for the annual election of Committee Officers at the August meeting. In addition, to the slate of officers presented by the Nominations Committee, nominations may also be made from the floor.
3. The succession of nominees to the Executive Committee shall alternate between Southside and Peninsula member jurisdictions.
4. The annual election of officers shall be held at the September business meeting.
5. A majority of voting members shall be necessary to elect.

Section 4. Term of Office

1. The term of office for Committee Officers shall begin October 1 and end September 30.
2. The Chair, Vice-Chair and Second Vice-Chair shall hold one-year terms.
3. The Secretary may seek reelection to the office not to exceed three consecutive terms.

Section 5. Vacancy in Office

1. The Vice-Chair shall succeed to the office of Chair if the chair terminates for any reason. The Second Vice-Chair shall succeed to the office of Vice-Chair if the Vice-Chair terminates for any reason.
2. Unexpired terms for the office of Second Vice-Chair and Secretary shall be filled in the original manner of election by a special election as soon as possible.

ARTICLE V - MEETINGS

Section 1. Meetings of the Committee

1. There shall be a regular business meeting held monthly on the second Tuesday of the month.
2. Special meetings may be called at the request of the chair or of two (2) or more members of the Committee, and will be held at such time and place designated by the Chair.
3. The Chair may change or cancel any meetings that coincide with a holiday.

Section 2. Quorum

1. A simple majority of the voting membership shall constitute a quorum.
2. A quorum shall be the minimum members necessary to legally transact any business requiring a vote.

Section 3. Voting

1. The voting membership shall be the senior representative of each jurisdiction at the meeting, and for each branch of the military service represented on the committee.
2. Voting for meetings can be conducted by proxy by advising a member of the Executive Committee.

ARTICLE VI - EXECUTIVE COMMITTEE

1. The executive committee shall be composed of the elected officers and defined in ARTICLE IV and one military member appointed by the Chair.
2. The Secretary of the Committee shall be the Secretary of the Executive Committee.
3. The Executive Committee shall:
 - a. Meet at least once a quarter to conduct the business of the Executive Committee and the committee; and shall report to the membership on the minutes of these meetings.
 - b. Hold special meetings of the Executive Committee upon request of the Chair or any two (2) members of the Executive Committee.

ARTICLE VII - STANDING COMMITTEES

The Chair shall appoint Standing Committee members. Standing Committees shall report to the membership at the regular business meetings.

1. Training / Public Education Committee

A Training / Public Education Committee shall meet as necessary to actively plan, create, and implement informative and educational programs for the members of the Committee. These programs shall be directed toward the enhancement of existing emergency management activities and the development of effective emergency managers.

2. Program Committee

A Program Committee shall meet quarterly to actively plan meeting topics of interest or benefit to the Committee as a whole. The 2nd Vice Chair shall invite and schedule speakers as selected by the Program Committee.

3. Special Committees

The chairman can appoint Special Committees as necessary to address areas of interest of the committee.

ARTICLE VIII - AUTHORITY

All such matters that may come forth and are not governed by the Bylaws shall be governed by the current "Robert's Rules of Order (Revised.)"

ARTICLE IX - AMENDMENT OF BYLAWS

1. These Bylaws may be amended, repealed or added to by a two-thirds (2/3) majority vote of the entire voting membership of the Committee. Absent members shall be polled by the Secretary if necessary. The proposed amendment, repealed or addition to the Bylaws shall be presented to the membership in writing at least ten (10) days before the meeting at which it will be voted upon.
2. These bylaws shall be in effect immediately upon passage by the membership of the committee after each of the members have read or heard said Bylaws and have declared their understanding of them and the willingness to abide by them as a member of the committee. This document supersedes all other Bylaws previously adopted.

These Bylaws adopted on this 11th day of September, 2007.