

## RESOLUTION NO. 13-1093

**RE: RESOLUTION TO APPROVE REVISED BY-LAWS FOR THE PORTAGE COUNTY EMERGENCY MANAGEMENT ADVISORY COMMITTEE.**

It was moved by Maureen T. Frederick, and seconded by Tommie Jo Marsilio that the following resolution be adopted:

**WHEREAS,** the Portage County Board of Commissioners adopted Resolution 89-122 creating the Portage County Emergency Management Agency comprised of the specified officials and private citizens appointed or required; and

**WHEREAS,** the Portage County EMA Advisory Committee assists and provides direction to the Portage County Emergency Management Agency to reduce the loss of life and property and protects institutions from all hazards by leading and supporting Portage County in a comprehensive, risk-based emergency management program; and

**WHEREAS,** the Chair of the Portage County EMA Advisory Committee appointed a subcommittee to review and update the current by-laws, which has been presented to the Board of Commissioners; and

**WHEREAS,** the Board of Portage County Commissioners has reviewed the updated draft by-laws; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners approves the revised by-laws for the Portage County EMA Advisory Committee attached hereto as Exhibit "A", with an effective date of January 1, 2014; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

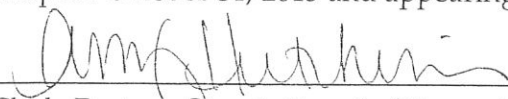
Voice Vote as follows:

Kathleen Chandler, Yea;

Maureen T. Frederick, Yea;

Tommie Jo Marsilio, Yea;

I, Clerk of the Board of County Commissioners do hereby certify that the foregoing is a true and correct copy of a Resolution of the Board of County Commissioners of Portage County duly adopted October 31, 2013 and appearing upon the official records of said Board, Volume 80, page\_.

  
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Clerk, Portage County Board of Commissioners

RESOLUTION NO. 13-1093  
EXHIBIT A

PORTAGE COUNTY EMERGENCY MANAGEMENT  
ADVISORY COMMITTEE BY-LAWS

PURPOSE

The purpose of this Advisory Committee is to assist and provide direction to the Portage County Emergency Management System to support our citizens and first responders to ensure that, as a community, we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

Role of the Portage County Emergency Management Advisory Committee:

- a. Recommend an annual list of goals to be incorporated into the work plan of the agency.
- b. Review and recommend approval of the County Emergency Operations Plan to be adopted by the Board of Commissioners.
- c. Serve as advocates for the agency by supporting and assisting the agency in educating the citizens, and the private and governmental agencies in Portage County.
- d. Support training for the citizens and private and governmental agencies, as defined in the Emergency Operations Plan.
- e. Responsible for sharing information and assisting in determining needs of the agency/discipline the member represents on the Committee.

MEMBERSHIP

The membership of the Emergency Management Advisory Committee consists of the following with an alternate named:

Portage County Sheriff's Office, Hospital, Fire Chiefs Association, Police Chiefs Association, County Engineer's Office, Health Department, Mental Health, Township Trustees Association, Red Cross, political representative from a city and a village and two citizens-at-large.

Non-voting membership should include but is not limited to: Office of Homeland Security and Emergency Management Director, Commissioners, Transportation Representative, University Representative and others that are appointed or invited.

APPOINTMENT OF MEMBERS

The Advisory Committee, by majority vote of members present at a meeting, may recommend persons to the Portage County Commissioners for appointment to the Committee.

## TERM OF MEMBERSHIP

The term of membership shall be (2) years beginning in January 2014. A member shall continue in office subsequent to the expiration date of the term until a successor takes office or until a period of sixty (60) days has elapsed, whichever occurs first. Persons appointed to fill member vacancies shall complete term of the member replaced. Members may be re-appointed to an unlimited number of terms of office.

## VACANCIES

Vacancies for an unexpired term of any member shall be filled through appointment by the Portage County Commissioners to complete the term of the vacating member in the same manner as an original appointment.

## REMOVAL OF MEMBERS/OFFICERS

The Committee may remove any member or officer for misfeasance, malfeasance of non-feasance by a two-thirds (2/3) roll call vote membership of members present at any meeting called for that purpose after notice on the agenda that a removal action is an item of business and after notice to the member or officer to be removed. An unexcused failure to attend three (3) consecutive regular meetings of the Committee shall be prima facie evidence of non-feasance. The EMA Director shall notify the Committee membership if a member or officer has been absent for (3) consecutive meetings. Such member or officer subject to removal will be provided an opportunity to rebut the presumption of nonfeasance.

## OFFICERS

The officers of the Committee shall be the Chairperson and the Vice-Chairperson. All officers of the Committee shall be members of the Committee.

## ELECTION OF OFFICERS

The Chairperson and Vice-Chairperson of the Committee shall be elected by the members at an organizational meeting, as set forth herein. Open nominations for officers shall be put forth and the election held at the organizational meeting. The sequence of the elections shall be the Chairperson then the Vice-Chairperson. A majority vote of a quorum of members present shall be required to elect such officers, and the nomination and voting process shall be repeated as many times as necessary until such time as a nominated Committee member receives a majority vote of those members in attendance.

## TERM OF OFFICE

The term of office for all Committee officers shall be for a period of one year (1) from organizational meeting to organizational meeting, as set forth herein. An officer can serve no more than two (2) consecutive terms.

## VACANCIES

Vacant offices shall be filled at any regular or special meeting in the same manner as an original appointment.

## DUTIES OF CHAIRPERSON

The Chairperson shall call and preside at all meetings of the Committee. The Chairperson may establish those subcommittees deemed necessary for the Committee to conduct business, shall appoint the Committee members to the established subcommittees and shall designate a Chairperson of each subcommittee from the members.

## DUTIES OF VICE-CHAIRPERSON

The Vice-Chairperson shall assume all responsibilities and duties of the Chairperson in their absence.

## COMMITTEE MEETINGS

### ORGANIZATIONAL MEETINGS

The Committee shall hold its organizational meetings in March of each year. The Committee officers shall be appointed at the organizational meeting, as set forth herein.

### REGULAR MEETINGS

The Committee shall hold regular, bi-monthly meetings at a time and date to be determined at the organizational meeting, unless otherwise changed by the membership. All other Committee meetings shall be called at the request of the Chairperson, the Office of Homeland Security and Emergency Management Director or the Board of Commissioners.

### SPECIAL MEETINGS

The Chairperson, EMA Director or the Board of Commissioners, upon at least 24 hours' notice given to the membership and the public, may call a special meeting of the Emergency Management Advisory Council.

### NOTIFICATION

The Committee Chairperson shall cause to have written notification served of the Committee meeting time, date and location to all Committee members. This written notification shall be sent at least seven (7) days in advance of the scheduled meeting date. The minutes of the most recent regular meeting, shall be sent with the written notification.

## QUORUM

The Committee shall conduct its business only if a majority of its current membership is in attendance.

## MINUTES

The minutes of the Committee meetings shall be a summary of the proceedings of the meeting, with specific actions indicated in detail. The minutes shall also indicate those members in attendance at the meeting.

The agenda for the meeting shall be set by the Committee Chairperson. However, any item put forth by any member shall be acted on appropriately at the meeting.

## CONDUCT OF MEETINGS

Except as otherwise provided herein, all Committee meetings shall be conducted in accordance with the current edition of Robert's Rules of Order.

## SUB-COMMITTEES

### APPOINTMENTS

The Committee Chairperson may establish those Sub-Committees deemed necessary for the Committee to conduct its business. The Chairperson shall appoint sub-committee members to serve on such sub-committees and shall designate one such appointed member to chair each such sub-committee. Committee members may be appointed to more than one committee.

### CONDUCT OF MEETINGS OF SUB-COMMITTEES

Except as otherwise provided herein, all sub-Committee meetings shall be conducted in accordance with the most current edition of Robert's Rules of Order.

The Chairperson of each sub-committee may invite non-committee persons to participate in the sub-committee's activities in order to acquire relevant information and expertise. Such non-committee persons shall be subject to the approval of the members of the Committee, but shall not possess any privileges.

All sub-committees, through the Office of Homeland Security and Emergency Management, shall keep written summaries or working copies of products that are generated out of the sub-committee meetings, as provided herein. Each sub-committee shall report to the Advisory Committee at the next meeting following the sub-committee meeting.

## LEGAL ADVISOR

The Portage County Prosecuting Attorney is hereby designated as legal advisor to the Committee.

## PUBLIC MEETINGS

All meetings of the Committee shall be open to the public pursuant to section 121.22 of the revised code. The Committee shall provide the news media with advance notice of all meetings in accordance with section 121.22 of the Ohio Revised Code.

## OFFICE OF RECORD

The official office of record for the Committee shall be the Emergency Operations Center currently located at 8240 Infirmary Road, Ravenna Ohio or such other location as determined by majority of the membership of the Committee.

## BY-LAWS AMENDMENTS

These By-laws may be amended by a two-thirds (2/3) vote of the membership of the Committee. Written notification of the proposal shall be sent at least thirty (30) days in advance of the vote.

## SAVINGS CLAUSE

If any portion of these By-laws shall be found to be ineffective or inoperative due to illegality, that determination shall not affect the remaining portions of the By-laws, which shall continue in full force and effect.