

**METROPOLITAN EMERGENCY MANAGERS COMMITTEE****BYLAWS****ARTICLE I: PURPOSE AND MISSION STATEMENT**

- A. The purpose of the Mid-America Regional Council Metropolitan Emergency Managers Committee (**MEMC**) is to establish a forum of local emergency managers for the discussion and resolution of regional issues and problems, and the accomplishment of projects and activities related to all-hazards emergency management.
- B. The MEMC's mission is to foster coordination, communication, and cooperation among local emergency management and allied organizations through the development of policies, procedures, educational programs, and resource materials related to all-hazards emergency management.

**ARTICLE II: MEMBERSHIP**

Membership in the MEMC shall consist of formal and affiliate levels. The membership of the MEMC may be amended in accordance with Article VII of these bylaws.

- A. The formal membership of the MEMC shall be comprised of the following:
- The appointed emergency program manager or his/her designated representative of each local (city or governmental district, i.e.: fire district with EMA responsibilities) or county in Cass, Clay, Jackson, Platte, and Ray counties in Missouri and Johnson, Leavenworth, Miami and Wyandotte counties in Kansas (these counties shall hereinafter be referred to as the "greater Kansas City metropolitan area"). Each agency, organization or government entity shall have one vote.
  - The director or designated representative of the Kansas City Chapter of the American Red Cross.
  - The commander or designated representative of the Kansas City division of The Salvation Army.
  - The designated representative of the National Weather Service (NWS) Pleasant Hill office.
- B. Each of the following organizational representatives listed below shall be considered non-voting formal members:
- The designated representative of the Kansas Division of Emergency Management (KDEM). Non-voting member.
  - The designated representative of the Missouri State Emergency Management Agency (SEMA). Non-voting member.
  - The designated representative of the Federal Emergency Management Agency (FEMA). Non-voting member.

C. The affiliate membership of the MEMC shall be determined as follows:

- The appointed representative of public, private, and/or not-for-profit corporations or agencies whose scope of work or interests are consistent with Article I of these bylaws shall submit an application for membership to the MEMC.
- The application shall be referred to the Bylaws & Membership Subcommittee, who shall review the application, determine an appropriate category within this section, and make any recommendation for approval within 60 days of receipt of application.
- The MEMC formal members shall vote on each application for affiliate membership.
- Categories of membership in this section shall consist of Public Works, Construction & Engineering, Health & Medical, Insurance & Risk Management, Media, Resource & Mitigation, Utilities and Transportation.

Affiliates are non-voting members of the committee.

### **ARTICLE III: ORGANIZATION**

A. The MEMC shall have a chairperson and vice-chairperson who shall be elected from the formal membership, each representing an opposite side of the Kansas/Missouri state line. The vice-chairperson shall succeed to the office of chairperson on October 1 of each year, following the election of a new vice-chairperson.

The vice-chairperson shall be elected annually by ballot at the September meeting by a majority of voting members present. By the July meeting, the MEMC Chairperson shall appoint a nominating committee composed of a minimum of three voting members with at least one Kansas agency member and one Missouri agency member. The nominating committee will present the slate of candidates for the vice-chairperson position at the September meeting. Additional nominations may be taken from the floor at that time.

B. Should the office of chairperson be vacated, the vice-chairperson will fill this position and a new vice-chairperson will be elected at the next regularly scheduled meeting. Should the office of vice-chairperson be vacated, a new vice chairperson will be elected at the next regularly scheduled meeting. If a vacancy occurs, the chairperson or acting chairperson shall appoint a Nominating Committee as described in Article III. A. to present a slate of candidates at the next regularly scheduled meeting.

C. In the absence of the chairperson or vice-chairperson, an ad hoc chairperson shall be selected from the formal membership present to preside over the meeting.

### **ARTICLE IV: MEETINGS**

A. All meetings will be conducted in accordance with Robert's Rules of Order, as amended. MEMC meetings should be conducted in a manner that encourages discussion on issues prior to committee action.

B. Meetings will be held monthly at a time and location established by the committee.

C. Meeting date changes or additional meetings may be scheduled at the discretion of the chairperson. Timely notice shall be made to the membership following such changes or additions.

- D. A majority of the formal members present at a meeting shall constitute a quorum for the transaction of business.
- E. MARC staff shall provide administrative support as agreed upon, and shall provide reports of financial information at regularly scheduled meetings.

#### ARTICLE V: AUTHORITY

- A. The MEMC shall not set policy for member jurisdictions.
- B. The chairperson or designated representative may enter into any agreement or represent the views of the MEMC, subject to the approval of the committee.
- B. The MEMC chair or his/her designee will be the MEMC representative to the RHSCC.
- C. Joint endeavors requiring the support of member organizations may be referred to the MEMC for appropriate action.
- D. Members of the MEMC may bring before a subcommittee or the committee as a whole any matter relating to emergency management.
- E. Joint purchasing may be accomplished by MEMC members in accordance with their own budgetary or fiscal policies or constraints.
- F. The chairperson may appoint a formal member to represent the MEMC on other Mid-America Regional Council (MARC) committees and/or to outside agencies with the approval of the formal members.

#### ARTICLE VI: SUBCOMMITTEES

- A. The chairperson may appoint subcommittees, task forces, and workgroups for special projects and their chairpersons as necessary. The standing subcommittees include:
  - **Communications Subcommittee** – directs the operation, maintenance, and management of the Metropolitan Emergency Radio System (MERS). The subcommittee shall review the communications needs of the MEMC and recommend enhancements to the system as appropriate. This subcommittee may conduct other business as appropriate or directed and make recommendations to the MEMC for approval.
  - **Membership & Bylaws Subcommittee** – directs the annual review of the bylaws and the MEMC's strategic plan, and makes appropriate recommendations to the MEMC; and solicits, reviews, and recommends affiliate membership, and maintains the membership roster of the MEMC.
  - **Citizen Readiness Subcommittee** – directs the MEMC's efforts to provide public outreach and educational materials to the region's citizens. Directs the planning and operations of the MEMC Project Community Alert, the Urban Area Security Initiative

Homeland Security Public education funding and other MEMC Public Education campaigns as directed by the Chair of the MEMC.

- **Plans Subcommittee** – coordinates regional emergency management planning, as well as the annual review, record keeping, and regular reporting of the MEMC’s progress toward meeting stated goals as they relate to regional planning needs as directed by the Chair of the MEMC.
- **WebEOC Subcommittee** – directs the development of the metro-wide WebEOC system that allows Emergency Operations Centers (EOCs) to share information -- both in times of crisis and in day-to-day operations.

B. The chairperson of MEMC shall appoint the co-chairs of the subcommittees and invite MEMC members to participate to ensure adequate representation and expertise to support the subcommittees’ work. The chairperson will make every effort to choose co-chairs from alternate sides of the state line for each subcommittee. In December of each year, the MEMC Chairperson shall either re-appoint the co-chairs of the subcommittees or identify and appoint other MEMC members to serve as co-chairs for a period of one year.

**ARTICLE VII: AMENDMENTS**

Amendments to these bylaws may be initiated by a formal member of the MEMC. Proposed amendments must be submitted in writing, and may be referred to the Bylaws & Membership Subcommittee for review and recommendations. The proposed amendment(s) must be presented at a regularly scheduled meeting and voted upon at the next regularly scheduled meeting. The bylaws and any amendments must be approved by the MEMC.

AUTHENTICATION:

PASSED, APPROVED AND ADOPTED THIS \_\_\_\_\_.

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Dan Robeson, Chairperson