

# NEVADA TRIBAL EMERGENCY COORDINATING COUNCIL (NTECC) BYLAWS

## I. Authority

- A. The Nevada Tribal Emergency Coordinating Council (NTECC) is authorized by Chapter 414 of the Nevada Revised Statutes (NRS) and exists through collaboration between the twenty-seven (27) federally recognized Tribes in Nevada and the Nevada Division of Emergency Management (NDEM).

## II. Purpose and Mission

- A. The NTECC is responsible for providing support to the twenty-seven (27) federally recognized Tribes in Nevada in all hazards emergency management, obtaining grants, and serving as an advisory body to the Chief of NDEM. NRS 414 describes the responsibilities of NTECC as follows:

1. Advise the Chief of NDEM regarding emergency management on tribal lands;
2. Assist in the coordination of mitigation, preparedness, response, and recovery activities relating to an emergency on tribal lands;
3. Submit an annual report to the Chief of NDEM detailing the Council's activities during the immediately preceding calendar year and provide recommendations relating to emergency management on tribal lands.

- B. Specifically, NTECC will provide programmatic support for the twenty-seven (27) federally recognized Tribes in Nevada with respect to emergency management on Tribal lands and Tribal clinics in the following ways:

1. Advise NDEM in the development of programs and policies regarding the implementation of Tribal emergency management programs;
2. Provide oversight in the distribution of funding available through the NDEM and other grant sources;
3. Encourage the creation of Tribal Emergency Response Commissions (TERC), Local Emergency Planning Committees (LEPC) and Community Emergency Response Teams (CERT);
4. Increase knowledge, skills, and education of emergency management and preparedness;
5. Encourage Tribal participation and input on Nevada emergency management commissions and committees;
6. Encourage Tribal compliance to the Threat & Hazard Identification and Risk Assessment (THIRA);

**OFFICIAL DOCUMENT – Approved by the NTECC on 11/8/19**

7. Assist federally recognized Tribes in Nevada with emergency operations plans, tribal hazard mitigation plans, public health preparedness plans, tribal hazard vulnerability assessments (HVAs), training plans, exercises and drills;
8. Promote state-wide Tribal compliance with Homeland Security Presidential Directive-5, and the National Incident Management System;
9. Encourage federally recognized Tribes in Nevada to opt-in to the Nevada Intrastate Mutual Aid System;
10. Promote inter-operability communications, mutual aid agreements, and coordination/cooperation from federally recognized Tribes in Nevada to all Nevada jurisdictions, NDEM, other state agencies, and federal agencies; and
11. Maintain Tribal sovereignty with respect to each Nevada Tribal government and their members.

**III. Membership**

- A. All federally recognized Tribes in Nevada may have one (1) voting representative on the NTECC. No federally recognized Tribe in Nevada shall have more than one representative appointed to the NTECC. The Tribal Chairperson will provide a letter of recommendation to the Chief of NDEM for the selected tribal representative. The Chief of NDEM will officially appoint the selected tribal member to the NTECC.
- B. The term of each appointment will be two (2) years unless a member has two unexcused absences (no prior notification of absence), which will result in automatic resignation from the NTECC.

**IV. Officers and Duties**

- A. The NTECC Council will have Co-Chairs; 1) a NTECC tribal representative serving as a voting Co-Chair, and 2) the Chief of NDEM, to serve as a nonvoting Co-Chair. The NDEM Co-Chair will ensure continuity and responsibility for administering the NTECC, ensuring Open Meeting Law Compliance, and coordinating meeting logistics.
- B. The members shall elect the Tribal Co-Chair, for a term of two (2) years.
- C. Resignation of Members: Members of the NTECC shall submit a letter of resignation to the NTECC Co-Chairs as soon as possible in the event any of the following occurs:
  1. a member is elected to their Tribal Council;
  2. a member is no longer employed by their respective Tribe;
  3. a member no longer wishes to serve on the NTECC.

**V. Meetings**

- A. The NTECC will meet at the call of the Chief of NDEM and at least once every three (3) months. Meetings are conducted under the provisions of the Nevada Open Meeting Law contained in Chapter 241 of the Nevada Revised Statutes. Any NTECC member may make a motion and vote. Minutes will be kept for all regular and special meetings. Minutes shall be prepared and maintained by the NDEM staff.

**VI. Committees**

- A. NTECC committees shall be of such members and categories as decided by the Co-Chairs of the NTECC. The NTECC Co-Chairs shall appoint the Committee Chair.
- B. NTECC committee meetings are conducted under the provisions of the Nevada Open Meeting Law contained in Chapter 241 of the Nevada Revised Statutes. Any NTECC member may make a motion and vote. Minutes will be kept for all regular and special meetings. Minutes shall be prepared and maintained by the NDEM staff.

**VII. Quorum and Voting**

- A. A quorum is required for the transaction of business. Pursuant to NRS 241.015(5), a quorum is defined as a simple majority of the appointed membership. All actions approved by the NTECC shall be by a simple majority vote. Members of the NTECC may attend meetings either in person, by telephone, or video conference. Proxies and/or alternates do not count towards quorum and cannot vote but are allowed to attend the meetings.

**VIII. Administrative Support**

- A. NDEM shall provide administrative support to the NTECC.

**IX. Amendments**

- A. The Bylaws may be amended when necessary by a vote of the NTECC and subsequent approval by the Chief of NDEM. No amendment shall be made which contradicts or conflicts with enabling authority for the NTECC found in Chapter 414 of the Nevada Revised Statutes. The NTECC will review the Bylaws annually.

**X. Certification of Adoption**

*These Bylaws were duly approved and adopted by the Nevada Tribal Emergency Coordinating Council on November 8, 2019*



Co-Chair, NTECC



Co-Chair, NTECC