

NEVADA EMERGENCY MANAGEMENT COORDINATING COUNCIL

Bylaws

I. Authority

The Nevada Emergency Management Coordinating Council ("Council") was established through the authority contained in Nevada Revised Statutes ("NRS") Chapter 414, which authorizes the Chief of the Nevada Division of Emergency Management ("NDEM") to carry out the emergency management program for the State of Nevada.

II. Mission

It shall be the duty of the Council to advise the Chief of NDEM on matters pertaining to disaster mitigation, preparedness, response, and recovery.

III. Purpose

The purpose of the Council shall be to coordinate the efforts of its membership in the common interests of proposing measures that will enhance and standardize mitigation, preparedness, response and recovery capabilities, to include, but is not limited to, consideration in the following areas:

- a. Protection of the lives and property of all persons within the territorial limits of the State by considering and recommending necessary baseline organizational requirements for the varying diversity that exists statewide. Any recommendations for this baseline shall include the requirement of the National Preparedness Goals, State Preparedness Goals, and emergency management programs goals, and objectives.
- b. Coordination and assistance, through available resources, the efforts of emergency management organizations throughout the state in maintaining emergency preparedness capabilities.
- c. Providing for the consistent improvement of standards, practices, and effectiveness of emergency management activities in the state of Nevada.
- d. Collection and dissemination of helpful information concerning matters related to emergency management processes, programs, and activities throughout the state.

- e. Coordination of communication measures to be shared between the federal, state, local, and tribal agencies in fostering their support and participation in emergency management processes and programs.
- f. Providing all statewide emergency management partners with new developments and approved principles relating to emergency management programs.
- g. Working with other organizations, to include private, non-governmental organizations and non-profits, in a professional and advisory capacity, regarding matters related to emergency management.
- h. Reviewing processes and procedures related to statewide emergency management and making recommendations to the Chief of the NDEM. In providing advice to the Chief of the NDEM, the Council shall, among other matters reasonably related to their capacity, do the following:
 - (1) Establish a regular meeting schedule;
 - (2) Review existing and new program requirements, as well as other matters that may be acted upon or otherwise provided for in this charter;
 - (3) On an annual basis, identify and recommend goals and strategies pertaining to the achievement of statewide emergency management priorities;
 - (4) Review coordination of emergency management programs with other related programs, as may be necessary;
 - (5) Review state laws and regulations pertaining to emergency management, with assistance of legal counsel, and submit to the Chief of the NDEM any recommended changes, additions, or deletions to related Nevada Revised Statutes and Nevada Administrative Codes; and
 - (6) Provide an annual report on the activities of the Council to the Chief of the NDEM not later than July 31st of each year.

IV. Membership

The Chief of the Division of Emergency Management shall appoint no more than nineteen (19) voting members to the Council. Members will be selected from local and tribal government organizations, agencies, departments, and individuals having responsibilities for emergency management program activities within the State of Nevada.

Members will serve one year terms.

V. Officers and Duties

The officers of the Council shall consist of the Chair and Vice Chair.

- a) Chair-The Chair is the Chief of the Division of Emergency Management or his designee. The Chair will be a non-voting member of the Council. The Chair

convenes and is the presiding officer at all meetings. The Chair will appoint the subcommittee chairmen.

- b) Vice Chair- The Vice Chair is elected by the membership of the Council and will serve a one year term. The Vice Chair will be a voting member.

VI. **Meetings**

Council meetings will be called at the discretion of the Chair with the goal of meeting quarterly.

Council meetings are subject to the Nevada Open Meeting law contained in Chapter 241 of the Nevada Revised Statutes.

VII. **Subcommittees**

The Chair of the Council may appoint subcommittees deemed necessary by the Chair to assist in carrying out the duties of the Council. The Chair shall appoint a Member from the Council to serve as the Chair of the subcommittee. The Chair shall also appoint the number of subcommittee members he determines to be appropriate. Members of the subcommittees do not need to be members of the Council.

Subcommittee meetings are subject to the Nevada Open Meeting law contained in Chapter 241 of the Nevada Revised Statutes.

VIII. **Voting**

A simple majority of voting members constitutes a quorum for the transaction of business pursuant to the Nevada Open Meeting Law.

Proxies and alternates are not recognized by the Nevada Open Meeting Law. Proxies and alternates do not count towards quorum and cannot vote.

IX. **Administrative Support**

The NDEM shall provide administrative support to the Council.

///

X. Adoption and Amendment of the Bylaws

The Bylaws shall be adopted by a majority vote of a quorum of members present at a Council meeting.

The Bylaws may be amended by a majority vote of a quorum of members present at a Council meeting.

These Bylaws were adopted by the Nevada Emergency Management Coordinating Council on _____, 2012.

_____ Date
Carolyn levering, Council Chair

_____ Date
Christopher B. Smith, NDEM Chief