

NEVADA TRIBAL EMERGENCY COORDINATING COUNCIL (NTECC) BYLAWS

I. Authority

- A. The Nevada Tribal Emergency Coordinating Council (NTECC) is appointed and authorized by the 27 federally recognized Tribes in Nevada and the Nevada Division of Emergency Management (NDEM). The NTECC is responsible for providing support to the 27 federally recognized Tribes in Nevada in all hazards emergency management, obtaining grants, and serving as an advisory body to the Chief of the Nevada Division of Emergency Management.
- B. The Nevada Division of Emergency Management (NDEM) is the state agency responsible for the administration of emergency preparedness, prevention, response, recovery and mitigation. It is established by the Nevada Legislature in Chapter 414 of the Nevada Revised Statutes.

II. Purpose and Mission

The purpose of NTECC is to serve as an advisory body for NDEM for policy and programmatic functions for the 27 federally recognized Tribes in Nevada with respect to emergency management on Tribal lands in the following ways:

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

- 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.
- Promote state-wide Tribal compliance with Homeland Security Presidential Directive-5, and the National Incident Management System.
- Encourage federally recognized Tribes in Nevada to opt-in to the Nevada Intrastate Mutual Aid System.
- 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.
- Maintain Tribal sovereignty with respect to each Nevada Tribal government and their members.

It is the intent of NTECC to maintain a balance of the following facets of Tribal government and emergency response disciplines:

- Emergency Management
- Law Enforcement
- Emergency Medical Services
- Fire Service
- Tribal Environmental Department
- Tribal Health Clinics
- Tribal Emergency Response Commissions (TERC)
- Tribal Community Emergency Response Teams (CERT)
- Local Emergency Planning Committees (LEPC)

III. Membership

All federally recognized Tribes in Nevada may have one (1) voting representative on the NTECC upon receipt of an appointment letter by their respective Tribal Chairperson. All NTECC members will be officially appointed by the Chief of NDEM. The members of NTECC will consist of Nevada Tribal Emergency Managers/Coordinators, Tribal Health Clinic Emergency Managers/Coordinators, Tribal Environmental Directors/Managers, or the appointed representative of a Tribe (regardless of position). The Chief of NDEM may also appoint one (1) additional non-voting member per federally recognized Tribe in Nevada based on a majority vote of the NTECC recommending that member.

The term of membership for each representative will be until resignation or reappointment by their respective Tribe; unless a member has two unexcused absences (no prior notification of absence), which will result in automatic resignation from the

NTECC. NTECC may also appoint non-voting members by a simple majority vote of regular members.

IV. Officers and Duties

The NTECC will establish an Executive Board and have Co-Chairpersons; 1) NTECC tribal representative serving as a voting Chairperson, and 2) the Chief of NDEM, to serve as a nonvoting Chairperson.

This will ensure continuity and responsibility for administering the NTECC, ensuring Open Meeting Law Compliance, and coordinating meeting logistics.

The membership shall elect the Executive Officers to the positions of Co-Chairpersons, Sergeant in Arms, and Secretary-Treasurer for a term of two (2) years. Any NTECC member (except elected Tribal officials) with a current, up-to-date designation letter from their respective Tribe may be nominated and elected to serve as an Executive Officer. Elected Tribal officials may be members of the NTECC; however, elected tribal officials shall not serve as Executive Officers.

Resignation of Officers: Executive officers of the NTECC Board shall submit a letter of resignation to the NTECC Director as soon as possible in the event any of the following occurs:

- 1) an officer is elected to their Tribal Council;
- 2) an officer is no longer employed by their respective Tribe;
- 3) an officer no longer designated as the appointed representative for their respective Tribe;
- 4) the officer no longer wishes to serve in an executive officer capacity.

V. Meetings

The NTECC will schedule a regular meeting on a quarterly basis. Special meetings may be called by the Co-Chairpersons and notice of at least fourteen (14) business days shall be given in writing to all the members of the NTECC stating the date and time of the special meeting. Meetings are conducted under the provisions of the Nevada Open Meeting Law contained in Chapter 241 of the Nevada Revised Statutes. Any NTECC voting 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 DEM staff.

VI. Committees

NTECC committees shall be of such members and categories as decided by the NTECC, and approved by a majority of the membership. The NTECC NDEM Co-Chairperson shall appoint the Committee Chairperson. Each NTECC Committee Chairperson is

responsible for appointing members to his/her committee except as mentioned below. Membership composition of committees may be the same number and type as the membership of the NTECC.

At the request of the NTECC Co-Chairpersons, tribal representatives may be appointed to the NTECC Committees by their Tribal Chairperson or Tribal Council. Any tribal representative serving on a committee may be removed by their Tribal Chairman or Council upon notification to the NTECC Co-Chairpersons and NTECC Committee Chairperson. Committee meetings are subject to the Nevada Open Meeting Law contained in Chapter 241 of the Nevada Revised Statutes.

VII. Quorum and Voting

A quorum is defined as a simple majority of the appointed membership. Members of the NTECC may attend meetings either in person, by telephone, or video conference. All actions approved by the NTECC shall be by a simple majority vote. A quorum is required for the transaction of business. A majority of those voting members present at any meeting is sufficient for any official action taken by the Commission (set forth by NRS 239C.130). Proxies and/or alternates do not count towards quorum and cannot vote but are allowed to attend the meetings.

VIII. Administrative Support

The Nevada Division of Emergency Management shall provide administrative support to the NTECC.

IX. Amendments

The Bylaws may be amended when necessary by a vote of the NTECC. No amendment shall be made which contradicts or conflicts with enabling authority for the NTECC found in Chapter 239C of the Nevada Revised Statutes. The Council will review the By-Laws annually.

X. Certification of Adoption

These Bylaws were duly approved and adopted by the Nevada Tribal Emergency Coordinating Council on March 28, 2019.


Co-Chair, NTECC


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