

WASHINGTON STATE EMERGENCY RESPONSE SERC

BYLAWS

ARTICLE I

Name

The body shall be known as the Washington State Emergency Response Commission, herein referred to in this document as the "SERC".

ARTICLE II

Purpose and Authorization

The duties and purposes of the SERC are those set forth pursuant to the Emergency Planning and Community Right-to-Know Act (EPCRA), Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986 (Public Law 99-499), herein referred to in this document as "EPCRA." State of Washington provisions for EPCRA are addressed under chapter 38.52.040 of the Revised Code of Washington and chapter 118-40 of the Washington Administrative Code. Nothing in these bylaws shall be in conflict with the regulatory and statutory provisions that regulate EPCRA. The duties and purposes include, but are not limited to:

1. Carrying out the mandate of EPCRA;
2. Improving state and local emergency response capabilities;
3. Coordinating hazardous materials issues and initiatives;
4. Advising the Emergency Management Council on all matters pertaining to EPCRA and hazardous materials matters within the state of Washington.

ARTICLE III

Membership

Section 1. The membership of the SERC shall be by agency or organization, each with one representative. The SERC shall consist of the director or designee of the following:

1. Washington State Department of Ecology

2. Washington State Department of Health
3. Washington State Department of Labor and Industries
4. Washington State Department of Transportation
5. Local Emergency Manager
6. Local Emergency Planning Committee (Eastern Washington)
7. Local Emergency Planning Committee (Western Washington)
8. Washington State Military Department
9. Private industry
10. Transportation Industry
11. Washington State Association of Fire Chiefs
12. Washington State Patrol

Section 2. In order to ensure the SERC will conduct its business with continuity, each member agency or organization shall identify its representative and one alternate (or any changes thereto) by submitting the same in writing to the SERC.

Section 3. The representative of the local emergency managers will be selected by the Washington State Emergency Managers Association.

Section 4. All members of the SERC shall serve without compensation.

ARTICLE IV

Duties of Office

Section I. Chairperson. The Chairperson shall be appointed by the Emergency Management Council. The Chairperson shall preside at all meetings and hearings of the SERC, shall have the duties normally conferred by parliamentary usage of such office, and establish and ensure publication of the agenda for each regular meeting of the SERC. The Chairperson shall have the authority to:

1. Appoint and generally perform other duties as may be prescribed in these bylaws.
2. Sign, on behalf of the SERC, documents that require such signature.
3. Call regular and special meetings of the SERC.

Section 2. Vice Chairperson. The Vice Chairperson shall be appointed by the Emergency Management Council. The Vice Chairperson shall work in close cooperation with the Chairperson and shall perform such duties as the SERC shall assign. In the absence or incapacity of the Chairperson, the Vice Chairperson shall be vested with all powers and perform all the duties of the office of the Chairperson

Section 3. Staff Coordinator. The Staff Coordinator, provided by the Emergency Management Division, shall, in writing, acknowledge the minutes of each Commission meeting, certify all Commission meeting notices, and perform such other duties as may be directed by the Chairperson of the Commission.

ARTICLE V

Meetings

Section 1. Regular meetings will be held on a schedule set by the SERC. Proposed agenda items shall be referred to the Chairperson no later than six weeks prior to the meeting. No other business may be considered except by a majority vote of members present and voting.

Section 2. A special meeting may be called by the Chairperson upon request of any five SERC members. Written notice shall be sent to all members at least five (5) days prior or verbal notice given at least two (2) days prior to any special meeting and shall specify the purpose of such a meeting. No other business may be considered except by unanimous consent of the entire voting membership of the SERC.

Section 3. A quorum necessary to conduct a meeting of the SERC shall be no less than five members or their designated alternates. Adoption of all motions shall require a majority of the members present,

Section 4. All SERC meetings shall be open to the public.

Section 5. The deliberations of all members of the SERC shall be governed by the Roberts Rules of Order, Revised.

ARTICLE VI

Voting

Section 1. Each member or their designated alternate, including the Chair, shall be entitled to one vote.

Section 2. No members will vote by proxy.

Section 3. Members may register their abstention on any vote. The abstention shall be reflected in the minutes. Members are required to abstain on matters which pose a conflict for them.

ARTICLE VII

Committees

The SERC shall appoint such ad hoc committees and working groups as required.

ARTICLE VIII

Amendments

These bylaws may be amended by a two-thirds vote of the entire membership of the SERC, only after the proposed change has been read and discussed at a previous meeting.