

Local Government Emergency Management Advisory Council Bylaws

Article 1 Mission

SECTION 1: NAME

The name of the body is the Local Government Emergency Management Advisory Council, also known as "LGEMAC". LGEMAC is established in section 152 of HB 2927 and addressed in Oregon Revised Statutes (ORS) 401.539, §§152,152a.

SECTION 2: OBJECTIVES

LGEMAC is established within the Oregon Department of Emergency Management (ODEM). The mission of the council is to provide advice and recommendations to ODEM regarding its emergency preparedness and response functions.

In order to fulfill the goals of the council, members have developed six primary objectives. These objectives are to develop policy recommendations to increase or improve:

- Emergency Management awareness, education, and preparedness.
- Emergency pre-disaster planning and response efforts.
- Oregon 9-1-1
- Process of community recovery from disasters
- Public Private Partnerships
- Other policies as requested by OEM

Article 2 Membership

SECTION 1: MEMBER APPOINTMENT

LGEMAC is composed of 11 members. All members are appointed by the Governor and will include representation from each respective jurisdiction/entity:

- Association of Oregon Counties
- League of Oregon Cities
- EM Medical Service Providers
- Fire Departments
- Statewide Association of EM, Responders, Gov. agencies & Elected Officials
- County Sheriffs
- 9-1-1 EM Dispatchers
- Volunteer EM Medical Service Providers
- Three Public Members with experience in Emergency Management and preparedness

SECTION 2: TERM OF OFFICE

The term of office of each member appointed by the Governor is four years, but a member serves at the pleasure of the Governor. The term of office of a member of the Legislative Assembly expires at the end of the term for which the member is elected. Before the expiration of the term of a member, the Governor shall appoint a successor whose term begins on July 27th, 2022, and will end on July 21, 2026. A member is eligible for reappointment. If there is a vacancy for any cause, the Governor shall make an appointment effective immediately for the unexpired term.

SECTION 3: EXPENSES

LGEMAC members appointed by the Governor, except members of the Legislative Assembly, are entitled to compensation and expenses as provided for in ORS 401.920 and 292.495.

SECTION 4: ATTENDANCE

Members are expected to attend all meetings of LGEMAC. An expected absence shall be noted to the staff of LGEMAC in advance. See article 3, section 1.

If a member has two or more unexcused, or three meetings in a 12-month period, without just cause the LGEMAC Chair or staff may request the Governor to appoint or designate a replacement. Just cause shall include illness of the member or the family of the member or any other cause that the Chair determines constitutes a valid reason for failing to attend.

SECTION 5: AUTHORITY

No action by any LGEMAC member shall be binding upon, or constitute an expression of, LGEMAC official recommendation or guidance until it is approved by LGEMAC membership.

Article 3 Meetings

SECTION 1: REGULAR MEETINGS

LGEMAC shall meet four to six times a year at a place, day and hour determined by the council. Members are expected to attend all meetings; notification of absences should be made to Chair and/or Council Recorder via email and/or telephone call. If a member misses two meetings in a row, or three meetings in a 12-month period, without just cause the LGEMAC Chair will notify the State Resiliency Officer to consult with the member directly and/or organizational leadership, i.e., State agency director, Association of Counties Chair regarding absences and if necessary, identify a replacement. Just cause shall include illness of the member or the family of the member or any other cause that the Chair determines constitutes a valid reason for failing to attend.

Meetings generally will be conducted virtually, although meetings may be scheduled in-person hosted in a predetermined location in Oregon when convenient for a majority of the members or when circumstances allow.

Meetings shall be conducted in accordance with Oregon's Public Meetings Law (ORS 192.710) and Public

Records Law (ORS 192.001 through 192.505). Regular meetings require at least 14 days written advance notice to members. The notice shall include an agenda of all major topics for discussion.

SECTION 2: SPECIAL MEETINGS

LGEMAC also may meet at other times and places specified by the call of the Chair or a quorum of members. Special meetings shall require at least 10 days advance written notice to all members and shall include an agenda of all major topics for discussion and all topics for action. Should the need arise for an emergency meeting, written notice, at the call of the Committee Chair, shall be provided with as much advance notice as possible.

Under necessary circumstances, LGEMAC business may be handled by a telephone conference call.

LGEMAC will meet at the call of the Committee Chair.

SECTION 3: QUORUM

ORS 401.920 states that a majority of the members of the Council constitutes a quorum for the transaction for business. A quorum consists of one more than half the council.

SECTION 4: VOTING

Each LGEMAC member is entitled to one vote. Proxy voting is not allowed, except for Legislative members, who may designate in writing a staff person to vote on their behalf.

SECTION 5: PARLIAMENTARY AUTHORITY

The current edition of Roberts Rules of Order shall be the final source of authority in all questions of parliamentary procedures, unless such questions are addressed by Oregon Revised Statute, Oregon Administrative Rule, or LGEMAC Bylaws.

SECTION 6: PUBLIC PARTICIPATION

The Council will allow for public participation in Council meetings and as time permits during designated public comment periods. During a public comment period, members of the public wishing to raise an issue which is not on the Council's agenda for that meeting shall provide the Council with the information which will be entered into the public record. The Chair has the authority to regulate the order and length of appearances by members of the public. The Chair also has the authority to refuse to allow specific comments if the comments do not pertain to the mission of LGEMAC or if LGEMAC has already acted on the issue.

Article 4 Offices

SECTION 1: SELECTION OF OFFICERS

LGEMAC shall select one of its members to serve as Chair of the Council and shall select another member to serve as Vice Chair. Officers shall serve for a term of two years, running from January 1 through December 31 of the second year following. Officers may serve a maximum of two terms in the same office.

A biennial election of the officers of Chair and Vice Chair will be held at the meeting in December or the regular meeting of the third quarter of the year. The new officers will take office on January 1.

If a vacancy occurs in an LGEMAC Officer Position, a special election to fill the office will be conducted at the next regular meeting. The new officer will take office at the next meeting after the election.

SECTION 2: DUTIES OF CHAIR

The Chair shall:

- Preside at all LGEMAC meetings. Agendas will be prepared in coordination with Oregon Emergency Management staff.
- Be the contact representative for LGEMAC unless the Council makes other arrangements in an official meeting.
- Represent LGEMAC, along with other members or staff, before legislative committee official functions. If the Chair represents a state agency on the Council and agency policy does not allow him or her to appear before legislative committees, the Chair may appoint another LGEMAC member to do so.
- Establish committees as needed and appoint members to committees with member approval.
- Provide a summary report of LGEMAC activities to the Director of the Oregon Department of Emergency Management, the State Resilience Officer and the Governor on at least an annual basis, to be presented no later than August 1st.

SECTION 3: DUTIES OF VICE CHAIR

The Vice Chair shall:

- Serve in the absence of the Chair.
- Not automatically succeed to the office of Chair but may be elected Chair.
- May lead subcommittee or workgroup.

Article 5 Committees

The Chair may establish any committees that the Council deems necessary and prudent to carry put LGEMAC business. Committee appointments shall be at the will of the Chair, with approval from the full Council.

Standing committees will report as needed to the full Council at regular meetings.

Article 6 Staff

The Oregon Department of Emergency Management (ODEM) shall provide technical, clerical and other necessary support services to the Council. The Director of ODEM and Oregon Resilience Officer will provide support to the Council to enable it to meet its objectives.

Article 7 Amendment of Bylaws

These bylaws may be amended or repealed, and new bylaws may be adopted at any regular meeting of LGEMAC. Notice of any proposal to change the bylaws shall be included in the notice of the meeting.

Code of Conduct

RESPECT

- Assume good intentions and express differing opinions.
- Be punctual and prepared so that the meeting will go more smoothly.
- Respect everyone’s time.
- Clarify decisions and direction.
- Operate transparently.
- Check the pulse of the group to ensure accountability.

PREPARE

- Read the packet.
- Ask questions of each other.

SPEAK

- The Council strongly encourages open discussion during meetings..
- Bring forward differing opinions.
- Acknowledge what you don’t know.
- Be clear and concise.

LISTEN

- Tolerate ambiguity: Council Members, Staff, and Community members all bring different perspectives.
- Wait to speak until the person has clearly finished.
- Clarify your understanding if something confuses you.

ASK

- Do I need to know this to make a decision now? Or do I just want to know the answer?
- Not in the context of the topic? Save your question for offline.

LGEMAC Agenda Item Summary

January 24, 2023

ITEM #1

Issue/Title

Presenter(s)

Summary

History

Attachments

ITEM #2

Issue/Title

Presenter

Summary

History