

Bylaws: Emergency Preparedness Advisory Council (EPAC)

Article 1 Mission

SECTION 1: NAME

The name of the body is the Emergency Preparedness Advisory Council, also known as "EPAC". EPAC is established by HB 2927 and addressed in Oregon Revised Statutes (ORS) 401.151.

SECTION 2: OBJECTIVES

This council is established within the Office of the Governor. The mission of the council is to facilitate policy recommendations for catastrophic disaster preparedness, mitigation, response and recovery planning, procedures, and protocols with special emphasis on outreach to representatives of designated state and federal emergency support functions.

The council may research international and national best practices and make formal recommendations to the State Resilience Officer, or the Governor as needed, ***with special emphasis given to connecting statewide policy recommendations.***

The council shall advise and ***make policy recommendations to the Oregon Homeland Security Council regarding federal emergency support functions.***

The council consist of 18-members, eleven appointed by directors from the assigned state agencies with the remaining seven from various local and regional emergency management organizations, agencies.

The policy advisor from the Governor's Office is assigned to the State Resilience Officer. Administrative support will be provided by the Oregon Department of Emergency Management identified as Council Recorder.

Article 2 Membership

SECTION 1: MEMBER APPOINTMENT

EPAC is composed of 18 members. The directors of the represented state agencies will appoint their representative. The Governor appoint the remaining local/regional council members.

11 State agencies:

- Emergency Management
- Energy
- Fire Marshall
- Forestry
- Health Authority
- Health and Human Services
- Justice
- Military
- Police
- Public Safety Standards and Training
- Transportation

7 Local, regional agencies/organizations:

- Association of Oregon Counties
- League of Oregon Cities
- EM Preparedness Regional Organizations
- EM Preparedness Local Organizations
- Private Sector
- Nonprofit Community – EM Support Functions Responsibility
- Indian Tribes in Oregon

SECTION 2: TERM OF OFFICE

Members will serve a term of appointment of four years and are eligible for reappointment. If there is a vacancy for any cause, the appointing authority shall make an appointment to become immediately effective. For vacancies and/or at end of term's the State Resilience Officer will:

- Liaison with the Governor's Office to reopen the application process to select/appoint a replacement or new member(s).
- Liaison with the State Agency Director to select a replacement council member.

SECTION 3: EXPENSES

Members of the council may be entitled to compensation as outlined in the [Board and Commission Member Compensation HB 2992](#) (Chapter 627, 2021 Full Session Oregon Law).

SECTION 4: ATTENDANCE

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 EPAC 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.

SECTION 5: AUTHORITY

No action by any EPAC member shall be binding upon, or constitute an expression of, EPAC policy until it is approved by EPAC membership. Official action by the council requires the approval of a majority of the members of the council.

Article 3 Meetings

SECTION 1: REGULAR MEETINGS

- EPAC shall meet at least quarterly at a day and hour determined by the council.
- If the meeting falls on a state/federal holiday the meeting will be rescheduled to a date/time that is most accommodating to the council members if deemed necessary by the Chair and/or council members.
- Meetings may be held in person, virtual or a combination of both, i.e., hybrid. All options must provide for accessibility to the public.
- 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 10 days written advance notice to members. The notice shall include an agenda of all major topics for discussion.

SECTION 2: SPECIAL MEETINGS

EPAC may also meet at other times and places specified by the call of the Chair or a quorum of members. Special meetings shall require at least 24 hours advance written notice to all members and shall include an agenda of all major topics for discussion and all topics for action. Under necessary circumstances, EPAC business may be handled by a virtual or telephone conference call. EPAC will meet at the call of the Committee Chair.

SECTION 3: EXECUTIVE SESSIONS

EPAC will adhere to Public Records and Public Meetings requirements as outlined by the State of Oregon - [Public Records and Meetings Law - Oregon Department of Justice \(state.or.us\)](https://www.oregon.gov/DOJ/Pages/public-records-and-meetings-law.aspx) when an executive session is requested. Executive session may be requested, held for briefings, discussions that relate to protected critical infrastructure information (PICII); PICII protocols will be followed as outlined in the federal [PCII program](#).

No executive session may be held for the purpose of taking any final action or making any final decision.

SECTION 4: QUORUM

A majority of the members of the Council constitutes a quorum for the transaction of business.

SECTION 5: VOTING

Each EPAC member is entitled to one vote. Official action by the council requires the approval of a majority of the members of the council.

SECTION 6: 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 EPAC Bylaws.

SECTION 7: 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 EPAC or if EPAC has already acted on the issue.

Article 4 Offices

SECTION 1: SELECTION OF OFFICERS

EPAC 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 EPAC 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 EPAC meetings.
- Be the contact representative for EPAC unless the Council makes other arrangements in an official meeting.
- Represent EPAC, 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 them to appear before legislative committees, the Chair may appoint another EPAC member to do so.
- Establish committees as needed and appoint members to committees with member approval.
- Provide a summary report of EPAC activities to the State Resilience Officer and/or Governor annually.
- Will bring forth the Bylaws and Code of Conduct annually for review by Council Members at the last scheduled meeting of the calendar year.

SECTION 3: DUTIES OF VICE CHAIR

The Vice Chair shall:

- Serve in the absence of the Chair.
- This position does not automatically succeed to the office of Chair but may be elected Chair.
- Will orient new incoming Council Members to include review of Bylaws and Code of Conduct.

SECTION 4: DUTIES OF COUNCIL MEMBERS

The Council Members shall:

- Adhere to the Code of Conduct as represented as the last page of these Bylaws.
- Participate in EPAC Committee's either voluntarily and/or upon request by the Chair; Members are encouraged to engage in at least 2 workgroup opportunities per calendar year.
- Brief and/or inform represented agency, organization of EPAC activities and potential council recommendations and solicit feedback as appropriate.
- Brief EPAC Council Members on areas of interest related to EPAC mission from your represented agency, organization.

SECTION 5: DUTIES OF COUNCIL RECORDER

The Council Recorder shall:

- Maintain official documentation of:
 - Council and Committee minutes, agendas, packets
 - Member attendance records and appointment term dates
- Coordinate updates to EPAC website via state resources/personnel

Article 5 Committees

The Chair may establish any committees that the Council deems necessary and prudent to carry out EPAC business. Committee appointments shall be at the will of the Chair, with simple majority approval from the Council. Standing committees will report as needed to the full Council at regular meetings.

Notes will be kept from the Committee and submitted to the Chair, Vice Chair and assigned Council Recorder for official record keeping.

Article 6 Staff

The Oregon Department of Emergency Management (ODEM) shall provide technical, clerical, and other necessary support services to the Council, identified as the Council Recorder. The State Resilience Officer will act as liaison to the Governor's Office and 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 EPAC. Notice of any proposal to change the bylaws shall be included in the notice of the meeting.

Bylaws Approval and Revisions

Initial Approval: 04.24.23

Revisions:

EPAC website: [Oregon Department of Emergency Management : Emergency Preparedness Advisory Council \(EPAC\) : Councils and Committees : State of Oregon](#)

EPAC 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 council packet.
- Ask questions of each other.
- Notify in advance, if possible, of meeting absence.

SPEAK:

- Speak at the meeting or forever hold your peace.
- 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.
- In general, Council Members will remain on camera.

ASK:

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