

Community Emergency Response Team (CERT) Bylaws

Beaverton, Oregon

Version 1.1 approved May 01, 2019

Article I. Names

1.1 The name of this organization shall be the Beaverton Community Emergency Response Team, hereafter called BCERT.

1.2 The BCERT Bylaws shall govern this organization in all practices, and is subordinate to the rules and policies of the City of Beaverton (COB).

1.3 The Emergency Manager for the City of Beaverton shall be referred to as EM, and any occurrence of EM should be read as "EM or designated EM staff member".

Article II. Purpose

2.1 Mission Statement.

The Beaverton CERT organization is dedicated to informing, training, and linking citizen volunteers and their neighborhoods within the greater Beaverton area, to effectively respond to and recover from community disasters and hazards affecting them.

2.2 Vision Statement.

The vision of Beaverton CERT is to reduce the impact of a disaster by educating the community in the skills needed to care for themselves and others.

Article III. Use of Name

3.1 The policies and program of BCERT shall be binding on all members, and no member shall use the name of BCERT to oppose such policies, or programs. Established channels must be used to change a policy or program.

3.2 The name and logo of BCERT may be used only by individuals and groups acting in a lawful and ethical manner, consistent with BCERT and the COB's policies and procedures.

3.3 The freedom of speech of the individual member to speak personal opinion in the member's own name is not abridged.

Article IV. Membership

4.1 Qualifications for Membership.

(a) Members of BCERT shall be graduates in good standing of the accredited CERT training program of the COB, or another accredited CERT training program at the discretion of the COB EM.

(b) Members shall live or work within the geographical boundaries of the Beaverton School District or the Beaverton City limits, or have this requirement waived by the COB EM.

4.2 Maintaining Membership. All members shall abide by the terms of these Bylaws, the Code of Conduct, and the Disciplinary Policy included by reference as part of these Bylaws.

4.3 Resigning Membership.

(a) Members shall inform the organization if they no longer want to be affiliated with BCERT.

(b) Resignation is reversible.

4.4 Termination of Membership.

(a) The COB EM may terminate membership according to the terms described in the Disciplinary Policy. This applies to every CERT member despite position or seniority in the organization. This termination is final.

(b) Members who are unreachable after ongoing and diligent effort shall be considered inactive volunteers and terminated. This termination is reversible.

4.5 Equal Opportunity Statement. BCERT is an equal opportunity organization that does not deny membership on the basis of race, color, ethnicity, national origin, gender identity, sexual orientation, age, handicap, marital status, or religious, or political affiliation.

4.6 Privileges. All BCERT members are able to identify themselves with photo ID cards, BCERT vests, or BCERT logos while working in approved activities.

4.7 Unpaid Volunteers. All members of BCERT are unpaid volunteers. No member of BCERT may accept or receive material or financial compensation for their actions as BCERT members without prior approval of the EM.

4.8 Limited Liability. Members of BCERT are not personally liable for obligations of the BCERT organization or the BCERT Steering Committee.

Article V. Organizational Structure

5.1 The organizational structure of BCERT is based on the Incident Command System (ICS).

5.2 BCERT is organized as a Group under the COB Emergency Management Program.

5.3 The Executive Committee of BCERT is comprised of the Group Supervisor and any Deputy Supervisor(s) (see Article VIII).

5.4 The Leadership group of BCERT is comprised of members holding the positions of Group Supervisor, Deputy Supervisor, Specialist, Coordinator, Unit Lead, and GeoTeam Lead.

5.5 A Leadership member may have responsibility for one or more vacant Leadership positions.

Article VI. Elected Leadership

6.1 Position and Duties.

- (a) Group Supervisor (reports to COB EM) directly manages Deputy Supervisors and serves as primary BCERT representative in dealings between EM and partners or outside agencies.
- (b) Deputy Supervisor (reports to Group Supervisor) directly manages Unit Leads and Coordinators and serves as BCERT representative in dealings between EM and partners or outside agencies.
- (c) Group Supervisor and Deputy Supervisor set policy and procedure for, problem-solve for, and participate in operational and administrative BCERT functions as well as propose and advocate for expenses as part of the Emergency Management Program budget process.

6.2 Eligibility.

- (a) A member of BCERT for at least two years.
- (b) Current or past member of the Leadership group (see Article 5.4).
- (c) Currently lives or works within established BCERT geographical boundaries (see Article 4.1).

6.3 Nominating Process.

- (a) Nominations are submitted to the Nominating Committee (see Article 10.1). Submissions may be made by any member of Leadership.
- (b) The Nominating Committee distributes the slate of eligible candidates no less than one week prior to the election.

6.4 Frequency and Terms.

- (a) Elections shall be held in February at a Steering Committee meeting.
- (b) Special elections may be called on an as-needed basis at the discretion of the Executive Committee.
- (c) Office holders are limited to two consecutive two-year terms in the same position unless there are no other candidates for the position.

6.5 Election Process.

- (a) Elections shall proceed provided the number of members voting meets the quorum (see Article 11.2).
- (b) Elections shall be by ballot unless there is only one candidate for a given office in which case the election may be held by voice vote.
- (c) For excused absentees, votes may be submitted to the Nominating Committee in a sealed envelope or electronically after the slate of candidates is distributed and prior to the start of the election.

6.6 Vacancies.

- (a) In the event of a resignation or termination of the BCERT Group Supervisor or Deputy Supervisors, a Special Election is used to fill the position.

(b) Replacements must meet eligibility requirements unless waived by the EM.

Article VII. Appointed Leadership

7.1 Position and Duties.

(a) Specialist (reports to Group Supervisor or Deputy Supervisor) a subject matter expert who has no ongoing supervisory responsibilities.

(b) Coordinator (reports to Deputy Supervisor) an interim level between Deputy Supervisor and Unit Lead; generally used to maintain span of control.

(c) Unit Lead (reports to Deputy Supervisor) guide teams focused on a particular purpose or skill.

(d) GeoTeam Lead (reports to Coordinator for GeoTeams) guide teams residing in specific geographical areas.

(e) Appointed Leadership are expected to attend or send a proxy to Steering Committee meetings.

(f) Coordinators and Unit Leads are expected to hold a member meeting at least once every two months; GeoTeam Leads at least once a quarter.

7.2 Appointments.

(a) Specialists, Coordinators, and Unit Leads are vetted and appointed by the Executive Committee.

(b) GeoTeam Leads are vetted and recommended by the GeoTeam Coordinator for Executive Committee approval.

(c) There are no term limits for appointed positions.

7.3 Resignation. Appointed leadership shall inform their direct supervisor if they want to resign.

7.4 Termination. Appointed leadership may be terminated for repeated failure to perform duties.

7.5 Vacancies. Deputy Supervisors will do their best to find replacements for appointed Leadership in a timely manner.

Article VIII. Executive Committee (see Article 5.3)

8.1 The purpose of the committee is to handle high-level BCERT administration, vet and appoint members to Leadership positions, and represent BCERT in Emergency Management Volunteer Executive Meetings.

8.2 Represent BCERT in city, county, and community activities as requested by the EM.

Article IX. Steering Committee

9.1 Purpose.

(a) Advisory body to Executive Committee.

(b) Reviews and approves Bylaws.

(c) Helps determine governance, policy, and procedures by voting on motions. Decisions of the committee are subject to approval by the COB EM on matters of City policy.

(d) Elects officers (see Article VI).

9.2 Membership.

(a) Members of the Leadership group are automatically members of the Steering Committee. If a Leadership member leaves their position, they also lose their membership on the Steering Committee.

(b) The Steering Committee will also include a number of open seats for members of the general BCERT population to occupy. This number is equal to the rounded result of $0.25 \times (\# \text{ of leadership positions})$.

(c) To be eligible to fill an open seat on the Steering Committee, members must have attended 50% or more of the Steering Committee meetings held in the previous 10-12 month period, or have this requirement waived by the Executive Committee.

(d) Open seats set aside for the general CERT population may be filled by appointment or by vote. Likewise vacancies may be filled by appointment or Special Election.

(e) Steering Committee members in open seats serve for 12 months beginning the same day as elections are held for Supervisor and Deputy Supervisor(s) (see Article VI). One of the general seats will be reserved for a graduate of one of the last two BCERT Basic Training Courses.

9.3 Voting Rights.

(a) Members of the Steering Committee automatically have voting rights in elections for positions and for voting on motions. These rights are lost when a member leaves the Steering Committee.

(b) Those voting have one, and only one, vote, even if they are responsible for more than one Leadership position.

(c) A BCERT member designated as a proxy by a member of the Steering Committee may vote on motions but not in elections for positions.

9.4 Conflict of Interest. Any actual or potential conflict of interest for any member(s) of the Steering Committee shall be disclosed to the Steering Committee before any discussion or vote. When any such conflict becomes a matter of Steering Committee action, such member(s), shall not vote on the matter or be counted in the quorum for the meeting if it is an actual conflict of interest. If it is an actual conflict of interest, the member may not state a position on the matter or answer pertinent questions of the Steering Committee members. The minutes of all actions taken on such matters shall reflect that these requirements have been met.

Article X. Other Committees

10.1 Nominating Committee.

(a) A short-lived committee formed prior to elections (see Article 6.3) consisting of at least two Leadership members who are not themselves running for office.

(b) Members volunteer for the committee. If there are no volunteers, members are chosen by lot from the eligible pool.

(c) Duties are to receive nominations, determine eligibility of nominees, and distribute the slate of candidates to the Steering Committee.

10.2 Ad Hoc Committees. These are temporary committees usually formed to address single topics and report findings. They may be created at any level of BCERT Leadership.

Article XI. Meetings

11.1 Executive Committee.

(a) Meets at least once a month.

(b) The committee schedules their own meetings and sets their own agenda.

11.2 Steering Committee.

(a) Meets monthly except for December.

(b) Member(s) of the Executive Committee set the agenda and run the meeting.

(c) Any BCERT member may attend a meeting except when it is limited to Leadership only. General membership will be notified of a closed meeting at least one week before it's scheduled.

(d) Attendees outside of BCERT should have the approval of an Executive Committee member to attend.

(e) For elected positions, a quorum is 2/3 of Steering Committee members. Elections are decided by simple majority. For tie votes, the vote is repeated until a majority is reached.

(f) For motions, a quorum is 1/3 of Steering Committee members. Elections are decided by simple majority. For tie votes, the Group Supervisor votes to decide the outcome.

Article XII. Recordkeeping

12.1 A record of Steering Committee meetings is made by note-taking or by audio recording.

12.2 Meeting notes are summarized and distributed to meeting attendees at least one week before the following meeting where these notes are amended, as necessary, and approved.

12.3 Approved meeting notes are posted in the Emergency Management office for at least one month. An archive of past meeting notes is kept electronically and on paper.

12.4 A written record of Steering Committee meeting notes must be kept for a minimum of seven years.

Article XIII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern BCERT in all cases to which they are applicable and as long as they are consistent with these Bylaws and any special rules of order BCERT may adopt.

Article XIV. Amendments and Other Provisions

14.1 These Bylaws shall be reviewed at least once every two years by a subcommittee to-be-defined that would minimally consist of a BCERT Executive Committee member, a Unit or GeoTeam Lead, and a general member of the Steering Committee.

14.2 To amend these Bylaws, a quorum of 2/3 of Steering Committee members is needed. Elections are decided by simple majority. For tie votes, the vote is repeated until a majority is reached.

14.3 Input from general BCERTs, the Steering Committee, and the COB EM shall be considered when crafting proposed changes and/or revision to these Bylaws.

14.4 Proposed modifications to these Bylaws shall be shared with the Steering Committee at least two weeks before they are voted on.

Article XV. Dissolution

15.1 BCERT may be dissolved at any time at the direction of the COB EM.

15.2 In the event of dissolution, any physical assets of BCERT (including money) shall become the property of the COB.