

Lincoln County Citizen Corps Coordinating Council

Lincoln County, Oregon

Mission Statement

To effectively utilize volunteer resources through a coordinated program of education, training, and service affiliated with public safety and emergency services providers to make communities safer, stronger, and better prepared to respond to large-scale emergencies and disasters of all kinds.

Bylaws

ARTICLE I

Name

The name of this organization shall be the “Lincoln County Citizen Corps Coordinating Council” or LC⁵.

ARTICLE II

Purpose

The purpose of this organization is to coordinate volunteer emergency preparedness activities affiliated with public emergency services agencies (county, cities, and fire districts) that will make our communities safer, stronger, and better prepared to assist local public safety in emergency response events.

LC⁵

- has been created by Resolution of the Lincoln County Board of Commissioners (BOC);

LC⁵ will

- update its bylaws;
- make them available to the BOC;
- develop uniform guidelines for training volunteers for public safety and emergency services providers; and
- act as the clearinghouse for applications made by Lincoln County for available State Homeland Security Grant opportunities or other funding sources.

ARTICLE III

Geographical Boundaries

This Coordinating Council is organized to serve Lincoln County, Oregon.

ARTICLE IV Objectives

Section 1 To unite in a county-wide coordinating organization promoting uniform and standardized emergency disaster action training and education to the general public.

Section 2 To provide training accessories/materials to support local activities that foster preparedness programs and partnerships between the first-responder organizations and the CERT volunteers.

Section 3 To increase the number of volunteers involved in disaster preparedness and response efforts.

Section 4 To coordinate applications for applicable equipment, supplies, training and education, and associated grants.

Section 5 To develop guidelines for standardization of Community Emergency Response Team (CERT) policies, procedures and practices for the following areas:

- certification and recertification requirements;
- rules of conduct;
- volunteer activation protocols;
- volunteer identification;
- volunteer background checks; and
- volunteer equipment.

ARTICLE V Membership

Voting members (**Council members**) shall include the-representative from each active Lincoln County CERT **Chapter** who is appointed by his/her **Chapter**. The Active CERT **Chapters** are listed in Addendum A, which is attached hereto and incorporated by reference.

ARTICLE VI Management and Actions

The affairs of this organization shall be managed by the Lincoln County Citizens Corps Coordinating Council.

ARTICLE VII Coordinating Council

Section 1 Composition

For voting purposes, the Council shall consist of the members as stated in Article V, above.

Section 2 Quorum; Action

- a) Each Council member shall be entitled to one vote.
- b) A majority of the Council members shall constitute a quorum for the transaction of these votes.
- c) When a quorum is present, all motions shall pass or fail by a majority vote of the Council members present except when voting on amendments to the Bylaws.
- d) Recommendations to amend attachments to the Bylaws must be approved by a vote of two-thirds of the Council members.

ARTICLE VIII Officers

Section 1 Titles; Elections

The elected officers of the Council shall be the Chair, Vice-Chair, and Secretary elected by a majority vote of the members present at the election meeting. These officers shall constitute the Executive Committee of the Council.

Section 2 Duties

- a) **Chair**--shall act as the Chair of the Council and shall preside at all meetings and over all the activities of the Council and serve as the official representative and spokesperson of the Council. The Vice-Chair shall serve in the Chair's absence, however, if the Vice-Chair is unavailable, the Chair shall designate a representative.
- b) **Vice-Chair**--shall assist the Chair and in the absence of the Chair, shall perform the duties of Chair. The Vice-Chair is liaison to all working committees.
- c) **Secretary**--shall keep minutes, membership roles, attendance, records of meetings, and perform other duties assigned by the Council.

Section 3 Terms of Office and Vacancies

Elections are to be held annually. A slate of candidates may be submitted for approval by a subcommittee appointed by the Executive Committee or nominations may be made from the floor at the meeting. The officers and council members shall be eligible for re-election and reappointment.

Vacancies shall be filled by appointment, selected by the remaining officers, to the vacant position to fill out the term of office. All officers shall serve a term of one year.

ARTICLE IX Meetings

The Council shall meet quarterly or as needed to conduct the business at a time and place established by the Council.

All meetings of the Council shall be open to the membership, public and invited guests. The Council will report to the County Emergency Manager. Council meetings and Committee meetings where a quorum of the Council is present are subject to the public meetings law, ORS Chapter 192. The LC5 will prepare an Annual Report and forwarded through the County Emergency Manager to the Board of Commissioners. The Chair or Executive Committee may call special meetings of the Council may at any time. Written notice of the date, time, place, and agenda, including other pertinent information, where applicable, shall be given to Council representatives in advance of the meeting. Public notice, in accordance with ORS Chapter 192, shall be given for these meetings.

The Council shall formulate and maintain a proper order of business adjustable as necessary. Meetings shall be informal, provided, however, that the latest version of Robert's Rules of Order Newly Revised shall be utilized where formal procedures are needed and for any required votes under these Bylaws.

ARTICLE X Committees

Section 1 Definitions

A "Standing Committee" means a committee established by the Council to deal with a general area of interest and which will exist for an indefinite period of time. An "Ad-hoc Committee" means a committee established by the Council for a special purpose and a finite period of time.

Section 2 Establishment

The Council may establish standing and ad hoc committees which shall be accountable to the Council. The Council shall designate a title for each committee that it establishes. All committees so established shall be in conformance with the provisions of these Bylaws.

Section 3 Membership

- a) Each committee shall be composed of CERT members who shall be appointed by the committee chair and approved by the Council.
- b) Council Representatives may participate on one or more standing or ad hoc committees but may not serve as chair of those committees.
- c) At the end of each committee member's term or upon resignation, removal, or prolonged inactivity or upon other vacancy, he/she shall deliver all papers, records, books, and other items in his/her possession that relate to the committee, to the successor, or to the committee chair.

Section 4 Duties

All committees shall be accountable to and shall act in an advisory capacity to the Council.

Each committee is to:

- a) Keep minutes or appropriate records of its meetings and a list of its members. Records shall include dates and meeting locations,
- b) Be a means of notification of its members, Re: Meet Dates/Times and Cancellations.
- c) Give reports on its work to the Council and to the membership as requested,
- d) Communicate with other persons and/or organizations to gain information and understanding within the assigned area of interest,
- e) Coordinate and exchange information with other committees of this Council on areas of interest, and
- f) Undertake any other duties and responsibilities as assigned by the Council.

**ARTICLE XI
Amendments**

These Bylaws may be amended, repealed, or altered, in whole or in part, by the affirmative vote of no less than two-thirds of the total membership of the Council. Notice of pending changes shall be written and presented at a regularly scheduled meeting with the vote to take place at the next regularly scheduled meeting.

AMENDED: April 4, 2013, March 13, 2015, August 17, 2016

Chairperson

Secretary

Addendum A

Lincoln County Citizen Corps Coordinating Council

Lincoln County, Oregon CERT Chapters

Revised: 12/20/17

Lincoln County CERT Chapters Website: <http://www.co.lincoln.or.us/cccc/page/cert-chapters-lincoln-county-oregon>

Chapter	Service Area	Sponsoring Agency
North Lincoln County CERT	Lincoln City	North Lincoln Fire and Rescue
Depoe Bay Fire District CERT	Depoe Bay, Lincoln Beach, Gleneden Beach, Otter Rock	Depoe Bay Fire District
Central Coast CERT	Newport and Greater Newport Area	Newport Fire Department
South County CERT	Ona Beach, Seal Rock to Waldport North of Alsea Bay, Waldport South of Alsea Bay, Tidewater, South of Waldport (Corona Ct), Yachats to milepost 174	Central Oregon Coast Fire & Rescue
Teen CERT	Lincoln County	Lincoln County School District