

EMERGENCY MANAGEMENT COORDINATING COUNCIL OF LAKE COUNTY

BY-LAWS

ARTICLE I - NAME

The name of this organization shall be the "Emergency Management Coordinating Council of Lake County", hereafter called the Council.

ARTICLE II - PURPOSE & OBJECTIVES

The broad objectives of the Lake County Emergency Management Coordinating Council are to assist local government to maintain an effective emergency services and disaster management program locally; to be a vital and effective element of our National Defense Program; and, through research, educational and information programs, to advance the professional standards of individuals so engaged. Within these broad objectives, the Council has as its purposes:

Section 1 - Purpose:

- A. To assist the advancement of Emergency Management, especially with in the area of this Council in accordance with the directives of the Department of Defense and the Federal Emergency Management Agency (FEMA), Illinois Emergency Management Agency Act of 2002 or revisions of such Act.
- B. To aid in the coordination of Emergency Management programs and efforts.
- C. This Council shall be- non-partisan in character and shall not endorse any political candidate, or any commercial material or enterprise.
- D. This Council will be a non-for-profit making organization.
- E. To coordinate the efforts of its members in a common sense, to protect the lives and property of all persons within its territorial limits from enemy action or natural disaster, and to preserve our national security.
- F. To evaluate and disseminate the common experiences and collective judgment of the Local Emergency Management ESDA organization and those other specialists trained in and responsible for Emergency Management activities.
- G. To serve as a clearing house for the collective experiences, ideas and/or suggestions as well as successful course of action among our members and to make this material available to our members and agencies, both private and governmental.

- H. To provide opportunities for the members to keep abreast of new developments and approved principles relating to Emergency Management and to encourage members to take advantage of these services.
- I. To act in concert with and in professional advisory capacity to other organizations regarding Emergency Management/Preparedness matters.

Section 2 - Objectives:

- A. To establish a medium for effecting liaison between industrial, commercial and educational organizations and emergency preparedness agencies.

ARTICLE III - MEMBERSHIP

Membership in the Council shall be extended to a political subdivision, (i.e.: County, Township, City, Village or Incorporated Town) within the jurisdictional boundaries of Lake County, Illinois, and such membership rights and duties shall be exercised only by the individual responsible for the administration of their emergency management program and with the duty of carrying out the requirements of the Illinois Emergency Management Agency of 2002 and any revisions of said Act. Therefore, within these limitations there shall be four classifications of membership listed as follows:

Section 1 - Membership:

- A. Delegate: Emergency Management Coordinator, or his Designee, the individual who has been appointed by their political subdivision or Federal equivalent to be the coordinator, director or liaison charged with the responsibility for carrying out the Emergency Preparedness program within that jurisdiction in the State of Illinois, and within the jurisdictional boundaries of Lake County Illinois preparing to or has met all educational requirements to hold that position as outlined in the Illinois Emergency Management Agency Administrative Rules or Federal equivalent Agency. The Delegate member or Designee shall be a voting member of the Council with one vote afforded.

Roll call vote of the Delegate or his Designee shall be required for the following order of business:

- Approval of Meeting Minutes,
- Approval of all Standing Committee Reports
- Nominations and Elections of Council Officers
- Expenditure(s) Matters
- By-Law Changes
- Resolution(s)

- B. Professional/Technical: Individuals sponsored by a delegate member. Individuals with responsibility in emergency management preparedness, emergency services or related fields, other than as a qualified delegate

member. Individuals in local, State, and Federal governments, as well as, private industry, educational, military, local emergency response planning and coordination also qualify for professional/technical membership.

Professional/Technical members are voting members for all non Delegate orders of business:

- Approval of Meeting Minutes
- Approval of all Standing Committee Reports
- Nominations and Elections of Council Officers

- C. Associate: Individuals, businesses, groups and organizations sponsored by a delegate member of their political subdivision, who do not qualify for a professional/technical membership, but are concerned with and are involved with the emergency management/preparedness program in their political subdivision.

Associate members of this organization shall be non voting members.

- D. Life: Life membership shall be accorded to each Delegate, Professional/Technical member who have been a continuous member for 15 years or more, and;
1. That the Delegate, Professional/Technical member is no longer associated with a political subdivision in a capacity which would make them eligible for such membership, or;
 2. Those who are Past-Presidents of this Association, having served their term of office shall be by virtue of their accomplishments be known as Past-Presidents/Life Members.

Section 2 - Dues & Assessments:

- A. Membership Dues: Membership dues shall be paid annually, which in turn will pay dues to the Illinois Emergency Services Management Association, in advance in an amount and at a time established by the officers of the Council and confirmed by the membership.

ARTICLE IV - OFFICERS

- A. The Officers of the Council shall be President and President-Elect, Secretary, and Treasurer.
- B. Officers shall be elected for a term of two (2) years.
- C. Officers shall be members in good standing.

ARTICLE V - DUTIES OF OFFICERS

A. PRESIDENT

1. Shall be the presiding officer at all meetings.
2. Shall appoint all committees.

B. PRESIDENT - ELECT

1. Shall assist the President in the performance of his duties and preside at meetings in the absence of the President.
2. Should the President not be able to complete the term, the President-Elect will move into the position of President
3. A special election will be called to complete the vacated President-Elect position.

C. SECRETARY

1. Shall record the proceedings of all meetings, keep record of all correspondence, send out meeting notices to members.

D. TREASURER

1. Shall receive all monies belonging to this Council and record, deposit or disburse such monies, as directed by the President.
2. Shall prepare financial report and present it at each meeting.

ARTICLE VI - COMMITTEES

Section 1 - Committees, Appointment of:

- A. Committees shall be appointed by the President for the purpose that, in his judgment, will best serve the interests of the Council and Emergency Management/Preparedness Programs.

Section 2 - Committees, Duties of:

- A. The President shall select one of its members to serve as Chairman.
- B. It shall be the duty of the chairman of each committee to prepare a report of progress and activities and present this report to Council.

ARTICLE VII - ELECTIONS

- A. The annual election shall be held at the December meeting.
- B. Should either the President or President Elect not be able to complete their two (2) Year term a special election will be held within two (2) Council Meetings of said announcement.

ARTICLE VIII - MEETINGS

- A. The Council shall conduct monthly meetings to be held on the first Wednesday of January, February, March, April, May, June, September, October, November and December.
- B. The meetings for July and August are suspended by direction of the Officers of the Council.
- C. Notices of regular or special meeting shall be prepared by the Secretary and directed to all members in good standing to whomever else may have a demonstrable interest in the business and objectives of this Council.
- D. A quorum at a regular meeting or a special meeting shall consist of one (1) elected official and seven (7) members in good standing.

ARTICLE IX - RULES OF ORDER

All meetings of this Council shall be conducted in accordance with Robert's Rule of Order (revised).

ARTICLE X - REMOVAL OF ELECTED OFFICER

By a majority vote of the membership present at the meeting, following due notice to all members, an officer may be removed from office for just cause but not before such proceedings become final. The officer shall be afforded due process, all legal rights and privileges that are available to citizens of the United States, including but not limited to the right to counsel, to reply to charges and to testify in his/her own behalf before the membership.

ARTICLE XI - AMENDMENT PROCEDURE

These By-Laws may be amended by two-thirds (2/3) vote of the members present at any regular membership meeting of the Council, providing that notice of such proposed amendments shall be circulated to all members at least thirty (30) days in advance of said meetings; and, provided further that such notice shall contain a copy of the amendment to be considered. Proposed amendments shall be submitted by or through the Officers of the Council at least ninety (90) days in advance.

ARTICLE XII - MISCELLANEOUS

Definitions: Unless otherwise specifically set forth herein, words and phrases in these By-Laws shall have the following meanings:

- A. "Shall" is mandatory and "May" is permissive.
- B. The masculine gender shall include the feminine gender.
- C. "IEMA" means the Illinois Emergency Management Agency.
- D. Local ESDA means city, County, Village, Township or Incorporated town.
- E. "Council" whenever used shall mean the Emergency Management Coordinating Council of Lake County.
- F. "Emergency Management" - (definition) whatever organization of the political subdivision charged with the responsibility of carrying out the emergency management functions as presented by the Illinois Emergency Management Act of 2002, or revisions of such Act.

ARTICLE XIII - DISCLAIMER OF ENDORSEMENTS

No individual member or a group of members representing the Council shall have the authority to endorse or recommend any product or service in the name of the Council.