

**Houston-Galveston Area Council
Regional Homeland Security Coordinating Council Bylaws**

Article I

Purpose

1. The Regional Homeland Security Coordinating Council (RHSCC) is created by the Board of Directors of the Houston-Galveston Area Council (H-GAC) to assist and advise elected officials in their decision- making responsibilities on matters related to regional homeland security.

Article II

Responsibilities

1. Development of regional homeland security plans, trainings, and exercises.
2. Recommendation of funding regional homeland security funding priorities.
3. Initiation and development of Regional Homeland Security programs.
4. Evaluation of the Regional Homeland Security funding proposals to determine their consistency with applicable regional plans and furnishing these evaluations to the Project Review Committee and the Board of Directors.
5. Input and recommendations as the Board of Directors may request.

Article III

Membership

1. The Regional Homeland Security Coordinating Council primary members will represent Emergency Management personnel. Alternates and at-large members should represent emergency management and other First Responder fields such as, law enforcement, fire and emergency medical services.
2. The Regional Homeland Security Coordinating Council shall consist of members appointed pursuant to the provisions of Article IV of these bylaws. Geographic representation on RHSCC shall be in accordance with Article III, paragraph
3. The Regional Homeland Security Coordinating Council is composed of at least 14 primary members and 14 alternates. These members are appointed by the Chief elected officials

representing the following geographic representation and respective jurisdictions. The H-GAC Board of Directors may also designate up to five (5) at-large members and five (5) at large alternates.

Figure 1 – RHSCC Representation

Entity	Number of Representatives	Entity	Number of Representatives
Austin County	1	City of Houston	1
Alternate	1	Alternate	1
Brazoria County	1	Liberty County	1
Alternate	1	Alternate	1
Chambers County	1	Matagorda County	1
Alternate	1	Alternate	1
Colorado County	1	Montgomery County	1
Alternate	1	Alternate	1
Fort Bend County	1	Walker County	1
Alternate	1	Alternate	1
Galveston County	1	Waller County	1
Alternate	1	Alternate	1
Harris County	1	Wharton County	1
Alternate	1	Alternate	1
<u>Up to Five (5) at-large members and alternates appointed by the H-GAC Board of Directors</u>			

Article IV

Appointments

1. Council appointments, both primary, and at-large, and alternates shall be approved by the Board of Directors. Appointments shall come from recommendations made by the Chief elected officials and are subject to H-GAC Board approval. The H-GAC Board may consider recommendations from the H-GAC Board Officers and/or H-GAC staff in approving appointments. At-large appointments shall be for a two-year period, or until a successor is appointed and approved by the H-GAC Board. Appointments made by the Chief elected officials shall remain until a replacement recommendation is made by the Chief elected official.
2. Each person shall signify acceptance of membership in writing. Such acceptance shall include a commitment to attend the meetings of the Council. If any jurisdiction fails to have a primary or alternate member attend three (3) consecutive meetings of the Council, the primary member is subject to removal on a majority vote of the Council.
3. Each primary and at-large member shall have an alternate.

4. The alternate may vote and count toward a quorum in the absence of the primary member.

5. It is the primary member's responsibility to notify the alternate of scheduled meetings when the primary member will not be in attendance.

Article V

Alternates

1. Alternates shall represent functional disciplines from the jurisdiction of the primary member as outlined in Article III (Memberships) of these bylaws.
2. Primary Regional Homeland Security Coordinating Council members shall not be appointed as alternates for other primary members.
3. Only primary Regional Homeland Security Coordinating Council members or their designated alternates, and at-large members shall have voting privileges during any Council meeting; there shall be no proxy voting.
4. Term of membership of alternates shall be concurrent with the term of the primary member for whom they serve as alternate.

Article VI

Officers

1. The officers of the Council shall be a Chairperson, Vice Chairperson, and Secretary elected by a simple majority of those present and voting at the meeting at which these bylaws are adopted; and subsequently every 2 years.
2. Only primary members shall be eligible for election as officers of the Council.
3. All normal powers of the presiding officer shall be vested in the Chairperson.
4. The Vice-Chairperson shall preside in the absence of the Chairperson. In the absence of both officers, the presiding officer for that meeting shall be the Secretary. In the absence of all three, a member will be named by the caucus of the Council members present.
5. Upon the vacancy of an office, a replacement will be elected from the current membership by majority vote of the Council members present.
6. Officers serve two (2) year terms, beginning on the date they are elected.
7. Officers may serve unlimited consecutive terms.
8. In the event an officer is unable to fulfill his/her term, the Council shall elect a replacement at a regular or special called meeting, who shall serve for the remainder of the unexpired term. Only members presently on the board may be considered for a position of officer.

9. An amendment to the bylaws takes effect when approved by the H-GAC Board of Directors unless the amendment specifies a later effective date. Copies of amended bylaws will be distributed to Council members.

Article VII

Quorum

1. A quorum shall consist of a simple majority of the membership.

Article VIII

Vacancies

1. Upon occurrence of a membership vacancy, the appointee's board member shall be notified in order that the vacancy may be filled.
2. When a vacancy is filled, the new appointee shall serve the duration of the unexpired term to which he or she is appointed.

Article IX

Priority Hearings

1. Members of the Regional Homeland Security Coordinating Council shall review grant requests and recommend priorities. The RHSCC Chairperson may appoint members to serve for the purpose of recommending annual funding priorities to the H-GAC Board of Directors.

Article X

Conflicts of Interest

1. Regional Homeland Security Coordinating Council members must abstain from voting on their own project.
2. A member who abstains from voting on any application will document the abstention by signing the appropriate scoring sheet and writing "abstained" on the sheet. This sheet will be kept on file along with the scored sheets.

Article XI

Procedures

1. All meetings will be open to the public. Opportunities for public comment may be provided subject to guidelines established by the Council.

2. Any matter brought to a vote will be enacted by a simple majority vote of the members present, except for those matters provided for specifically in other paragraphs of these bylaws.
3. The bylaws will be enacted upon the affirmative vote of two-thirds of the members present, each member having been mailed a copy at least ten (10) days prior to the meeting at which considered.
4. These bylaws may be amended upon the petition of the majority of the membership present and enacted by the vote of two-thirds of the membership present at the next meeting, the petition or proposal serving as the reading in such a case, and the vote to deny or enact serving as the second reading, provided, however, that the members have been mailed a copy in writing ten (10) days prior to the second reading.
5. The Council shall meet as determined by Council members or as required by the funding source.

Article XII

Meetings

1. Meetings of the Council shall be held on an as needed basis, at H-GAC, 3555 Timmons, Houston, Harris County, Texas or at various other times and places as the Council may wish.
2. All meetings will follow Robert's Rules of Order.
3. The Council shall hold a "Special Meeting" if called by the H-GAC Executive Director, Chairperson of the Board of Directors, or Regional Homeland Security Coordinating Council Chairperson. A special meeting request by the membership must be in writing, addressed to the Chairperson, describing the purpose or purposes of the meeting.
4. Notices of any special meeting shall be given at least 72 hours prior to the special meeting.
5. The Secretary for RHSCC or H-GAC staff shall maintain a written or recorded documentation of RHSCC proceedings.

Article XIII

Amendments

1. These bylaws may be amended by a simple majority vote of the Board of Directors with a quorum present.
2. The Regional Homeland Security Coordinating Council may amend these bylaws at a regular or special meeting pursuant to the provisions of Article XI of these by-laws, paragraphs 3 and 4.

3. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered. An amendment adopted by the Regional Homeland Security Coordinating Council is not effective unless approved by the H-GAC Board of Directors.
4. An amendment to the bylaws takes effect when approved by H-GAC Board of Directors unless the amendment specifies a later effective date. Copies of amended bylaws will be distributed to Council members.