

## **2. Bylaws of the SCPD Emergency Preparedness Committee**

### **Organization**

1. The Emergency Preparedness Committee (EPC) consists of the following positions which may be filled with one or more resident volunteers:
  - a. Chairperson (Incident Commander)
  - b. Vice Chairperson (Alternate Incident Commander)
  - c. Director At Large
  - d. Emergency Operations Center (EOC) Director (Alternate Incident Commander)
  - e. Medical Operations Director
  - f. Volunteer Resources Director
  - g. Training Director
  - h. District Operations Director (Alternate Incident Commander)
  - i. Finance Director
  - j. Information Technology Director
  - k. Administration and Planning Director
2. Emergency Preparedness Teams (EPT) will be defined as all volunteers under the leadership of the EPC.
3. All Directors, Team Leaders and Team Members will be identified on the Organization Chart by job description.
4. Reference: Organization Chart will be maintained and made available on the EPC Website.

### **Authority**

1. The EPC members are nominated by the EPC and are approved by the Board of Directors of the Sun City Palm Desert Community Association (Board).
2. The Director responsible for each Emergency Preparedness Team will appoint the Team Members.

### **Meetings**

1. Regularly scheduled meetings of the EPC will be held monthly.
2. All members of the Teams are encouraged to attend and participate. The date and time of the meeting will be listed in each month's NEWS & VIEWS, the SCPDCA website, and sent via e-mail to all volunteers.

3. The Chairperson or Vice-Chairperson can call emergency meetings of the Emergency Preparedness Committee at any time.
4. All meetings shall be conducted under the latest revision of Robert's Rules of Order Newly Revised".

### **Emergency Preparedness Committee (EPC) Members Term of Office**

EPC members will be elected for a term not to exceed two years. There are no restrictions on the number of consecutive terms an EPC member may serve.

### **Voting for Emergency Preparedness Committee Members**

1. The SCPDCA Board appoints the members of the EPC. The Chairperson of the EPC will submit to the Board a list of recommended persons to be appointed to the various positions.
2. The Chairperson of the EPC will select a Nominating Committee in March consisting of three (3) Emergency Preparedness Committee members and four (4) Team Members.
3. The Nominating Committee will introduce a slate of proposed nominees at the April meeting of the EPC. Any Team Member can propose additional nominees at the April meeting providing that the nominee proposed from the floor is present and verbally agrees to accept the position if selected as a nominee and appointed by the Board.
4. The election will be held at the May EPC meeting. The person who receives the most votes for a position will be selected as the nominee to be presented to the Board. All EPC members are eligible to vote at the May meeting for EPC members.
5. The Chairperson of the EPC will promptly notify the Board of the selection results so that the Board can approve the newly selected members of the committee at the Board's June meeting.

### **Quorum**

A quorum at any meeting where voting could take place will be no less than six (6) EPC members.

## **Voting**

1. In order for a measure to pass, a simple majority of a minimum of six (6) EPC members will be required. Each EPC position present is entitled to cast one (1) vote.
2. Any of the directorships identified in the paragraph above, entitled Organization, can be divided into two or more co-directorships. However, any directorship that has been divided into co-directors is still only entitled to one (1) vote during meetings. In case there is a disagreement between the co-directors the vote of that directorship will not be counted during the voting on the issue under consideration.

## **Vacancies on the Emergency Preparedness Committee**

1. If a vacancy occurs on the EPC during the term of office, the Chairperson fills the position by appointment with the advice and consent of the remainder of the Committee.
2. If the vacancy is the Chairperson, the Vice-Chairperson assumes the position of Chairperson and appoints a Vice-Chairperson to fill out the term of office with the advice and consent of the remainder of the Committee.
3. The Chairperson will promptly notify the Board of the change and request that the Board approve the appointment.

## **Vacancies on the Emergency Preparedness Teams**

The responsible Director fills any vacancies on the team.

## **Issuance of Keys**

The EOC Director will be responsible for issuing keys to Emergency Preparedness facilities and will keep a record of the people who have been issued keys.

## **Financial Matters**

1. Each of the EPC positions will prepare an annual budget for their area of responsibility.
2. The budgets are to be considered as guidelines only. Implementation of the items on the budgets is based on the availability of funds and the priorities established by the EPC.

3. Expenditures of under \$300.00 can be approved by an EPC member. Expenditures of over \$300.00 and not previously approved in the annual budget process must be approved by the Committee as a whole and the approval to be noted in the appropriate Minutes of the EPC. Urgent, time-sensitive expenditures must have the prior approval of the Chairperson, Vice Chairperson or an Incident Commander and reported promptly to the EPC.
4. All requests for payment and reimbursement will be submitted to the EPC Finance Director for processing.

### **Approval of Committee By-Laws**

1. The By-Laws of the Emergency Preparedness Committee (EPC) will be approved by a simple majority of the EPC and will be signed off by the Chairperson and the Vice-Chairperson.
2. Changes in existing EPC By-Laws, will be enacted in the same way as described in item 1 above.

  
Chairperson

\_\_\_\_\_  
Vice-Chairperson

  
Date

By-Laws Revised April 14, 2021