

**THE STATE OF WASHINGTON  
EMERGENCY MANAGEMENT COUNCIL (EMC)  
BYLAWS**

**ARTICLE I**

General Reference: Chapter 38.52, RCW, Emergency Management  
Emergency Management Council Authority: Chapter 38.52, RCW

**ARTICLE II**

Name: The name of the council shall be “Emergency Management Council”, hereafter referred to as the Council.

**ARTICLE III**

Purpose:

1. The emergency management council shall advise the governor and the Adjutant General on all matters pertaining to state and local emergency management.
2. The council shall ensure that the governor receives an annual assessment of state-wide emergency preparedness including, but not limited to, specific progress on hazard mitigation and reduction efforts, implementation of seismic safety improvements, reduction of flood hazards, and coordination of hazardous materials planning and response activities.
3. The council or a subcommittee thereof shall periodically convene in special session and serve during those sessions as the state emergency response commission required by P.L. 99-499, the emergency planning and community right-to-know act. When sitting in session as the state emergency response commission, the council shall confine its deliberations to those items specified in federal statutes and state administrative rules governing the coordination of hazardous materials policy.
4. The council shall review administrative rules governing state and local emergency management practices and recommend necessary revisions to the Adjutant General.

**ARTICLE IV**

Membership:

Section A: Appointment, Term of Office, and Compensation

Council members will be appointed by the Governor and serve at the pleasure of the Governor. Members serve voluntarily, and without compensation, but may be reimbursed for their travel expenses incurred in the performance of their duties in accordance with RCW 43.03.050 and RCW 43.03.060.

## Section B: Composition

The Council shall consist of not more than 17 members whose membership shall include, but not be limited to, representatives of city and county governments, sheriffs and police chiefs, the Washington state patrol, the military department, the department of ecology, state and local fire chiefs, seismic safety experts, state and local emergency management directors, search and rescue volunteers, medical professions who have expertise in emergency medical care, building officials, and private industry. The representatives of private industry shall include persons knowledgeable in emergency and hazardous materials management.

## Section C: Alternates

Appointed members shall designate one alternate person to attend functions on the members behalf when necessary. Only that person shall have the voting privileges of the member.

## Section D: Vacancies

Vacancies occurring on the Council shall be filled by Gubernatorial appointment. The Council may interview and recommend potential candidates to the Governor.

## Section E: Attendance

If a member or alternate misses three consecutive meetings or more than half the meetings in one year without good cause, the Council shall recommend to the Governor that the position be declared vacant. Prior to contacting the Governor, the Chair shall send a letter to the member indicating such action.

## **ARTICLE V**<sup>1</sup>

Officers:

### Section A: Chair and Vice Chair

The Chair and Vice Chair shall be elected or removed by members of the Council at a regular or special meeting by a simple majority vote. Electees shall serve a two-year term.

### Section B: Duties of Officers

#### 1. The Chair shall:

- a. Advise the Governor and the Adjutant General.
- b. Call Council meetings, preside at the meetings, and plan and formulate the agenda for the meetings.
- c. Establish sub-committees and appoint chairs.
- d. Perform other duties as may be necessary or prescribed by the Council for the effective operation of the Council and its responsibilities.

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<sup>1</sup> *Amended January 2005*

## The Vice-Chair

- a. In the absence of the Chair, perform and exercise the duties and functions of the Chair.
- b. Participate in sub-committees.
- c. Perform such other duties as may be assigned by the Chair.

## Section C: Elections

Elections shall be held during the annual meeting.

## **ARTICLE VI**

### Meetings:

Section A: The Council shall meet quarterly, on the first Thursday, beginning in January, 2009. The month of January is designated as the annual meeting month. Meetings shall be held at a location designated by the Chair and approved by the Council.

Section B: Special meetings may be called by the Chair, as deemed appropriate, or upon a special request of at least three Council members.

Section C: The Chair will provide notice of all meetings at least twenty days prior to such meetings. All meetings shall comply with the Open Public Meetings Act.

Section D: A simple majority of the Council shall constitute a quorum at a regular or special meeting of the Emergency Management Council.

## **ARTICLE VII**

### Voting:

Each member or designated alternate shall have one vote and must be present to cast her/his vote. Passage of motions shall require the simple majority of those present and voting. Informal polling for consensus shall not be considered voting.

## **ARTICLE VIII**

### Sub-Committees:

Section A: There shall be such sub-committees as shall be established from time to time by the Chair and/or Council for the purpose of conducting visits, studies, surveys, research and assembling information for special projects in order to provide advice to the Governor and the Adjutant General.

Section B: Sub-committee members will consist of a member of the Council designated as the sub-committee chair, other Council members, and/or other eligible individuals.

## **ARTICLE IX**

Parliamentary Procedure:

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for procedures not covered by these bylaws.

## **ARTICLE X**

Amendments:

The Bylaws may be amended, repealed, altered, in whole or in part, or new Bylaws adopted by a two-thirds majority vote of the entire Council at any regular or special Council meeting provided that a copy of the proposed amendment be sent to each Council member at least thirty days prior to the meeting.