

CHARTER

Washington State Emergency Management Council (EMC)

I. Name

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

II. Authority

The Council is authorized and empowered by the laws contained in Chapter 38.52.040 of the Revised Code of Washington (RCW).

III. Purpose

The Charter outlines the Council’s responsibility with respect to emergency management readiness in Washington State. The Charter also specifies the Council’s Focus Areas, Mission, Vision, Guiding Principles and Operating Requirements and Practices, all critical in directing the Council on its path to success.

The Council:

- A. Shall advise the Governor and the Adjutant General on matters pertaining to state and local emergency management.
- B. May appoint such committees, ad hoc committees, subcommittees, and working groups as are required to develop specific recommendations for the improvement of emergency management practices, standards, policies, or procedures.
- C. 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; and hazards as identified by the state’s Threat and Hazard Identification and Risk Assessment (THIRA).
- D. Shall periodically convene in special session, or a subcommittee thereof, and serve during those sessions as the state emergency response commission (SERC) required by P.L. 99-499, The Emergency Planning and Community Right-to-Know Act. When sitting in session as the SERC, the Council shall confine its deliberation to those items specified in federal statutes and state administrative rules governing the coordination of hazardous materials policy.

- E. Shall review administrative rules governing state and local emergency management practices and recommend necessary revisions to the Adjutant General.
- F. Shall advise the Adjutant General on the communications and warning systems and facilities operated or controlled under the provisions of RCW 38.52.040.
- G. Shall appoint members from the council membership to serve on the intrastate mutual aid committee and ensure the committee meets at least annually.

IV. Mission

The Council advises the Governor and the Adjutant General on all matters pertaining to state and local emergency management by promoting, assessing, and reporting on statewide emergency readiness.

V. Vision

The vision of the Council is that Washington's citizens, public and private infrastructure, and the vitality of Washington's economy are safe and secure.

VI. Priorities

- A. The Council will provide a multi-disciplinary forum to address current and emerging issues.
- B. Council members should actively represent their respective agencies, disciplines and/or constituent group.
- C. To effectively accomplish its responsibility, Council members should maintain a working knowledge of core legal, policy, and operational documents. These include, but are not limited to, Homeland Security Presidential Directives (HSPD's), National Response Plan (NRP), National Incident Management Systems (NIMS), National Preparedness Goals, RCW Title 38, related WAC's, Washington Statewide All-Hazards Emergency Preparedness Strategic Plan and the Washington State Comprehensive Emergency Management Plan (CEMP).
- D. The Council charters committees and work groups, as appropriate, to enhance the ability of the Council to carry out its overall mission and to specifically respond to current and emerging issues.
- E. The Council shall assess the status of statewide all-hazards readiness, to include, but not limited to, mitigation, preparedness, response and recovery. For the

Council's purposes, readiness also includes non-traditional areas of emergency management such as deterrence, preemption, prevention, and protection.

- F. The Council will monitor, evaluate, assess, and identify readiness gaps and potential solutions to eliminate those gaps and will utilize strategic planning as a framework to measure state preparedness.
- G. The Council will recommend the development and/or improvement of statewide emergency management standards, practices, policies, and strategies.
- H. The Council will provide timely strategic policy advice to the Governor and the Adjutant General on emergency management matters.
- I. Committee assessments, upon approval by the Council, will form the basis for Council recommendations and advice for the improvement of emergency management in Washington State.
- J. Recommendations and advice will be included in the formal annual assessment. The Council will also provide additional recommendations and advice when the Council feels they are warranted and upon request from the Governor or the Adjutant General.
- K. The Council will provide recommendations and advice to the Adjutant General regarding all WAC's issued or being processed for issuance by the agency (EMD).
- L. The Council will seek guidance from the Governor and the Adjutant General on priorities for which they need advice.
- M. The Council multi-year plan of action and other operating documents will implement the provisions of this charter.

VII. Membership

- A. Per RCW 38.52.040, the Council is to consist of not more than seventeen members who shall be appointed by the Adjutant General.

The members of the council shall include, but not be limited to:

1. representatives of city and county governments,
2. sheriffs and police chiefs,
3. the Washington State Patrol,
4. the Military Department,
5. the Department of Ecology,
6. state and local fire chiefs,

7. seismic safety experts,
8. state and local emergency management directors,
9. search and rescue volunteers,
10. medical professions who have expertise in emergency medical care,
11. building officials, and
12. private industry.

The representative of private industry shall include persons knowledgeable in emergency and hazardous materials management.

- B. The Council members shall elect a chair from within the Council membership. The members of the Council shall serve without compensation, but may be reimbursed for their travel expenses incurred in the performance of their duties.
- C. Appointment, Term of Office, and Compensation: Council members will be appointed for a two-year term by the Adjutant General. 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.
- D. Alternates: Appointed members or organizations shall designate one alternate to attend functions on the member's behalf when necessary. Only that person shall have the voting privileges of the member.
- E. Vacancies: Vacancies occurring on the Council shall be filled by appointment by the Adjutant General or designee. The Council may interview and recommend potential candidates to the Adjutant General.
- F. Attendance: If a member or their alternate misses two consecutive meetings or more than half the meetings in one year without good cause, the Council may recommend to the Adjutant General that the position be declared vacant. Prior to coordinating a replacement with the Adjutant General, the Chair shall send a letter to the member indicating such action.

VIII. Officers

- 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.
- B. Duties of Officers:
 1. The Chair shall:
 - a. Advise the Adjutant General.

- b. Call Council meetings, preside at the meetings, and plan and formulate the agenda for the meetings.
- c. Make recommendations to the Council regarding establishment of Committees and Chairs.
- d. Perform other duties as may be necessary or prescribed by the Council for the effective operation of the Council and its responsibilities.

2. The Vice-Chair shall:

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

IX. Elections

Elections shall be the first meeting of the calendar year.

X. Meetings

- A. Schedule: The Chair shall publish an annual meeting schedule.
- B. Special Meetings: Special meetings may be called by the Chair, as deemed appropriate, or upon a special request of at least three Council members.
- C. Meeting Notice and Requirements: The Chair will provide notice of meetings at least twenty days prior to such meetings. All meetings shall comply with the Open Public Meetings Act.
- D. Quorum: A simple majority of the appointed Council members shall constitute a quorum at a regular or special meeting of the Council.

XI. Committees and Work Groups

- A. The Council will create committees and work groups as needed. Committees will be formed to address issues and projects that are on-going and spanning several years. Work groups will be formed for specific issues and projects that will be completed within a finite period of time. Formation of either group requires a vote.

- B. The committees and work groups will provide a written report to the Council Chair one week prior to a scheduled Council meeting. The Chair can assume a committee or work group is non-functional if it does not demonstrate meaningful progress and provide regular updates. Disbandment of either group requires a vote.
- C. All committees will adopt a Charter that shall include at a minimum: name, purpose, membership, meeting schedules, annual review, and adoption date.

XII. Voting

- A. Each member or designated alternate shall have one vote and must be present to cast his/her vote. Passage of motions shall require the simple majority of those present and voting. Informal polling for consensus shall not be considered voting.
- B. Proxy representation is allowed provided written authorization is provided to the Chair prior to the vote.

XIII. Parliamentary Procedure

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

XIV. Amendments

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

XV. Adoption Date and Annual Review

- A. Adoption Date: October 3, 2013
- B. An annual review is due each October.