

CHARTER

Washington State Emergency Management Advisory Group

I. Name

The Washington State Emergency Management Advisory Group (EMAG or Advisory Group) is a committee of the Emergency Management Council (EMC).

II. Purpose

The Charter outlines the Advisory Group's responsibilities and specifies its Focus Areas, Mission, Vision, Guiding Principles, and Operating Requirements and Practices.

The Emergency Management Advisory Group:

- A. Advises the Director, Washington Emergency Management Division (henceforth referred to as the Director), on the distribution of Emergency Management Assistance Funds.
- B. Serves as a collaborative forum to advise the Director and the EMC on emergency management issues impacting state, local, and tribal emergency management.
- C. Collaborates to enhance the statewide system of Emergency Management to ensure all Washingtonians are served by an Emergency Management Program.
- D. Provides a means by which local and tribal emergency managers can communicate issues and concerns to the Director.
- E. Nominates Primary and Alternate Emergency Management Representatives to the Emergency Management Council (EMC).

III. Mission

Emergency management professionals working together to minimize the impact of emergencies and disasters on the people, property, economy, and environment of the State of Washington.

IV. Vision

Achieving an effective statewide system of emergency management.

V. Priorities

- A. The Advisory Group will provide broad-based, diverse representation to collaboratively address current and emerging emergency management issues.
- B. Advisory Group Members should actively represent their constituent groups and take a statewide perspective on emergency management matters.
- C. To effectively accomplish their responsibilities, Advisory Group 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), Mission Area frameworks and Core Capabilities, National Incident Management System (NIMS), National Preparedness Goal, Revised Code of Washington (RCW) Title 38, Washington Administrative Code (WAC) Title 118, Washington Statewide All-Hazards Emergency Preparedness Strategic Plan, and the Washington State Comprehensive Emergency Management Plan (CEMP).

VI. Membership

A. The Advisory Group shall consist of not more than nineteen (19) Members, appointed by the Director, representing local emergency managers. The Members of the Advisory Group shall represent the following constituencies:

| | |
|-----------|----|
| Counties | 12 |
| Cities | 4 |
| Consortia | 1 |
| Tribes | 2 |

- B. Constituency representation shall be based on the official populations as published by the Washington State Office of Financial Management as of April 1st each year. Population numbers shall be reviewed on a regular basis, but not less than every three years.
- C. County representation will be assigned according to Table 1. Each group of counties will nominate to the Director one (1) representative or, in the case of medium counties east and large counties west, two (2) representatives to serve on the Advisory Group.
- D. City representation will be assigned according to Table 2. Washington cities with independent emergency management programs meeting the criteria of WAC 118-30 will nominate to the Director a total of four (4) representatives to serve on the Advisory Group.
- E. Emergency management consortia, such as CRESA, will nominate to the Director one (1) representative to serve on the Advisory Group. A consortium is defined as a standalone emergency management program consisting of individual member cities or counties. A consortium is not construed to mean an emergency management program representing a county and the cities within the county.
- F. The Director will appoint two (2) Members from Washington Tribes to the Advisory Group to provide a tribal perspective. It is recognized that Tribes are sovereign nations. They provide only their own perspective and do not speak for other tribes.

Table 1: County Representation

| | | |
|------------------------|---------------------------------|-------------|
| Small Counties | Population less than 85,000 | 1 Position |
| Medium Counties - East | Population 85,001 - 250,000 | 2 Positions |
| Medium Counties - West | Population 85,001 - 250,000 | 1 Positions |
| Large Counties - East | Population greater than 250,000 | 1 Position |
| Large Counties - West | Population greater than 250,000 | 2 Positions |

| EASTSIDE | | |
|---------------------------------------|--------------|----------|
| Jurisdiction | Pop Estimate | |
| Small County Tier 1 | | |
| Garfield County | 2,225 | 1 |
| Columbia County | 4,185 | |
| Ferry County | 7,910 | |
| Lincoln County | 11,050 | |
| Pend Oreille County | 13,850 | |
| Small County Tier 2 | | |
| Adams County | 20,450 | 1 |
| Asotin County | 22,640 | |
| Klickitat County | 22,770 | |
| Okanogan County | 43,130 | |
| Douglas County | 43,750 | |
| Small County Tier 3 | | |
| Stevens County | 45,920 | 1 |
| Kittitas County | 48,140 | |
| Whitman County | 50,480 | |
| Walla Walla County | 62,580 | |
| Chelan County | 79,660 | |
| Medium County | | |
| Franklin County | 96,760 | 2 |
| Grant County | 100,130 | |
| Benton County | 205,700 | |
| Yakima County | 258,200 | |
| Large County | | |
| Spokane County | 522,600 | 1 |
| Eastside County Representation | | 6 |

| WESTSIDE | | |
|---------------------------------------|--------------|----------|
| Jurisdiction | Pop Estimate | |
| Small County Tier 1 | | |
| Wahkiakum County | 4,210 | 1 |
| Skamania County | 12,220 | |
| San Juan County | 17,340 | |
| Pacific County | 21,840 | |
| Small County Tier 2 | | |
| Jefferson County | 32,190 | 1 |
| Mason County | 65,650 | |
| Grays Harbor County | 74,720 | |
| Clallam County | 76,770 | |
| Medium County | | |
| Lewis County | 80,250 | 1 |
| Island County | 85,530 | |
| Cowlitz County | 110,500 | |
| Skagit County | 130,450 | |
| Whatcom County | 228,000 | |
| Large County | | |
| Kitsap County | 272,200 | 2 |
| Thurston County | 291,000 | |
| Clark County | 499,200 | |
| Snohomish County | 830,500 | |
| Pierce County | 900,700 | |
| Very Large County | | |
| King County | 2,260,800 | 1 |
| Westside County Representation | | 6 |

Table 2: City Representation

| | | |
|---------------|---------------------------------|-------------|
| Small Cities | Population less than 50,000 | 1 Position |
| Medium Cities | Population 50,000 - 250,000 | 2 Positions |
| Large Cities | Population greater than 250,000 | 1 Position |

| Small Cities - 1 Position | | |
|---------------------------|-------------|--------|
| Skykomish | King | 205 |
| Beaux Arts Village | King | 300 |
| Hunt's Point | King | 420 |
| South Prairie | Pierce | 500 |
| Bucoda | Thurston | 580 |
| Carbonado | Pierce | 685 |
| Yarrow Point | King | 1,030 |
| North Bonneville | Skamania | 1,035 |
| Republic | Ferry | 1,105 |
| Langley | Island | 1,195 |
| Woodway | Snohomish | 1,360 |
| Stevenson | Skamania | 1,655 |
| Yacolt | Clark/CRESA | 1,825 |
| Tenino | Thurston | 1,850 |
| Coupeville | Island | 1,925 |
| Rainier | Thurston | 2,210 |
| Carnation | King | 2,265 |
| Clyde Hill | King | 3,055 |
| Algona | King | 3,210 |
| Medina | King | 3,300 |
| Forks | Clallam | 3,680 |
| La Center | Clark/CRESA | 3,705 |
| Black Diamond | King | 5,205 |
| Normandy Park | King | 6,625 |
| Briar | Snohomish | 6,760 |
| Pacific | King | 6,895 |
| North Bend | King | 7,455 |
| Sequim | Clallam | 7,860 |
| Duvall | King | 7,950 |
| Yelm | Thurston | 9,400 |
| Ridgefield | Clark/CRESA | 9,770 |
| Gig Harbor | Pierce | 11,240 |
| Enumclaw | King | 12,610 |
| Woodinville | King | 12,790 |
| Newcastle | King | 12,870 |
| Lake Forest Park | King/NEMCo | 13,280 |
| Snoqualmie | King | 13,680 |
| East Wenatchee | Douglas | 13,740 |
| Washougal | Clark/CRESA | 16,680 |
| Centralia | Lewis | 17,290 |
| Covington | King | 20,530 |
| Mill Creek | Snohomish | 20,590 |

| Small Cities - Continued | | |
|--------------------------|-------------|--------|
| Tumwater | Thurston | 24,600 |
| Port Angeles | Clallam | 19,710 |
| Tukwila | King | 21,360 |
| Mukilteo | Snohomish | 21,360 |
| Mountlake Terrace | Snohomish | 21,660 |
| Battle Ground | Clark/CRESA | 22,180 |
| Oak Harbor | Island | 22,910 |
| Kenmore | King/NEMCo | 23,450 |
| Mercer Island | King | 24,690 |
| Camas | Clark/CRESA | 25,140 |
| Maple Valley | King | 26,630 |
| SeaTac | King | 29,180 |
| Des Moines | King | 32,260 |
| Pullman | Whitman | 34,850 |
| Wenatchee | Chelan | 35,140 |
| Issaquah | King | 38,690 |
| Lynnwood | Snohomish | 40,690 |
| Edmonds | Snohomish | 42,470 |
| Puyallup | Pierce | 42,700 |
| Bothell | King/SnoCo | 48,400 |

| Medium Cities - 2 Positions | | |
|-----------------------------|-------------|---------|
| Burien | King | 52,300 |
| Lacey | Thurston | 52,910 |
| Olympia | Thurston | 54,150 |
| Shoreline | King | 56,980 |
| Lakewood | Pierce | 60,030 |
| Sammamish | King | 65,100 |
| Redmond | King | 69,900 |
| Auburn | King/Pierce | 81,940 |
| Kirkland | King | 90,660 |
| Bellingham | Whatcom | 91,610 |
| Federal Way | King | 98,340 |
| Renton | King | 105,500 |
| Everett | Snohomish | 112,700 |
| Kent | King | 130,500 |
| Bellevue | King | 148,100 |
| Vancouver | Clark/CRESA | 189,700 |
| Tacoma | Pierce | 213,300 |

| Large Cities - 1 Position | | |
|---------------------------|------|---------|
| Seattle | King | 761,100 |

- G. Members of the Advisory Group shall be Emergency Management Directors or their designee, the equivalent being the position primarily responsible for daily emergency management activities.
- H. Appointment, Term of Office, and Compensation: Advisory Group Members will be appointed for a three (3) year term by the Director. Terms shall be staggered so as to ensure continuity of membership. 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.
- I. Alternates: Members shall designate one (1) Alternate from their constituent group to attend functions on the Member's behalf when necessary. Only that person shall have the voting privileges of the Member.
- J. Vacancies: When an EMAG position becomes vacant, the constituency represented by that position will nominate a replacement to the Director.
- K. Participation: EMAG Members will make every effort to attend meetings in person. However, a virtual option will be offered for all meetings, and attendance via computer or telephone is considered present for any meeting. If a Member or their Alternate misses two (2) consecutive meetings or more than half the meetings in one year without good cause, the Advisory Group may recommend to the Director that the position be declared vacant. Prior to coordinating a replacement, the Director shall send a letter to the Member indicating such action.

VII. Officers

- A. A Chair and Chair-Elect shall be elected or removed by Members of the Advisory Group at a regular or special meeting by a simple majority vote.
- B. Duration: these positions serve a two (2) year term, beginning January 1. The Chair-Elect succeeds to the position of Chair immediately following the term as Chair-Elect; the Chair serves as Immediate Past-Chair following the term as Chair.
- C. Elections for the Chair-Elect take place at the last meeting of the calendar year. If a vacancy occurs in the position of the Chair prior to the expiration of a term, the Chair-Elect will assume the Chair, and an election will occur to fill the position of Chair-Elect.
- D. Duties of Officers:
 - 1. The Chair shall:
 - a. Call Advisory Group meetings, preside at the meetings, and plan and formulate the agenda for the meetings.
 - b. Make recommendations to the Advisory Group regarding establishment of Committees and Chairs.
 - c. Working with the Director, use additional collaboration methods to ensure broad access such as meeting with local directors at the annual WSEMA and Partners in Preparedness Conferences.
 - d. Perform other duties as may be necessary or prescribed by the Advisory Group for the effective operation of the Advisory Group and its responsibilities.

2. The Chair-Elect 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.
3. The Immediate Past Chair shall assist the Chair and perform such other duties as assigned by the Chair.

VIII. Members

A. Members shall:

1. Actively participate in the deliberations of this group and commit to regular meeting attendance.
2. Identify and ensure the participation of an Alternate for their position.
3. Carry forward to the group the concerns of the constituency they represent.
4. Share information back to their constituencies.
5. Be open-minded and willing to hear other perspectives.
6. Be respectful of others' positions and opinions.
7. Be collaborative and discuss issues in good faith.

IX. Elections

- A. Elections shall be held during the last meeting of the calendar year.
- B. Nominations will be accepted prior to the last meeting, with an additional call for nominations from the floor occurring during the last meeting.

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 seven (7) Advisory Group Members.
- C. Meeting Notice and Requirements: The Chair will provide notice of meetings at least twenty (20) days prior to such meetings.
- D. Meetings may be held in-person, virtually, or hybrid; and shall comply with the Open Public Meetings Act.
- E. Agendas and notes will be shared with all emergency managers.
- F. Quorum: A simple majority of the Advisory Group Members shall constitute a quorum at regular or special meetings.

XI. Voting

A. Officer Election

1. When necessary, voting will be conducted by secret ballot.

B. Actions and Decisions

1. Where possible, actions and decisions will be achieved through consensus.
2. Each Member or designated Alternate shall have one (1) vote and must be present, either in person or virtually, to cast their vote.
3. When necessary and appropriate, email votes on specific issues requiring a timely response may be conducted.
4. Passage of motions shall require the simple majority of those members present and voting. Informal polling for consensus shall not be considered voting.

XII. Parliamentary Procedure

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for procedures not covered by this Charter. When appropriate and necessary, the Chair may elect to appoint a parliamentarian.

XIII. Amendments

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