

CHARTER

Washington State Emergency Management Council (EMC)

I. Name

The name of the council shall be “Emergency Management Council,” hereafter referred to as 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 identifies the Council’s responsibility with respect to emergency management in Washington. The Charter also specifies the Council’s Focus Areas, Mission, Vision, Priorities, Member Expectations, and Operating Requirements and Practices, all critical in directing the Council on its path to success.

The Council:

- A. Advises the Governor and the Adjutant General on all matters pertaining to state, local, and tribal emergency management.
- B. The Council will develop and maintain a Charter and an annual Strategic Work Plan that will include a meeting schedule, scope, deliverables, annual review, and adoption date.
- C. 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.

Established committees shall provide written reports of their activities and recommendations three weeks prior to scheduled Council meetings.

- D. Ensures 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; identified by the state’s Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR). These will be used as a foundation for recommendations to the Governor.

- E. Ensures that the Senior Advisory Committee convenes at least annually, as required by the US Department of Homeland Security Grant Program, and reports out according to FEMA grant requirements on the state's Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR). Membership of the SAC is referenced in section XIII.
- F. Ensures that the State Emergency Response Commission (SERC) convenes and reports out in compliance with the planning requirements in the Emergency Planning and Community Right-to-Know Act (42 USC Sec. 11001 et seq) and submits a written summary of activities three weeks prior to scheduled Council meetings and reports out at scheduled Council meetings as requested. The SERC membership, composed of representatives from recommended agencies and organizations per Section 301(1) of EPCRA, selects its Chair and Vice Chair, who are subsequently appointed by the Council.
- G. Ensures the Washington Intrastate Mutual Aid Subcommittee (WAMAS) convenes as a subcommittee of the Council at least annually and submits a written summary of activities three weeks prior to scheduled meetings and reports out at scheduled Council meetings as requested submits a written summary of activities three weeks prior to scheduled Council meetings and reports out at scheduled Council meetings as requested. The committee consists of not more than five members appointed by the Council chair from council membership. The chair is the Military Department representative on the Council.

The committee shall develop and update guidelines and procedures, as outlined in RCW 38.52.040(4)(b).

- H. Ensures the Cybersecurity Advisory Committee (CAC) meets quarterly and submits a written summary of activities three weeks prior to scheduled Council meetings and reports out at scheduled Council meetings as requested. The CAC is a subcommittee of the Council and will contribute to the Council's annual assessment of statewide preparedness for the Governor specific to providing advice and recommendations that strengthen cybersecurity in both industry and public sectors across all critical infrastructure sectors.
- I. On emergency management issues that involve early learning, kindergarten through 12th grade, or higher education, the Council will consult with representatives from the following organizations:
 - a. The state Department of Children, Youth and Families;
 - b. The Office of the Superintendent of Public Instruction;
 - c. The state Board for Community and Technical Colleges; and
 - d. An association of public baccalaureate degree-granting institutions.
- J. Shall review administrative rules governing state, local, and tribal emergency management practices and recommend necessary revisions to the Adjutant

General. The list includes, but is not limited to:

- a. 118-03 Mt. St. Helens closure—Rules for permitted entry and/or occupation
- b. 118-04 Emergency worker program
- c. 118-09 Criteria for eligibility and allocation of emergency management assistance funds
- d. 118-30 Local emergency management/services organizations, plans and programs
- e. 118-40 Hazardous chemical emergency response planning and community right-to-know reporting

IV. Mission

The Council advises the Governor and the Adjutant General on all matters pertaining to state, local, and tribal emergency management.

V. Vision

A comprehensive emergency management program for everyone in Washington.

VI. Priorities

- A. Complete an annual report of state, local, and tribal emergency preparedness for the Governor.
- B. Improve the THIRA/SPR.
- C. Ensure a viable, equitable emergency management program for every Washingtonian.

VII. Member Expectations

- A. Council members should actively engage with their respective agencies, disciplines and/or constituent group to seek those bodies' input, and share with those groups Council information, outcomes, and decisions.
- B. 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 Framework (NRF), National Incident Management Systems (NIMS), National Preparedness Goals, RCW Title 38, related WAC's, and the Washington State Comprehensive Emergency Management Plan (CEMP).
- C. The Council will provide written emergency management recommendations to the Adjutant General regarding all WACs issued or being processed for issuance by EMD.
- D. Council members should participate in ad hoc committees, subcommittees, and/or workgroups as appropriate for their experience, skills, interest, and availability.

VIII. Membership

- A. Per RCW 38.52.040, the Council is to consist of not more than 21 members who shall be selected by the representative organization and appointed by the Adjutant General. Membership will be reviewed annually to determine if the current roster suits the current emergency management situation in the state.
- i. The members of the council shall include, but not be limited to:
1. Representatives of city and county governments (Association of Washington Cities)
 2. Representatives of city and county governments (Washington State Association of Counties)
 3. Sheriffs and police chiefs (Washington Association of Sheriffs and Police Chiefs-WASPC)
 4. The Washington State Patrol
 5. The Military Department (Director of Washington State Emergency Management Division)
 6. The Department of Ecology
 7. State and local fire chiefs (State Fire Marshal's Office)
 8. State and local fire chiefs (Washington State Fire Chiefs Association)
 9. Seismic safety experts (Department of Natural Resources)
 10. State and local emergency management directors (Washington State Emergency Management Association)
 11. State and local emergency management directors (Emergency Management Advisory Group)
 12. Search and rescue volunteers (State of Washington Search and Rescue Volunteer Advisory Council)
 13. Medical professions who have expertise in emergency medical care (Department of Health)
 14. Building officials (Washington Association of Building Officials)
 15. Private industry (Association of Washington Business)
 16. Member-at-large (Varies appointment to appointment)
 17. Member-at-large (Varies appointment to appointment)
 18. Office of the Superintendent of Public Instruction
 19. Coroners and Medical Examiners
 20. Federally Recognized Tribe (Eastern Washington)
 21. Federally Recognized Tribe (Western Washington)
- B. The Council members shall elect a Chair and a Vice-Chair from within the Council membership.
- 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 nominate up to two alternates to attend functions on the member's behalf when necessary. Only the designated person attending on behalf of the primary member shall have the voting privileges of the member at that meeting. The designated alternate can be changed by written request to the Chair or Vice-Chair at any time, with the change going into effect upon the execution of the new appointment letter, signed by the Adjutant General. Interim appointments will complete the existing two-year term, subject to renewal.
- E. Vacancies: Council member vacancies shall be filled by appointment by the Adjutant General. The Council may interview and recommend potential candidates to the Adjutant General.
- F. Attendance: If a member and their designated alternate(s) miss two consecutive virtual or in-person meetings, or more than half the meetings in one year without good cause, the Chair may recommend to EMD that the Adjutant General declare the position vacant. Prior to coordinating a replacement with the Adjutant General, EMD shall send letters to the director or leader of the representative organization and to the member indicating such action.

IX. 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. Schedule Council meetings, preside over the meetings, and plan and formulate the agenda for the meetings.
 - b. Make recommendations to the Council regarding the establishment of Subcommittees.
 - c. Perform other duties as may be necessary for the effective operation of the Council and its responsibilities.
 - d. Lead the team that produces the Council's annual assessment of statewide emergency preparedness for the Governor.
 - 2. The Vice-Chair shall:
 - a. In the absence of the Chair, perform and exercise the duties and functions of the Chair.

- b. Participate on the EMC Strategic Planning Work Group and ensure the development of an annual work plan, which will be reviewed and approved by the Council at the final meeting of each calendar year.
- c. Participate in ad hoc committees, subcommittees, and/or workgroups.
- d. Perform such other duties as may be assigned by the Chair.

X. Elections

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

If a member runs unopposed for either the Chair or Vice-Chair position, the Council may move to dispense with a vote and record the appointment in the minutes.

The Chair and Vice-Chair will be elected with one-year staggered terms of two years, i.e., the Chair is elected in an even year, then the Vice-Chair is elected in an odd year. If the Chair or Vice-Chair is unable to complete their term, nominations may be accepted at a scheduled, or ad hoc meeting, in-person or virtually, to elect a new Chair to serve out the remainder of the term. Primary Council members, as well as alternate members, are eligible for officer positions.

XI. Meetings

- A. Schedule: By December 31, EMD, in coordination with the Chair shall publish an annual meeting schedule for the following calendar year.
- 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: EMD, in coordination with 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.
- E. Voting: Voting may be conducted in person or electronically on all matters, including elections.

XII. Ad Hoc Committees, Subcommittees, and Work Groups

- A. The Council will create committees, subcommittees, 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 simple majority vote.

- B. Ad hoc committees, subcommittees, and work groups will provide a written report to the Council Chair and EMD three weeks prior to a scheduled Council meeting. Meeting materials, including these reports, will be distributed to the Council three weeks in advance of each scheduled meeting. Disbandment of ad hoc committees, subcommittees, and work groups requires a simple majority vote of the Council.
- C. All committees will adopt a work plan and/or Charter that shall include at a minimum: name, purpose, membership, meeting schedules, scope, deliverables, annual review, and adoption date.

XIII. Senior Advisory Committee

- A. Authority: In compliance with Homeland Security Grant Program guidance, the Washington State Emergency Management Council (EMC) acts as the Senior Advisory Committee (SAC). The EMC by law (RCW 38.52) acts as an advisor to the Governor and The Adjutant General (TAG) (Note: the TAG is also the State Administrative Agent [SAA]) concerning the activities and status of emergency management and Homeland Security. As part of general operating procedures, the SAC: does not assume any responsibility assigned to the SAA; fiscal responsibility and implementation of grant guidance remain with the SAA; the SAC is a coordination body; and “management” as used in grant guidance does not mean inserting the SAC into state or local funding decisions for sustainment or investment justifications.
- B. Purpose: The SAC: advises the SAA; provides recommendations for integrating whole community preparedness activities with the goal of enhancing the building of core capabilities, maximizing coordination and reducing duplication of effort; reviews THIRA and SPR for gaps and capability shortfalls and makes recommendations for resolution; receives information from relevant programs for incorporation into their recommendations; and assists in determining priorities for those recommendations.
- C. Membership: Membership on the Council is prescribed by RCW 38.52. When sitting as the SAC, a representative from the following stakeholder groups are invited to participate: UASI Core Group, Serve Washington/Citizen Corps, Tribal governments, Office of Superintendent of Public Instruction, State Executive Interoperable Communications Committee (SEIC), the State Interoperability Coordinator, Chief Information Officers, Chief Information Security Officers, and Washington Voluntary Organizations Active in Disasters (WA VOAD).
- D. Meetings: The SAC will meet once a year at a minimum to review analysis of the preparedness assessment information, review grant projects and make

recommendations to the SAA for core capability development and priority. Administrative procedures in place for the EMC apply to SAC meetings. Additional meetings may be called at the discretion of the EMC Chair.

XIV. Voting

Each member or, in their absence, 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. Meetings and voting may be conducted virtually or in person.

XV. Parliamentary Procedure

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

XVI. 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.

XVII. Adoption Date and Annual Review

- A. Adoption Date: October 12, 2023
- B. The Charter will be reviewed for updates every three years.