

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. 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.
- C. 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.
- D. 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.
- E. 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

EASTSIDE			WESTSIDE		
Jurisdiction	Pop Estimate		Jurisdiction	Pop Estimate	
Small County Tier 1			Small County Tier 1		
Garfield County	2,225	1	Wahkiakum County	4,210	1
Columbia County	4,185		Skamania County	12,220	
Ferry County	7,910		San Juan County	17,340	
Lincoln County	11,050		Pacific County	21,840	
Pend Oreille County	13,850		Small County Tier 2		
Small County Tier 2			Small County Tier 2		
Adams County	20,450	1	Jefferson County	32,190	1
Asotin County	22,640		Mason County	65,650	
Klickitat County	22,770		Grays Harbor County	74,720	
Okanogan County	43,130		Clallam County	76,770	
Douglas County	43,750		Medium County		
Small County Tier 3			Medium County		
Stevens County	45,920	1	Lewis County	80,250	1
Kittitas County	48,140		Island County	85,530	
Whitman County	50,480		Cowlitz County	110,500	
Walla Walla County	62,580		Skagit County	130,450	
Chelan County	79,660		Whatcom County	228,000	
Medium County			Large County		
Franklin County	96,760	2	Kitsap County	272,200	2
Grant County	100,130		Thurston County	291,000	
Benton County	205,700		Clark County	499,200	
Yakima County	258,200		Snohomish County	830,500	
Large County			Very Large County		
Spokane County	522,600	1	King County	2,260,800	1
Eastside County Representation			Westside County Representation		
6			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

- F. Members of the Advisory Group shall be Emergency Management Directors or Deputy Directors, the equivalent being the position primarily responsible for daily emergency management activities.
- G. 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.
- H. 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.
- I. Vacancies: When an EMAG position becomes vacant, the constituency represented by that position will nominate a replacement to the Director.
- J. Participation: EMAG Members will make every effort to attend meetings in person. However, a conference bridge will be offered for all meetings, and attendance via 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 Vice Chair take place at the November meeting. 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 November meeting.
- B. Nominations will be accepted prior to the November meeting, with an additional call for nominations from the floor occurring at the November 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. All meetings are open to any emergency manager 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 via telephone, to cast their vote.
3. Passage of motions shall require the simple majority of those 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.