



# Bylaws of the Marin County Operational Area Disaster & Citizen Corps Council (DC3)

## **I. Purpose**

The **Marin County Operational Area Disaster and Citizen Corps Council**, hereinafter referred to as the Disaster and Citizen Corps Council, is an official advisory Council to the Marin County Board of Supervisors. As an advisory body, the Disaster and Citizen Corps Council's purpose is to lead ongoing efforts to improve disaster preparedness countywide, as authorized by Marin County Code 2.99et seq. Emergency Organization and Functions. The Disaster and Citizen Corps Council's duties will be to:

- A. Review and evaluate disaster preparedness progress in the public and private sectors and report these findings to the Board of Supervisors for its annual report; and
- B. Promote disaster preparedness through communication and education, and
- C. Harness the power of every resident through education and outreach, training and volunteer service to make their families, homes and communities safer from natural and/or man-made disasters or emergencies; and
- D. Report annually to the Board of Supervisors as a scheduled agenda item during a weekly BOS meeting. A written document with the Council's mission statement and its one to five year goals outline shall be presented, along with an oral presentation by the Disaster and Citizen Corps Council's Chair and/or Vice-Chair.

## **II. Officers and Duties**

- A. The officers of Disaster and Citizen Corps Council shall be the Chair and Vice-Chair.
- B. The Director of Emergency Services, as provided for by Marin County Code 2.99.30, will serve as the Chair.
- C. The Alternate Director of Emergency Services shall be an assigned member of the Marin County Board of Supervisors and will serve as the Vice-Chair.
- D. The Chair shall preside at all meetings of the Council and shall appoint chairs of all committees. The Chair shall be an ex-officio member of all committees.
- E. The Vice-Chair shall carry out the duties of the Chair during his/her absence, or during a vacancy in the office. The Vice-Chair shall have such other powers and perform other duties as may be assigned by the Council or the Chair.
- F. The Vice-Chair may only have voting powers if acting as the Chair.

## **III. Membership**

- A. The Disaster and Citizen Corps Council shall consist of 19 voting members appointed by the Board of Supervisors as provided by Marin County Code 2.99.020. Terms will be staggered by the process of attrition. The Board of Supervisors may appoint additional members under different categories of membership as it deems necessary.
- B. Each member of the Council will be appointed by the Board of Supervisors to serve for a two (2) year term; they may be appointed to unlimited consecutive terms.
- C. A member may resign by giving written notice to the Chair.
- D. These bylaws do not provide for proxies, alternates or substitutions for appointed members.



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#### **IV. Meetings**

- A. The regular meetings of the Disaster and Citizen Corps Council shall be held quarterly at a designated hour, day and place. The Chair may call special meetings. Notice to the public will be provided for both regular and special meetings according to the Brown Act.
- B. A simple majority of all current members shall constitute a quorum.
- C. Action by the Council requires a simple majority vote by members present at a meeting where a quorum is satisfied.

#### **V. Relationship of the Office of Emergency Services to the Disaster and Citizen Corps Council**

The Emergency Services Manager of the Office of Emergency Services as provided for by Marin County Code §2.99.035, shall serve as staff support and will provide administrative support to the Council.

#### **VI. Committees**

- A. Committees may be established by the Chair or by a simple majority of members present at a meeting where a quorum is satisfied to assist the Disaster and Citizen Corps Council in carrying out its purpose.
- B. A Council member as appointed by the Council Chair shall chair committees.
- C. Any Council member may volunteer to serve on a committee.
- D. Non-Council members may serve on a committee at the discretion of the Committee Chair, the Council Chair or a majority of the Council membership.
- E. Total number of Council members on any committee shall be less than a quorum of the Council as a whole.

#### **VII. Amendments**

- A. These bylaws may be amended at any meeting of the Disaster and Citizen Corps Council.
- B. Amendments shall require Council membership's two-thirds (2/3) vote.
- C. Proposed amendments will only be considered, if copies thereof are provided to all Council members at least 10 days prior to the meeting at which the amendment will be considered.
- D. Bylaws and amendments are effective immediately upon passage.

#### **VIII. Parliamentary Authority**

Procedural issue and disputes shall be resolved according to the latest edition of Robert's Rules of Order.

#### **IX. Certificate of Chair**

The Chair of the Disaster and Citizen Corps Council hereby certifies that the above Bylaws (Sections I through IX) were approved for adoption by at least two-thirds (2/3) of the Council's members.