

Bylaws of the Eugene-Springfield Area Community Emergency Response Team

1. Name

- 1.1. The name of the organization shall be the Eugene-Springfield Area Community Emergency Response Team (CERT).

2. Objectives

- 2.1. Provide information and training to improve the disaster awareness, preparation, and core skill set of residents in Eugene-Springfield area neighborhoods.
- 2.2. Maintain a state of readiness within CERT, through continual advanced training and practical exercises.
- 2.3. Prepare for and respond to probable local disasters by creating realistic response plans that assist affected neighborhoods while awaiting first responder aid.

3. Activation

- 3.1. The organization shall be activated at the discretion of the Advisory Council.
- 3.2. Self-activation is not permitted except in the event of a regional disaster that makes communication with the Advisory Council impossible.

4. Membership

4.1. Eligibility Criteria

- 4.1.1. Be a law-abiding citizen residing in Lane County.
- 4.1.2. Be a graduate of Eugene-Springfield CERT basic training course. If basic training was completed in another jurisdiction, the applicant must show aptitude as determined by the Oversight Board.
- 4.1.3. Pass a background check upon completion of CERT training, and report any subsequent convictions to the Advisory Council.
- 4.1.4. Attend Eugene-Springfield CERT activities a minimum of once annually.
- 4.1.5. Have a valid email address.

4.2. Meetings

- 4.2.1. A meeting shall be held each year in June for the sole purpose of electing the next fiscal year's Steering Committee officers.
- 4.2.2. Training sessions and/or exercises shall be held a minimum of once per quarter.
- 4.2.3. Special non-training meetings may be held at any time when called for by the Coordinator or Oversight Board.
- 4.2.4. Notice of all non-emergency meetings shall be provided at least 10 days in advance.

4.3. Voting

- 4.3.1. Passage of a motion requires a simple majority of the members present.

5. Steering Committee

5.1. Eligibility Criteria

- 5.1.1. Be a member in good standing with the organization.
- 5.1.2. Volunteer in organizational activities a minimum of four times annually.
- 5.1.3. Attend $\frac{3}{4}$ of all steering committee meetings.

5.2. Term Limits

- 5.2.1. Steering Committee general membership does not have a term limit.
- 5.2.2. Steering Committee officers shall serve for a one-year term at the discretion of the Oversight Board. Officers may be re-elected for multiple terms.

5.3. Elections and Vacancies

- 5.3.1. Steering Committee officers shall be elected by a simple majority vote.
- 5.3.2. Vacancies shall be filled until the next election, by Steering Committee vote.

5.4. Steering Committee Meetings

- 5.4.1. Regular Steering Committee meetings shall be held on the first Wednesday of each month.
- 5.4.2. Special meetings may be called for by the Coordinator or by a majority vote of Steering Committee officers.
- 5.4.3. Any CERT volunteer in good standing may attend Steering Committee meetings as a non-voting participant.

5.5. Voting

- 5.5.1. A majority of Steering Committee members constitutes a quorum.
- 5.5.2. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
- 5.5.3. Passage of a motion requires a simple majority of the present Steering Committee officers.

5.6. Conflict of Interest

- 5.6.1. Any Steering Committee member who has a financial, personal or official interest in or conflict with any matter pending before the Steering Committee will offer to the Chair to excuse him/herself from deliberations.

6. Officers

- 6.1. The officers of the Steering Committee shall consist of a Chair, Secretary, Training & Safety Officer, Outreach Officer, and District Leaders. All officers may be called upon to direct CERT operational activities as required to meet organization objectives.

6.2. The Chair shall

- 6.2.1. Facilitate all Steering Committee meetings.
- 6.2.2. Maintain an active CERT network in all districts.

6.3. The Secretary shall

- 6.3.1. Record, archive, and distribute the minutes of all meetings.
- 6.3.2. Record and report attendance at all CERT events and appoint a designee in their absence.
- 6.3.3. Record certifications as obtained by members.
- 6.3.4. Keep a record of all neighborhood emergency plans.

6.4. The Training/Safety Officer shall

- 6.4.1. See to the periodic training of new members joining the organization.
- 6.4.2. Provide periodic advanced training to organization members (training calendar).
- 6.4.3. Monitor the safety conditions and maintain the safety of all members at CERT functions.

6.5. The Outreach Officer shall

- 6.5.1. Manage the development and release of all CERT marketing and promotional activities.
- 6.5.2. Aid in the identification of public and private outreach events.
- 6.5.3. Work with the District Leaders to achieve outreach goals.
- 6.5.4. Generate and track interest in the CERT program.
- 6.5.5. Report periodically on the progress of CERT in reaching its awareness goals.

6.6. District Leaders shall

- 6.6.1. Represent districts supported by Eugene-Springfield CERT.
- 6.6.2. Act as members-at-large representing their district and its neighborhoods in preparedness matters.
- 6.6.3. Build and maintain district teams for deployment in the event of an emergency.
- 6.6.4. Manage all awareness-building presentations and events in their district.
- 6.6.5. Work with the Outreach Officer to achieve outreach goals.

7. Committees

- 7.1. The Chair may appoint committees as needed.

8. Fiscal Policies

- 8.1. The fiscal year shall be from July 1 to June 30 of the following year.
- 8.2. Eugene-Springfield CERT shall not collect dues.
- 8.3. Neighborhood teams shall not solicit funds without prior written approval of the Oversight Board.

9. Amendments

- 9.1. These by-laws shall be amended by majority vote. Written notice (electronic or otherwise) of the meeting and a copy of the proposed amendment(s) shall be provided to all members 10 days prior to the meeting.
- 9.2. Final approval of all amendments rests with the Oversight Board.