

# Coastside Emergency Action Program

## Bylaws

3 May 2013

### I. **Name and Jurisdiction**

The name of this organization is the Coastside Emergency Action Program (CEAP). CEAP is the vehicle for coordinating private sector, non-profit and community-based organizations, and government agencies serving human and animal needs following a disaster. CEAP is a local VOAD\* for the entire Pacific Coast region of San Mateo County.

### II. **Mission**

The mission of CEAP is to foster effective service delivery to those affected by disasters in Coastside San Mateo County through the collaboration of community agencies and organizations throughout the entire disaster cycle – preparedness, response/relief, recovery, and mitigation.

CEAP is not a service delivery organization. Instead, it upholds the privileges of its members to independently provide relief and recovery services while supporting their efforts to do so by providing a forum where agencies active in disaster can cooperate, communicate, coordinate, and collaborate.

CEAP accomplishes its mission by adhering to the following principles:

- Cooperation: Culture of cooperation among CEAP member agencies/organizations at all levels and in all phases of disaster preparedness and response.
- Communication: Exchange and dissemination of information among CEAP member agencies/organizations including public and government agencies as appropriate.
- Coordination: Coordination of the development of CEAP strategies and procedures and the implementation of services among CEAP member agencies/organizations. CEAP serves as advocate and liaison between its members and local and area Emergency Operations Centers (EOCs) during a disaster.
- Collaboration: Dedication to work together to achieve specific goals and to undertake specific projects during disaster response and recovery operations. CEAP forms partnerships during disaster preparedness, response, and recovery

\* Voluntary Organizations Active in Disasters, a state and national program

### **III. Purpose and Goals**

The purpose of CEAP is to be a coalition of agencies and organizations fostering more effective coordination of emergency response and recovery services among community-based member organizations and recruiting others to participate in an integrated plan that will ensure an effective and sustainable organization. CEAP primary goals include:

- Increase communication and coordination among disaster response/recovery organizations before and after a disaster.
- Eliminate duplication of effort among responding agencies and maximize service delivery.
- Recruit agencies who can commit to collaborate in providing disaster services and resources.
- Increase cross-agency disaster response and recovery planning.
- Enhance communication and coordination among voluntary (faith-based and non-profits), private, and government emergency management organizations.
- Participate with public and private agencies in promoting individual and organization disaster preparedness and providing a forum for information exchange and training.
- Address the unmet needs of our community's most vulnerable individuals and groups during disaster recovery.
- Assist with the formation of a long-term recovery organization following a disaster in Coastside San Mateo County.

### **IV. Membership**

The CEAP membership should comprise those agencies that have a role or resources to support a disaster response/recovery effort in the community, as well as those agencies/organizations that represent vulnerable/specific needs populations. Members may be elected to sit on the Executive Committee and will provide guidance, input, and suggestions to the Executive Committee as appropriate. Members may participate in working groups as needed.

## V. Executive Committee

The Executive Committee members are elected by CEAP members for two-year terms.

- No more than thirteen agency members, who are elected bi-annually from the general membership.
- Consists of private, non-profit, and government agencies.
- Members must sign a formal acceptance letter for membership. This must designate a specific individual to represent the agency. One or more alternate representatives may be designated as well. Honorary members may be elected.
- There will be monthly, regularly scheduled meetings.
- Membership in the Executive Committee shall terminate with submission of a letter of separation by the member.
- Termination can result from a member's excessive non-participation in meetings or consistent failure to meet the conditions and responsibilities of Executive Committee membership. Such termination requires a majority vote of the Executive Committee.
- Vacancies will be filled by election at the next General Membership meeting.

Officers of the Executive Committee are elected by the Executive Committee members and will serve a term of two years. They are:

- **Chair:** Presides at general member and Executive Committee meetings, leads the development of meeting agendas, acts as a spokesperson and representative, delegates tasks, and provides leadership.
- **Vice-Chair:** Acts on behalf of the Chair in the absence of or at the request of the Chair.
- **Secretary:** Maintains an organizational record, makes notifications as required or requested by the Chair, and keeps minutes of the meetings.
- **Treasurer:** May be elected as funding needs are identified. Maintains the financial records of CEAP and makes financial reports as requested. (Secretary and Treasurer may be the same person.)

## **VI. Voting**

### **General Membership Meetings:**

- Members present at a properly noticed general meeting constitute a quorum to do business.
- Each CEAP member agency is entitled to one vote during general meetings.
- Voting by proxy is not permitted.
- Votes can be deferred to a subsequent meeting in circumstances requiring additional information.

### **Executive Committee Meetings:**

- More than 50% of the members constitute a quorum to do business. In the absence of a quorum, no vote may be taken.
- Each committee member agency is entitled to one vote.
- Voting by proxy is not permitted.
- All votes shall be decided by a simple majority.

## **VII. Working Groups**

Working groups will be created to focus on key functional areas, such as special needs populations, sheltering, communications, donated goods management, feeding, etc. Working groups will involve those agencies/organizations with a direct role or interest in the specific working group focus as directed by the Executive Committee. At least one Executive Committee member will be appointed to each working group. Other members of the working group can come from the general membership.

Guidelines and protocol for working groups include the following:

- Selection of Working Group is based on a pre-identified task.
- Working Group commits to the identified task and a realistic timeframe.
- Working Group will be entrusted to fulfill an assignment and produce a finished product for final review and approval by the Executive Committee.
- Change of task timeline will be announced to Executive Committee.
- Flexibility for Working Groups as necessary.

**VIII. Budget and Finance**

CEAP is not a fund-raising or disbursing group.

Grant and other funding opportunities may be sought to support training or other projects as identified in order to support the mission and goals of CEAP. Funds collected may also be used to meet the administrative expenses of CEAP.

If funds are collected by CEAP, they will be managed by the Treasurer of the Executive Committee in conjunction with a fiscal agent.

**IX. Amendments and Dissolution**

Amendments to these Bylaws may be made by a majority vote of the Executive Committee. Amendments must be moved and seconded at a properly called regular business or special meeting and voted on at the following regular business meeting.

Dissolution of CEAP may occur with a majority vote of the general membership. Dissolution must be moved and seconded at a properly noticed regular business or special meeting and voted on at the following regular business meeting.

These Bylaws were adopted on 3 May 2013

**Officer Signatures**

Chair David R. Richards

Vice-Chair Jim Dennis

Secretary [Signature]

Treasurer (position vacant) Charee McHugh