



## **HOMELAND SECURITY ADVISORY COMMITTEE BYLAWS**

The Homeland Security Advisory Committee (HSAC) was created as a voluntary, unincorporated association of the Central Texas Council of Governments (CTCOG) on February 26, 2009. The mission of the HSAC is to facilitate regional homeland security activities such as assisting CTCOG staff in planning, coordinating, evaluating and recommending, prioritizing projects for grants received from the State of Texas. In addition, they also assist with the development of the region's Homeland Security Strategic Plan, Long Range Interoperability Plan, set region's priorities for grant submission, training of first responders and coordination of regional projects.

Members of the HSAC may be from public safety first responders, public health and medical representation, Texas Division of Emergency Management (TDEM) District Coordinator, Texas A&M Forest Service and emergency management. This diverse group has the knowledge and expertise to provide input needed to meet the requirements and stipulations for receiving and executing grant funds.

Homeland security funds from the federal government are received by the State of Texas Homeland Security Office, which then assigns the Texas Division of Emergency Management (TDEM) to interface with the 24 Councils of Governments (COGs) in making grant fund awards. The COGs, working with local governments; determine what projects are needed to ready their regions for any weapons of mass destruction events and/or homeland security breaches. After determining the projects, each local jurisdiction, with assistance from COG staff, formulates a list of equipment necessary for the jurisdiction to complete the project. That list is then submitted to the HSAC for their review for approval by the CTCOG executive committee prior to submission to TDEM.

CTCOG HSAC plays a vital role in ensuring that the communities and citizens are protected and prepared for large scale emergencies. Training for first responders is coordinated by a work group of the advisory committee. Often the actual trainers are members of the advisory committee. HSAC is also responsible for developing or assisting local jurisdictions to establish exercise criteria and participate in the exercises.

The HSAC meets monthly, at a time and location to be determined by the committee.

**ARTICLE I**  
**NAME, PURPOSE, RESPONSIBILITIES**

The Homeland Security Committee (HSAC) was created as a voluntary, unincorporated association of the Central Texas Council of Governments.

The mission of the CTCOG Homeland Security Advisory Committee is to facilitate regional homeland security activities among local jurisdictions, including, but not limited to: planning, training, funding and mutual aid consistent with the State of Texas Emergency Management Plan and in order to maximize effective and efficient use of resources.

Subject to CTCOG's Executive Committee specifying otherwise, the Homeland Security Advisory Committee's specific responsibilities are:

1. To review and comment for the CTCOG Executive Committee on applications requesting State or Federal Funds.
2. To advise CTCOG's member cities, counties and special districts, directly or through the CTCOG Executive Committee, on matters within their jurisdiction pertaining to homeland security.
3. To conduct training workshops.
4. To set priorities for the Homeland Security grant division submissions each year.
5. To review and comment on other grants submitted to enhance Homeland Security.

**ARTICLE II**  
**MEMBERSHIP NUMBER**

The Homeland Security Advisory Committee shall be composed of the following voting members appointed by the CTCOG Executive Committee:

One Emergency Management Coordinator from each of the seven counties (Bell, Coryell, Hamilton, Lampasas, Milam, Mills and San Saba).

A CTCOG staff member, designated by the CTCOG Executive Director, shall serve as HSAC liaison and shall attend each HSAC meeting as a non-voting member.

**Qualifications**

To be eligible for membership on the Advisory Committee a member must reside or be employed in the County the member is to represent unless otherwise designated by the CTCOG Executive Committee. Members must possess experience and/or training in disaster planning and/or response.

**Term**

1. The term of appointed for a member of the HSAC shall begin on the date of appointment by the CTCOG executive committee.
2. A member may be reappointed by the CTCOG executive committee.
3. In the case of a vacancy, the CTCOG executive committee shall accept a nomination from the entity for a replacement to serve.
4. A member may be removed for good cause by the CTCOG executive committee.

**Vacancy**

A vacancy occurs when:

1. A member dies;
2. A member is not reappointed;

3. A member resigns (resignations shall be in writing to the CTCOG HSAC liaison and the advisory committee chairperson);
4. A member is removed; or
5. A member no longer meeting the qualification requirements.

### **Attendance**

1. Members are expected to participate in all meetings.
2. Attendance records documenting HSAC member absences will be maintained by the CTCOG HSAC liaison. If a member is unable to attend a scheduled meeting, notification should be provided to the HSAC liaison prior to the meeting. If a member is unable to attend a meeting, the member may send a representative who assumes all but the voting rights and responsibilities of the member.
3. A proxy form will be used to record an HSAC Committee member's vote if that member is unable to attend a regularly scheduled or special meeting. The proxy form can be used to establish a quorum if needed. The HSAC proxy form may be obtained from the HSAC Chairperson, the HSAC Vice Chairperson or the HSAC Secretary by 4:00 p.m., one day prior to the date of the HSAC meeting. Ballots received after the scheduled HSAC meeting, will be considered invalid. Ballots are exempt from public disclosure until after the election. Only one ballot may be cast by any HSAC Committee member.

### **ARTICLE III OFFICERS**

The HSAC shall elect a chairperson, vice-chairperson and a secretary from among its voting members. Election of a chairperson, vice-chairperson and secretary will occur at the first meeting of the calendar year.

### **Term**

1. Officers serve one-year terms beginning on the date of election.

2. Officers may serve a maximum of two consecutive terms.

### **Vacancy**

In the event an officer is unable to fulfill his or her term, the HSAC shall elect a replacement at a regular or specially called meeting, who serves for the remainder of the unexpired term.

### **Duties**

1. The chairperson shall preside at all meetings of the HSAC. The chairperson shall represent the HSAC in presentations to the CTCOG executive committee unless such responsibility is delegated by the chairperson.
2. In the case of a tie during a vote at which a quorum is present, the chairperson will be deemed to have the authority to break the tie.
3. The vice-chairperson shall perform all the duties of the chairperson in the case of absence or disability and such other duties as may arise, from time to time, when required or requested by the HSAC.
4. In the case of the chairperson and vice-chairperson are absent or unable to perform their duties, the HSAC may appoint a chairperson pro tem.
5. The secretary will provide a sign-in sheet for all meetings and record all minutes. The secretary will email a reminder of scheduled meetings a week prior to monthly meetings.

### **Other Officers**

The HSAC may elect other officers from time to time to carry out its responsibilities. This may be done by a simple majority vote of the HSAC members at any regularly scheduled meeting where a quorum is present.

## ARTICLE IV

### MEETINGS

1. The HSAC shall meet at least every other month on a day, time and place specified by the CTCOG HSAC liaison or the Advisory Committee as a whole.
2. Written notice, including an agenda, of each regular meeting shall be prepared by the HSAC Chairperson and electronically transmitted by the Secretary to each HSAC member at least three business days before the meeting date. (The agenda will be transmitted to the HSAC members with notes from the meeting to be distributed by committee members as they deem necessary with request for input for future agenda items).

### Special

1. The HSAC shall meet specially if call by the CTCOG executive director, the CTCOG HSAC liaison, the HSAC chairperson or requested in writing by at least one-third (1/3) of the membership, excluding vacancies of the HSAC.
2. A request by the membership for a special meeting must be in writing, addressed to the chairperson, and described the purpose or purposes of the meeting. Only that business reasonably related to the purpose or purposes described in the request may be conducted at the special meeting.
3. Notice of any special meeting shall be given at least 72 hours prior to the special meeting.

### Quorum and Action

1. A majority of the total voting membership, excluding vacancies, constitutes a quorum for conducting HSAC business.
2. A majority vote of the members present at a meeting at which a quorum is present is necessary for action by the HSAC. During a meeting in which a quorum has been established, and then subsequently lost due to members leaving, all remaining business

items requiring a HSAC vote of action must be postponed until the next scheduled meeting at which a quorum is established.

### **Open Meeting and Records**

1. The meetings are not subject to the Texas Open Meetings Act.
2. Minutes of the HSAC meetings, documents distributed and other records are the property of the CTCOG. These materials are available for public view, upon receipt of a written request by the interested party.
3. Except where these bylaws require otherwise, Robert's Rules of Order shall govern the conduct of HSAC meetings.

### **Conflict of Interest**

1. An HSAC member other than an elected public official, who is a member of the governing body, an officer or an employee of an applicant for funding, must disclose his or her status before the application is considered by the HSAC and may not participate in discussion of or vote on the applications. The member is counted in determining the existence of a quorum.
2. A vote cast in violation of this section is not counted.

### **Professional Conduct**

HSAC members should maintain objectivity and professionalism when carrying out business of the HSAC. In the event a HSAC member acts in a manner which brings the work of the HSAC into question or controversy, it shall be the authority of the CTCOG executive director to address the incident with the appointing member of the jurisdiction or agency.

**ARTICLE V  
COMMITTEES AND SUBCOMMITTEES**

**Ad Hoc**

1. Ad hoc committees may be appointed by the chairperson with the approval of the HSAC and shall serve for special purposes to comply with special needs.
2. Membership on ad hoc committees shall be established to achieve the purpose for which the committee was created.
3. The method for calling ad hoc committee meetings shall be the same as that for calling HSAC meetings or at the discretion of the ad hoc committee membership to discharge their responsibility.
4. Chairs of the ad hoc committee shall be appointed by the chairperson of the HSAC.

**Homeland Security Advisory Committee Grant Scoring Subcommittee (HSAC/GSSC)**

1. The Homeland Security Advisory Committee Grant Scoring Subcommittee (HSAC/GSSC) is a committee of three (3) appointed members from each county to review and vote on Homeland Security Grant applications submitted.
2. The main functions of HSAC/GSSC shall be to process the annual prioritization and scoring of local Homeland Security Grant Division (HSGD) grant applications requesting funds from the HSGD of the Governor's Office.
3. The HSAC/GSSC was created as a voluntary, unincorporated association may include representatives from emergency services, emergency management, public works and public/concerned citizens.
4. Membership for the HSAC/GSSC three (3) appointed members from each county. Appointed members shall serve two-year terms, not to exceed ten (10) years or five (5) consecutive terms. Each county may choose to have one or more alternate members to only vote in the absence of the HSAC/GSSC member.

5. The HSAC/GSSC will meet annually or as needed to review and score applications submitted to the HSGD.
6. The HSAC/GSSC will elect a chairperson and a vice-chairperson for a two-year term.
7. The HSAC/GSSC by-laws and procedures are available upon request.

## **ARTICLE VI AMENDMENTS**

### **By CTCOG Executive Committee**

The CTCOG executive committee may amend these bylaws at a regular or special meeting. The written text of the proposed amendment must be included with the notice of the meeting at which the amendment will be considered.

### **By Homeland Security Advisory Committee**

The HSAC may amend these bylaws at a regular or special meeting. The written text of a proposed amendment must be recorded at the meeting at which the amendment is discussed and voted upon. The written text of the proposed amendment must be included with the notice of the meeting at which the amendment will be considered. An amendment adopted by the HSAC is not effective unless approved by the CTCOG executive committee.

### **Effective Date**

An Amendment to the bylaws takes effect when approved by the CTCOG Executive Committee unless the amendment specifies a later effective date. Copies of the amended bylaws will be distributed to Advisory Committee members by the Advisory Committee Liaison.