**BY-LAWS OF THE**
**SOUTHEAST REGIONAL HOMELAND SECURITY ADVISORY COUNCIL**

## ARTICLE I - NAME AND PURPOSE

**Section 1 –** This organization shall be known as the Southeast Regional Homeland Security Advisory Council (hereinafter "Council").

**Section 2 –** The purpose of this Council is to serve as the policy making body for the Southeast Homeland Security Planning Region, as defined by the current State Homeland Security Strategy developed by the Massachusetts Executive Office of Public Safety and Security (EOPSS). The Council is also responsible for developing and guiding the implementation of annual regional homeland security plans (see Article IV, Section 3) using federal grant funding provided by EOPSS.

## ARTICLE II - MEMBERSHIP

**Section 1** - The membership of the Council shall consist of the following:

- 4 representatives from law enforcement
- 4 representatives from the fire services
- 1 representative from emergency management
- 1 representative from public health
- 1 representative from hospitals
- 1 representative from emergency medical services
- 1 representative from public safety communications
- 1 representative from local government administration
- 1 representative from public works
- 1 representative from regional transportation authority
- 1 representative from correctional services.
- 1 representative from cybersecurity.
- 1 representative from public education.

Members may appoint permanent designees, with full voting privileges, subject to a majority vote of the Council. Members or their designees must be an active, policy-making member of their respective disciplines in the region.

**Section 2** - Vacancies shall be filled by a majority vote of the Council following the nomination of a candidate by a council member. The Council shall notify EOPSS of any new appointments, EOPSS shall have 30 days to reject the appointment. If at the conclusion of 30 days, EOPSS has not taken action, the candidate shall be considered appointed.

A. Members can be removed either at the discretion of EOPSS or upon a (2/3) vote by the full council. EOPSS reserves the right to remove members at their discretion and their decision does not carry the right to appeal.

B. In addition to Section 3, members may be subject to removal for conduct detrimental to the purpose and mission of the SRAC.

C. Requests for removal may only be made by a full Council member.

D. Requests for the removal of a Council member shall be submitted to the Council Chair in writing. (In the event that the Chair is the subject of the removal request, the request shall be submitted to the Vice Chair). The subject of the removal request shall be notified in writing within 7 days. (For the purpose of this section submission via email is acceptable) After notification of the subject party, the Council Chair shall include an agenda item on the next regularly scheduled Council meeting to discuss and vote on this removal request. At their request and if allowed by Open Meeting Law, the subject party may request this matter be discussed and/or voted in executive session instead of an open meeting. The subject party shall have the opportunity to refute claims during the discussion of the motion. The vote to remove shall be recorded by roll call of all Council members present at said meeting.

E. The vote of the Council is final and not subject to appeal. If the initial motion to remove does not pass, subsequent requests for removal for the same individual may not be submitted for 6 months.

**Section 3** - To remain on the council members must attend at least 50% of scheduled meetings annually. If members do not meet the 50% attendance they will be removed from the council.

**Section 4** – The Chair and Vice-Chair shall hold their position for three years: term to run from January 1st of their first year to December 31st of their third year. Elections will be held at the December Council meeting in the third year. Nominations will be solicited from members of the Council; the Council will then select Chair and Vice-Chair via a majority vote. Chairs and Vice-Chairs may be re-elected to serve consecutive terms.

**Section 5** – The Council shall include a liaison from the Homeland Security Division of EOPSS. This liaison will serve as advisor to the Council on all grant-related issues. The EOPSS advisor shall be a non-voting advisory member of the Council but will participate in Executive Sessions of the Council.

**Section 6** – The Council may request a liaison from state agencies to provide technical assistance on matters pertaining to their respective disciplines: The state agency liaisons shall be non-voting advisory members of the Council.

**ARTICLE III - DUTIES OF THE COUNCIL OFFICERS**

**Section 1 -** A Chair shall be elected from among the Council membership by a majority vote of the Council. The Chair shall preside at all meetings of the Council, preserve

decorum, and decide questions of order. The Chair shall create committees and ad hoc working groups as well as appoint and remove related chairs and members subject to a majority vote of the Council. The Chair shall determine the agendas for meetings of the Council.

**Section 2** - A Vice-Chair shall be elected from among the Council membership by a majority vote of the Council. The Vice-Chair shall assist the Chair in every possible way. In the absence of the Chair, the Vice-Chair shall perform all the duties of that position.

**ARTICLE IV – POWERS AND RESPONSIBILITIES**

**Section 1** – Oversee all State Homeland Security Grant Program expenditures for the Southeast Homeland Security Planning Region, complying with the financial and administrative requirement set forth by the U.S. Department of Homeland Security (DHS) and EOPSS. The Council may be asked to oversee the expenditure of other state and federal grant funds by EOPSS.

**Section 2 –** Assist EOPSS to identify a Fiduciary Agent to receive and administer all grant funding assigned to the region. An eligible Fiduciary Agent is defined as either a regional planning agency or another regional/local entity defined by EOPSS. The Fiduciary Agent shall keep a true and correct record of all Council proceedings and have available said record no later than thirty (30) days after each meeting. The Secretary shall ensure the Council meets all of its reporting requirements to DHS and EOPSS as well as complies with the Commonwealth's Open Meeting and State Ethics Laws. The Fiduciary Agent shall perform such other duties as directed by the Chair and as allowed for under its contract with EOPSS.

**Section 3** - Develop an annual Regional Homeland Security Plan to enable the region to prevent, protect against, mitigate, respond to, and recover from man-made and natural disasters in the region, state, and nation.

Each annual plan must be approved by EOPSS as well as align with the current State Homeland Security Strategy and the investments of the Commonwealth's Homeland Security Grant Program application to DHS for that related federal fiscal year. It will be developed based on guidance from EOPSS and will be cross-disciplinary, multi-jurisdictional, and reflect input from all affected municipalities.

The Council will also develop and keep updated for the region a Communications Interoperability Plan and a Training & Exercise Plan. These plans must align with related state plans and be approved by EOPSS. These plans will be developed based on guidance from EOPSS and will be cross-disciplinary, multi-jurisdictional, and reflect input from all affected municipalities.

**Section 4** - The Council will use its funding for planning, equipment, training and exercises expenditures allowed for under the related grant funding provided by EOPSS. Detailed information on allowable expenditures will be provided by EOPSS. On an annual basis the Council and EOPSS will agree on a percentage of the Council's grant funding that will be allocated to pay for program management services provided by the Fiduciary Agent.

**Section 5** - Submit timely and accurate reports required by EOPSS and participate in EOPSS-sponsored surveys. Cooperate with DHS and EOPSS monitoring, including site visits and desk reviews.

**ARTICLE V – COUNCIL MEETINGS**

**Section 1** - The Council shall meet not less than four (4) times each year, quarterly or when convened by the Chair or EOPSS under special circumstances. Meetings of the Council shall be called by the Chair, who shall designate the date and place of such meetings. The Chair shall convene Council meetings either in-person or remotely in accordance with Massachusetts Open Meeting Law.

**Section 2** - A simple majority of the Council shall constitute a quorum for the transaction of business at any meeting of the Council.

**Section 3** - All meetings shall be conducted in an orderly manner and by the Chair. Whenever a question of procedure arises, "Robert's Rules of Order, Newly Revised" shall be used as a guide.

**ARTICLE VI – COMMITTEES AND AD-HOC WORKING GROUPS**

Section 1 – In order to effectively delegate and accomplish the work of the Council, there shall be established 2 standing committees and as many ad-hoc working groups as needed. The standing committees shall be the following, which may be changed in any way and at any time by the Council Chair, subject to a majority vote of the Council.

A. Interoperability Committee – This committee shall be responsible for the strategic planning and implementation of programs and guidance to execute, enhance, foster, and protect interoperability in the region to enhance public safety and homeland security. These programs shall include, but not be limited to emergency communications, emerging technology, data collection and sharing, information collection and sharing and intelligence collection and sharing and the resiliency and physical protection of associate infrastructure. If current funding is not approved or capable of supporting these programs, plans, and strategies, they shall be presented to the Council for approval and to the extent possible, funding. This committee shall be responsible for the authorization of procurement of interoperable communications resources and

the establishment of user and equipment protocols and procedures. The committee will facilitate the removal of non-technical barriers by providing a forum for the discussion of a wide range of interoperability issues across disciplines and geographical boundaries. The chairperson of this committee shall appoint a representative and an alternate representative to the State Interoperability Executive Committee to represent the region. This committee shall maintain liaison with any region working group or committee having oversite of cybersecurity, the U.S. DHS and CISA, and other appropriate state and federal agencies.

B. Training & Exercise / Planning – This committee shall be responsible for developing the yearly Homeland Security plan. It is responsible for identifying, planning, and coordinating regional training and exercise opportunities. Additionally, this committee will convene a yearly Integrated Preparedness Planning Workshop to develop an Integrated Preparedness Plan for the Southeast Region.

Section 2 – Each committee or ad-hoc working group shall consist of a selection of active Council members plus as many non-council members as the Council Chair shall appoint. Appointed non-council committee or ad-hoc working group members may attend and participate in committee meetings or ad-hoc working group meetings, as appointed, and may make and vote on motions. Non-council members of the committees and ad-hoc working groups shall not have voting rights at Council meetings. The rules governing the terms of non-council committee and ad-hoc working group members shall be the same as those that govern Council membership as outlined in the most recent, effective version of EOPSS guidance on council by-laws.

Section 3 – At least one member of the Council and a simple majority of committee or ad-hoc working group members must be present for any committee/ad-hoc working group meeting to have a quorum. If a committee or ad-hoc working group does not have a quorum present, the committee or ad-hoc working group can request a vote before the Council for a decision.

Section 4 – All meetings shall be conducted in an orderly manner and by the Chair of the committee or ad-hoc working group. Whenever a question of procedure arises, "Robert's Rules of Order, Newly Revised" shall be used as a guide.

Section 5 – Committees shall have decision making authority with regard to projects, issues, and budgets that clearly fall within their purview. In the case of a project or issue that reaches beyond the authority delegated to the committee, the committee shall bring the question before the Council for a decision.

Section 6 – Ad-hoc working groups shall have decision making authority with regard to Council approved projects and issues related to such projects that clearly fall within their purview. Ad-hoc working groups shall bring before the Council for a decision any

issues related to budgets, the establishment of a new project, or any other issue that reaches beyond the authority delegated to the group.

**ARTICLE VII - AMENDMENTS, EFFECT and SEVERABILITY**

**Section 1** – These By-Laws shall be subject to the provisions of state and federal law. If any provision of this document is inconsistent with state or federal law, the provisions of the law shall govern.

**Section 2** - These By-Laws must be adopted by a two-thirds vote of the membership of the Council and with the approval of EOPSS. A two-thirds vote of the Council shall be necessary for the adoption of proposed amendments to the By-Laws. Proposed amendments to the By-Laws must be submitted in writing to each Council member and to EOPSS 30 days in advance of any motion to amend. All amendments to the By-Laws shall become effective immediately following their adoption and subsequent approval by EOPSS unless otherwise provided.

**Section 3** - If any provision of these By-Laws shall be held invalid, such invalidity shall not affect the other provisions of the By-Laws which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of the By-Laws, and to that end the provisions of these By-Laws are declared to be severable.