

BY-LAWS
Black Hawk County Iowa
Community Organizations Active in Disasters
COAD

Article – I: Name and Relationship

Section – A The name of the organization shall be the Black Hawk County Community Organizations Active in Disasters (COAD). The area served is all of Black Hawk County, Iowa, including the municipalities therein.

Section – B The business address will be Black Hawk County Community Organizations Active in Disasters: c/o Cedar Valley United Way, 425 Cedar Street, Waterloo, Iowa 50701

Article – II: Purpose

The purpose of the Black Hawk County COAD shall be to bring together voluntary agencies, businesses, and governmental agencies to foster a more effective preparedness, response, and recovery to the people of Black Hawk County including the municipalities, as needed, in time of disaster, through:

- Cooperation (creating a climate of cooperation, information sharing, and meeting together);
- Coordination (encouraging a common understanding and providing a liaison with city-county government officials as well as resource management with the community).
- Communications (publishing and disseminating information).
- Preparedness (increasing mutual awareness and encouraging effective disaster relief policies and procedures).

Article – III: Principles of Membership

Section – A The Black Hawk County COAD is not a competing or exclusive agency but is intended to be an umbrella organization for existing agencies throughout the county, that are active in disaster response. Each member organization maintains its own identity and independence yet works closely with other agencies to improve service and eliminate unnecessary duplication of effort.

Section – B The Black Hawk County COAD shall consist of representatives of diverse disaster relief agencies. Members may represent faith and community-based relief agencies, local, state, and federal government agencies, local community organizations, local elected officials, and local businesses.

Section – C Each agency, regardless of the number of representatives present, shall have one vote. A Simple majority of the members present will constitute a quorum.

Section – D Interested governmental agencies, both State and local (in the Black Hawk County area), may hold an Associate Membership status; Associate Members do not have voting status and can not be elected as an officer of the Black Hawk County COAD.

Section – E *Conditions for Membership* – Organizations need to attend meetings on a regular basis. If attendance has been remiss for one year, a reminder letter will be sent out. If the condition remains unmet for the following year, membership will be suspended.

Article – IV: Meetings and Correspondence

Section – A Regular COAD meetings shall be held quarterly; the 4th quarter meeting will include the annual business meeting.

Section – B Additional COAD meetings shall be called by the Executive Committee. All reasonable efforts will be made to notify the membership 5 days in advance of the meeting. E-mail shall be considered an acceptable form of communication for this purpose.

Section – C *Roberts Rules of Order* shall be considered general rules for conducting all COAD meetings.

Article – V: Leadership and Elections

Section – A Only Regular members can hold Office in the Black Hawk County COAD. There shall be four (4) officer positions: Chair, Vice-Chair, Secretary, and Treasurer. Officers shall be elected at the last regularly scheduled meeting of the calendar year, with new Officers commencing their duties on the first day of the new calendar year. Officers will serve without pay.

Section – B *Elections* – Officers shall be elected by majority (fifty percent of the vote, plus one) of the voting members present.

Section – C *Term of Office* – The term of office shall commence on the first day of the calendar year following the election and shall terminate on the last day of that calendar year. Officers are eligible to succeed themselves provided no person holds the same office for more than three (3) consecutive terms. One calendar year must pass after an officer serves three (3) consecutive terms before re-election to the same office is permitted.

Section – D *Duties and Responsibilities*

(1) Chair: The Chair shall convene and preside at meetings; be the principle COAD representative and spokesperson; form ad hoc committees and assign committee leadership; delegate tasks; provide overall leadership and other administrative duties as necessary.

(2) Vice-Chair: The Vice-Chair will assume the duties of the Chair in his or her absence.

(3) Secretary: The Secretary shall record minutes from each meeting, maintain them as public documents and present them for approval by the Black Hawk County COAD. The minutes are to be sent to all Black Hawk County COAD members prior to the next meeting. The date, time, and place of the next meeting shall be included. He or she shall serve as the chairperson in the absence of the Chair and the Vice-Chair.

(4) Treasurer: The treasurer shall make a financial report to the membership at each regular meeting. The treasurer will ensure that adequate records are kept of all receipts and disbursements of funds designated for each disaster. The treasurer shall make available all financial records for review. Minutes shall be maintained to verify deposits and expenditures for audit.

Section – E *Resignation* – An Officer may resign from his or her position by submitting a written Resignation Letter to either the Chair or the Secretary. In the event of the resignation of the Chair, the Vice-Chair shall assume the duties of the Chair. Other Officer vacancies shall be filled by appointment by the Chair (in consultation with the Executive Committee); Officers so appointed shall serve until the end of the term for which appointed.

Section – F *Nominations* – The Chair shall appoint a nominating committee at least two months prior to the meeting at which new officers will be elected. The nominating committee will identify a slate of Officers for potential COAD positions; individuals desiring to be a candidate for any office may submit their name to any currently serving Officer, or to the nominating committee. The nominating committee shall serve until immediately following the election for which their nominees are considered.

Article – VI: Function during Disasters

Section – A The Black Hawk County COAD will be activated at the request of the Emergency Management Agency by contacting the COAD Chairperson or any member of the Executive Committee. In the event the Black Hawk County EOC is opened the COAD will have a liaison or liaisons representing the COAD at the EOC.

Section – B The Black Hawk County COAD will carry out the organization's activities and tasks as described in the Essential Support Functions of the Black Hawk County Multi Hazard Plan. s exhibited in coordination with assignments from the Black Hawk County Emergency Management Agency; or duties and tasking, as assigned.

Article – VII: Committees

Section – A *Executive Committee*

(1) General – The membership of the Executive Committee shall consist of the COAD Chair, Vice-Chair, Secretary and the Treasurer, and the Chairs of all standing committees.

(2) Purpose – The purpose of the Executive Committee is to expedite the order of business at the regular membership meetings by considering and referring appropriate matters of business to the full membership for consideration and action. In an emergency, the Executive Committee may make and act upon, decisions affecting the entire organization; decisions so made, shall be presented to the membership at the next regular or ‘special’ meeting, for approval.

Section – B *Committees*

(1) Communications Committee – the purpose if this committee is to:

- Maintain current list of names and phone numbers of all COAD members and key community disaster response organizations.
- Twenty-four (24) hour contact information for the COAD Executive Committee will be maintained and provided to the Black Hawk County Emergency Management office.
- Identify a key contact point and phone number with local Emergency Management for communications between the COAD and EOC.
- Set up your COAD disaster communications center. Make certain that there are an adequate number of phone lines available.
- Make contact with your key counterpart at the EOC and provide the key information of your phone numbers, response activities contemplated, etc.
- Create and maintain a phone number list of key disaster response persons and organizations. Post these in a visible place in the COAD EOC and make paper copies for people to carry with them.
- The Chairperson or designee will participate in the Joint Information Center as the Public Information Officer (PIO).
- All communications with the media must be approved by the COAD Executive Committee prior to release.

(2) Volunteer Coordination Committee - the purpose of this committee is to execute the Volunteer Center Reception Plan in coordination with the Volunteer Center of Cedar Valley and the Black Hawk County Emergency Management Agency.

(3) Resource Management Committee – the purpose of this committee is to provide oversight and coordination of “spontaneous donations”:

- Coordination of local and outside donations.

- Distribution plan.
- Coordinate donations with local, state, and national agencies and corporations.
- Communicate with Disaster Personnel as to location of
 - Shelters
 - Feeding Sites
 - Clothing distribution sites

(4) Long Term Recovery Committee – the purpose of this committee will be to provide leadership in the recovery phase of the disaster for people with unmet needs as a result of the disaster.

- The COAD Executive Committee shall activate the Long-Term Recovery Committee in accordance with the Black Hawk County Long Term Recovery Committee Policy and Procedures

Other standing committees may be established by the Executive Committee to meet the needs of the organization. Ad hoc Membership and Audit Committees are established herein. The Chair may appoint additional ad hoc committees to accomplish specific tasks of the organization, as needed. Sub-committees may be appointed at the discretion of the Chair.

Article – VIII: Budget and Finances

Section – A Black Hawk County COAD is neither a fund raising nor disbursing organization.

Section – B Any Black Hawk County COAD funds collected can be dispersed with the approval of the Executive Committee. Pre-approval is required.

Section – C The Black Hawk County COAD shall require the signatures of two (2) separate Executive Committee members on all disbursement orders issued by the COAD.

Section – D Donations to the Black Hawk County COAD will be accepted as tax deductible under Cedar Valley United Way, they are a 501© 3 charitable organization.

Section – E In the event of the dissolution of the Black Hawk County COAD, any remaining funds shall be carried over to the next disaster.

Article – IX: Amendments – Ratification of Bylaws

Section – A These bylaws, and any proposed changes, shall become effective immediately upon ratification by a majority vote (two-thirds) of the eligible voting membership in attendance at the Annual Meeting at which by-law change is an item on the agenda.

Section – B Proposed amendments must be distributed by e-mail or mail, not less than two (2) weeks prior to the annual meeting of the membership at which the amendments will be considered.

Section – C Proposed bylaws MAY be amended from the floor.

Black Hawk County Community Organizations Active in Disasters (COAD)