

**THE BYLAWS  
OF  
CONNECTICUT CITIZEN CORPS STATEWIDE ADVISORY  
COUNCIL/  
AN ESF-5 VOLUNTEER MANAGEMENT WORKING GROUP  
OF THE  
DEMHS STATE-WIDE EMERGENCY MANAGEMENT AND  
HOMELAND SECURITY ADVISORY COUNCIL  
*July 16, 2015***

**ARTICLE I  
NAME & PURPOSE**

**1.1 Name, Authority and Purpose.** The name of this CC Council of the DEMHS State-wide Emergency Management and Homeland Security Advisory Council (Advisory Council) shall be the Connecticut Citizen Corps Statewide Advisory Council (CC Council.) The CC Council shall be an ESF-5 volunteer management working group of the Advisory Council. The CC Council's authority derives from various state and federal statutes, including but not limited to: Connecticut General Statutes Titles 28 and 29, including Conn. Gen. Stat. §§28-1b(4) and 28-1a(c)(2) and other provisions dealing with the Division of Emergency Management and Homeland Security (DEMHS) of the Department of Emergency Services and Public Protection (DESPP). Its primary purpose is to make recommendations to the Advisory Council and the Deputy Commissioner of DESPP/DEMHS with regard to the implementation of statewide strategic planning for the Connecticut Citizen Corps Program, created pursuant to Presidential Executive Order 13254 of January 29, 2002, which established USA Freedom Corps, the umbrella program of Citizen Corps. Such CC Council recommendations may include but not be limited to the following:

- Assessment of current resources.
- Development of guidance on allocations, including recommendations on deliverables for authorized local/regional Citizen Corps Councils.
- Development of project funding recommendations to DESPP/DEMHS.
- Recruitment of first responders for the various Connecticut Citizen Corps Programs.
- Training instructors for delivery of various programs.
- Development and implementation of public education and specialized programs such as public health, animal rescue efforts and special needs citizens.
- Encouragement of collaboration among first responders, emergency management community stakeholders, volunteer groups and others.
- Encouragement of support and implementation of local emergency response teams and regional administration of all programs.
- Establishment and/or amendment of administrative procedures of the CC Council.

For purposes of these bylaws, if the position of Deputy Commissioner of DESPP/DEMHS is vacant, then all references to the Deputy Commissioner, including all responsibilities of the Deputy Commissioner, shall be assumed by the State Director of Emergency Management within DESPP/DEMHS.

## **ARTICLE II MEMBERS**

For purposes of this Article, the term member, unless otherwise specified, refers to both voting and non-voting members.

**2.1 Number, Election and Qualification.** The CC Council shall have two classes of members-- voting members and non-voting members. The initial voting members will be selected and/or approved by the Deputy Commissioner of DESPP/DEMHS, in consultation with the agency or organization represented. New members may be added at annual, special, or regular meetings, subject to the approval of the Deputy Commissioner of DESPP/DEMHS. A voting member may send a designee to serve in his/her capacity at a meeting, provided that the member notifies the Co-chairs of the designation by email prior to the meeting.

**Voting Members.** Voting members shall consist of the following:

- One DEMHS Regional Coordinator selected by the DESPP/DEMHS Deputy Commissioner, who shall serve as Co-Chair.
- One local official with Community Emergency Response Team responsibilities selected by the DESPP/DEMHS Deputy Commissioner, who shall serve as Co-Chair and also represent the CC Council on the DEMHS Advisory Council.
- Two representatives from each DEMHS region, chosen annually by the region's Regional Emergency Planning Team (REPT), who are active in one or more Citizen Corps programs in that region. In consultation with the DEMHS Regional Coordinator from that region, one representative from each region may be a CERT leader or member.
- One representative from the Connecticut Emergency Management Association (CEMA).
- One representative active in the administration or operations of one or more Medical Reserve Corps teams in the state.
- The remaining four DEMHS Regional Coordinators.
- A DEMHS Planner from a regional office.
- The DESPP/DEMHS Citizen Corps Coordinator.

In voting on any issue, the individual must identify himself/herself and the agency which he or she represents. Voting members may not vote on issues involving their personal financial interests, or the financial interests of any of their immediate family members, as defined in Conn. Gen. Stat. §1-79.

**Non-Voting Members.** Non-voting members are all others interested in furthering the goals of Citizen Corps, and may include, but not be limited to, one representative from the Department of Public Health, and one representative each from the American Legion or other organizations associated with Citizen Corps.

**2.2 Tenure.** In general, each member shall hold membership from the date of acceptance until resignation, removal, or end of term.

**2.3 Power and Rights.** In addition to such powers and rights as are vested in them by law, or these bylaws, the members shall have such other powers and rights as the Deputy Commissioner of DESPP/DEMHS may determine.

**2.4 Suspension, Removal.** A representative may be suspended or removed by the Deputy Commissioner of DESPP/DEMHS for cause, after consultation with the agency represented. Failure to attend at least half of the CC Council meetings within a calendar year may be a specific cause for removal.

**2.5 Resignation.** A member may resign by delivering a written resignation to the Deputy Commissioner of DESPP/DEMHS, a Co-Chair of the CC Council or a meeting of the members.

**2.6 Regular Meetings.** Unless otherwise noticed, the regular meetings of the CC Council shall be held on the third Thursday of the month at a pre-determined location. Any change in location will be posted on the DESPP/DEMHS web site and announced to the CC Council members as soon as possible after the location change, but in any event, no less than 24 hours before the meeting. Each year, the CC Council will file a notice of its schedule of regular meetings with the Secretary of the State's Office.

In addition to notifying its members, the CC Council will provide a notice of its meetings, where practicable, at least one week prior to the meeting date, to any other person who has made a written request.

The CC Council will make available its agenda for each regular meeting at least 24 hours before the meeting to which it refers. New business not on the agenda may be considered and acted on only on a 2/3 vote of the members of the CC Council. The CC Council will also make its draft minutes of the previous meeting available at least 24 hours prior to the meeting at which said minutes are scheduled to be reviewed for approval.

Whenever possible, phone or video conference access to the meetings will be provided.

**2.7 Special Meetings.** Special meetings of the CC Council may be called up to 24 hours (excluding weekends, holidays, and days on which the Office of the Secretary of the

State is closed) before the time set for the meeting. A special meeting is called by filing with the Secretary of the State a notice stating the time, place and business to be transacted. No other business may be considered by the CC Council at a special meeting.

**2.8 Emergency Meetings.** An emergency meeting of the CC Council may be held without complying with the notice requirements in sections 2.6 and 2.7, provided that the CC Council files its minutes of the meeting, including the reason for the emergency, within 72 hours (excluding weekends and holidays) of the meeting with the Secretary of the State. The holding of any emergency meeting must be pre-approved by the Deputy Commissioner of DESPP/DEMHS.

**2.9 Call and Notice.**

A. Reasonable notice of the time and place of special meetings of the members shall be given to each member.

B. Except as otherwise expressly provided, it shall be reasonable and sufficient notice to a member to send notice by mail at least seven days (7) or by e-mail or facsimile at least seven days (7) before the meeting, addressed to such member at his or her usual or last known business address, or, to give notice to such member in person or by telephone at least seven days (7) before the meeting.

**2.10 Quorum.** At any meeting of the members, a Co-Chair and a minimum of seven (7) other voting members shall constitute a quorum.

**2.11 Action by Vote.** Each voting member shall have one vote. When a quorum is present at any meeting, a majority of the votes properly cast by voting members present shall decide any question, including election to any office, unless otherwise provided by law or these bylaws. The presiding Chair will cast a vote only in the case of a tie.

**ARTICLE III  
OFFICERS AND AGENTS**

**3.1 Number and qualification.** The officers of the CC Council shall be two Co-Chairs, selected by the Deputy Commissioner of DESPP/DEMHS, a Secretary, who shall be a DEMHS planner, and such other officers, if any, as the Deputy Commissioner of DESPP/DEMHS may determine. All officers must be voting members of the CC Council.

**3.2 Tenure.** Each officer shall each hold office until his or her successor, if any, is chosen or in each case until s/he resigns, is removed or becomes disqualified.

**3.3 Co-Chairs.** The Co-Chairs shall be the chief executive officers of the CC Council and shall have general charge and supervision of the operation of the CC Council. One or both of the Co-Chairs shall preside at all meetings of the CC Council.

**3.4 Suspension or Removal.** An officer may be removed at any time by the Deputy Commissioner of DESPP/DEMHS.

**3.5 Resignation.** An officer may resign by delivering his or her written resignation to the Deputy Commissioner of DESPP/DEMHS and shall be effective upon receipt (unless specified to be effective at some other time). Acceptance of the resignation shall not be necessary to make it effective unless it so states.

**3.6 Vacancies.** If any office of the CC Council becomes vacant, the Deputy Commissioner of DESPP/DEMHS shall appoint a new officer within fourteen days of the vacancy.

#### **ARTICLE IV STEERING COMMITTEE**

**4.1 Steering Committee Membership.** There shall be a Steering Committee of the CC Council, whose members are appointed by the Deputy Commissioner of DESPP/DEMHS. Members shall include: the two CC Council Co-Chairs; at least one DESPP fiscal/grants representative; the DESPP/DEMHS Citizen Corps Coordinator, and; at least two municipal representatives active in or familiar with the administration or operations of one or more Citizen Corps Program. The purpose of the Steering Committee is to provide support to the CC Council to accomplish its activities as outlined in Article I, above.

#### **ARTICLE V WORKING GROUPS**

**5.1 Working Groups; Ex-Officio Working Group Membership.** The CC Council may from time to time convene working groups, whose members shall be appointed by the co-Chairs, subject to the approval of the Deputy Commissioner of DESPP/DEMHS. The Co-Chairs shall be Ex-Officio members of all working groups. The purpose of a working group will be solely to advise and make recommendations to the CC Council. The Co-Chairs will assign topics to a working group at a meeting of the CC Council; the working group will research and discuss the topics and report back to the CC Council the results of its research. The Co-Chairs of the CC Council will appoint a Chair for each working group, who will preside at that working group's meetings and will report the status and nature of the working group's activities to the CC Council at each meeting of the CC Council.

**ARTICLE VI  
AMENDMENTS**

**6.1** These bylaws may be altered, amended or repealed in whole or in part solely by the Deputy Commissioner of DESPP/DEMHS, acting either: (1) after notice of the proposed change to the CC Council, or; (2) upon the recommendation of the two-thirds of the CC Council voting members present. Ten-day prior written notice of the intent to change these bylaws will be provided to all CC Council members.

**ARTICLE VII  
DISSOLUTION**

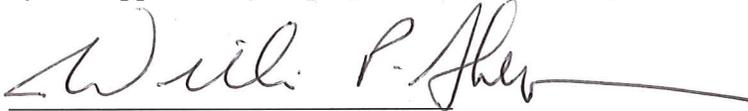
**7.1** This CC Council may be dissolved by the Deputy Commissioner of DESPP/DEMHS, in consultation with the CC Council and the Advisory Council.

**ARTICLE VIII  
RULES OF PROCEDURES**

**8.1** The conduct of CC Council meetings including without limitation, debate and voting, shall be governed by the most current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED.

*Bylaws recommended by CC Council for approval: July 16, 2015*

*Bylaws approved by Deputy Commissioner: July 16, 2015*



William P. Shea  
Deputy Commissioner  
Division of Emergency Management and Homeland Security  
Department of Emergency Services and Public Protection