



CHANDLER CERT COUNCIL BY-LAWS



Article I PROGRAM

Section 1.1 Name

The name of this organization is the Chandler **C**ommunity **E**mergency **R**esponse **T**eam (**CERT**) Council; hereinafter referred to as the "Council". This document sets forth the requirements for its operation.

Section 1.2 Principal Offices

The principal office of the Council shall be located at the Chandler Fire Department Headquarters: 221 E. Boston, Chandler AZ 85225 or other location designated by the Chandler Fire Department

Section 1.3 Contact

The Community Preparedness Program Coordinator or other City of Chandler Fire Department designee shall be the contact person for the CERT Council. He/she can be reached by telephone at the following numbers: 480-782-2120 or 480-782-2161.

Section 1.4 Tax Status

The Chandler CERT Council currently does not operate as a non-profit organization under section 501(c)(3) of the Internal Revenue Code.

Article II DURATION OF COUNCIL

The Council will exist with the support of the City of Chandler and/or the Chandler Fire Department as long as the Chandler CERT Program remains under the operational control of the Fire Department or as deemed necessary by the CERT Council.

Article III MISSION & PURPOSE OF COUNCIL

Section 3.1 Mission

The CERT Council shall provide direction and guidance to the Chandler CERT Program. This shall be accomplished by maintaining/fostering an infrastructure that is conducive to communication, feedback, and continual assessment of the direction of the CERT program and how it serves the City of Chandler.

Section 3.2 Purpose

The purpose of the Council is to assist the Chandler Fire Department in developing, maintaining, and sustaining the Chandler CERT Program. Further, the Council serves as a governing body that represents the members of Chandler's CERT program.

Article IV COUNCIL MEMBERS

Section 4.1 Organizational Structure

The Council will consist of up to nine (9) regular voting members; (1) council member at large non-voting member; and up to two (2) "ex-officio" non-voting members. Council members, except for ex-officio members, must be graduates of the Chandler CERT program or recognized CERT program in good standing. Council members shall be current active members of the Chandler CERT program as follows:

Officers of the Executive Board (Voting members)

1. President (*non voting member with the exception of voting to break tie*)
2. President Elect
3. Past President
4. Secretary



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Standing Committee Chairs (Voting members)

5. Administrative
6. Communications
7. Field Operations
8. Recruitment/Retention
9. Training

Council Members at Large (Non-voting member)

10. Council Member-At-Large I

Ex-officio Members (Non-voting members)

11. Chandler Fire Department - Community Preparedness Program Coordinator
12. Chandler Fire Department - Battalion Chief

Section 4.2 Eligibility for Council Members

Officers are expected to be or achieve a Type 4 or higher level in the Chandler CERT program within the calendar year of their election to the Council. Type 4 or higher level must be maintained during their term as a CERT Council Officer. Officers are encouraged to continue their development to Type 3, 2 or 1.

Committee Chairs are required to be, or achieve, a Type 5 or higher level in the Chandler CERT program within the calendar year of their selection to the Council. Type 5 or higher level will be maintained during their term on the CERT Council. Members are encouraged to continue their development to Type 4, 3, 2, or 1.

Member-At-Large is required to be, or achieve, a Type 5 or higher level in the Chandler CERT program within the calendar year of their selection to the Council. Type 5 or higher level will be maintained during their term on the CERT Council. Members are encouraged to continue their development to Type 4, 3, 2, or 1.

Ex-officio Members are employees of the City of Chandler and are designated by the Chandler Fire Department.

Section 4.3 Attendance Policy

Council members are expected to attend all regularly scheduled meetings. A Council member who misses more than two (2) meetings within a calendar year may be subject to removal from the Council. After a member misses three meetings, one or more officers of the Executive Board can evaluate the attendance policy issue. Special consideration will be given within reason. The President, or Community Preparedness Program Coordinator or Battalion Chief can select alternate Council members to address the issue if one or more members of the Executive Board are not available. The Executive Board will evaluate the impact of the member's absenteeism by assessing whether the goals and requirements of the Council are being achieved within the expected time frames. If the person is not meeting the needs, the Executive Board can consider replacing the person in the position affected.

In cases of breaches to the attendance policy, the Community Preparedness Program Coordinator of the Chandler Fire Department will be informed and a removal meeting will be requested. Upon approval by the Community Preparedness Program Coordinator, a removal meeting will be held with the affected member, Officers and Community Preparedness Program Coordinator.

When it is necessary for a member to miss a Council meeting, the member is highly encouraged to send an alternate to the meeting who can provide project updates, etc. to the Council. Also, the member is expected to notify the Council Secretary, President, President Elect, or the Community Preparedness Program Coordinator if he/she is unable to attend a meeting as soon as possible and inform him/her who will be attending the meeting in his/her place.

Note: This policy does not apply to City of Chandler Fire Department personnel. Such personnel will follow policies and procedures set forth by the City of Chandler.



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Section 4.4 Job Descriptions for Council Members

Job Descriptions for Council members are outlined in the Chandler CERT Council Manual and on the Chandler CERT website (when available). The Community Preparedness Program Coordinator will maintain and update all job descriptions as needed. Also, all signed copies of the Council members and officers' job descriptions will be held at the office of the Community Preparedness Program Coordinator or other Chandler Fire Department designee located at the Chandler Fire Department.

Section 4.5 Change of Position

If a member determines that the elected position is no longer a good fit for him/her, the person may resign or request to be considered for another position on the Council. At least one other person must be willing to trade positions with this person. The Council President must approve or disapprove this change prior to its implementation.

Section 4.6 Volunteer Hours

Council members will be informed and should agree that they will likely need to work a minimum of five volunteer hours per week to execute the duties of a Council position. Council members are required to track their volunteer service and training hours in Sharepoint or other tracking system as designated by the Chandler Fire Department and CERT Council President. Contact the Community Preparedness Program Coordinator for more information or current policy and procedure.

Section 4.7 Volunteer Orientation

After accepting a position on the Chandler CERT Council, Council members and officers are required to attend a Chandler Fire Department, volunteer orientation, within **60** calendar days. Contact the Community Preparedness Program Coordinator for scheduling information.

Section 4.8 Selection of Council Members and Officers

Any Chandler CERT member may apply for Council membership. Written applications and optional resume shall be submitted to the Council for consideration by January 31 of the current year.

- The President, with approval of the Executive Board, shall select 2 to 3 Council members, preferably not all officers, for the Nominations Committee.
- The Nominations Committee shall conduct interviews during the month of February. The Community Preparedness Program Coordinator and/or other Chandler Fire Department designee must be present at the interviews. The recommendations for selection will be presented at the March meeting.
- Council members vote on the recommended candidates during the CERT Council meeting in March.
- The Chandler Fire Department must approve or disapprove the selection no later than 5 business days after the voting process is completed and notify the outgoing President of the approved names. However, the Chandler Fire Department may only "deny" the Council's recommendations when they are not in the best interest of the Chandler CERT Program, Council or City of Chandler or Chandler Fire Department.
- The outgoing President will notify the newly selected Council members. New members will be notified by the telephone and email or U.S. mail as soon as reasonably possible.
 - a. He/she will coordinate with the Communications Chair, to send a welcome announcement to inform the general membership of new Council members in the next bulletin or newsletter as appropriate.
- Newly elected members will begin their terms no later than the April monthly Council meeting.

Officers

Three year term - 1st year President-Elect, 2nd year President, and 3rd year Past President. These officers will be selected as follows:

Every Year: President-Elect



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Two year term - will be selected as follows:
Elected in Even Numbered Year: Secretary

Committee Chairs

Two year term - will be selected as follows:
Elected in Even Numbered Year: Administrative Chair, Field Operations Chair and Recruitment/Retention Chair
Elected in Odd Numbered Year: Communications Chair and Training Chair

Council Members at Large

One Year Term – will be selected as follows:
Every Year: Member-at-Large

Section 4.9 Resignations and Vacancies

Any Council member may resign by giving written notice to the Council President. The resignation shall be effective at the next regular meeting of the Council.

The President may reopen the application process, if deemed necessary, to fill the vacant position(s). The term of the selected member shall be the same as that of the resigned member.

Section 4.10 Ethical Principles

The Council shall carry out its duties with integrity, truthfulness, honesty, and fortitude. Breaches in proper conduct may be determined by a 2/3 vote of the Council and shall result in disciplinary action up to, and including, dismissal from the Council.

Section 4.11 Removal Meeting

A removal meeting shall be held when sufficient cause exists to believe it may be necessary to remove a member a Council member or officer from the Council. This meeting shall be considered a **special meeting**, and may be called by any Council member with approval by the Community Preparedness Program Coordinator or Chandler Fire Department designee and Council President. Removal of any Council member or officer shall require a 2/3 vote of the Council. The Council shall adopt such rules for the meeting as it may deem necessary to protect the best interests of the organization, and its members.

The City of Chandler and the Chandler Fire Department retain the right to remove any CERT Council member or officer for due cause.

Article V OFFICERS

Section 5.1 Officers of the Executive Board shall be:

- President
- President-Elect
- Past President
- Secretary

Section 5.2 Duties

Duties of the Council Officers are described in the job descriptions developed, updated and maintained by the Community Preparedness Program Coordinator or the Chandler Fire Department designee. The job descriptions of Council Officers are outlined in the Chandler CERT Council Manual, on the Chandler CERT website (when available), and the Chandler Fire Department.



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Section 5.3 Terms of Office **Officers of the Executive Board**

Officers of the Executive Board are also described in Article VII. A three-year term commitment to the Council is expected from a member upon his/her acceptance of the **President, President-Elect, and Past President**. These positions rotate as follows:

Upon election, the President Elect becomes the President for a term of one year.
That year, the President automatically becomes the Past President for a term of one year.
That year, the Past- President becomes an advisor and mentor to the President for a term of one year.

Once the person has served as his/her three-year commitment, as President-Elect, President, and Past President, he/she may hold only one other position and one term on the Executive Board in succession, if elected. This position could be as Secretary. Note: If he/she desires to be elected for another position on the Executive Board after he/she has had at least a one year break in service on the Executive Board, he/she may do so, if elected.

Additional Officers of the Executive Board are the **Secretary**. A two-year term commitment to the Council is expected upon accepting the Secretary. They may not serve more than one (2) consecutive terms/ and two (2) consecutive positions as an officer.

Committee Chair of the Council **Standing Committee Chairs, excluding Vice Chairs**

Standing Committees are also described in Section 4.1, Organizational Structure and Article VIII, Section 8.1. Elected Chairs are expected to serve for a two year-term on the Council. Chairs may serve no more than two consecutive terms in a row for the same position.

Council Members-At Large

Council Members-At-Large positions are also described in Section 4.1, Organization Structure and Article IX, Section 9.1. Elected Council Members-At-Large serve office for a one year-term on the Council. They may serve no more than one term as Council Member-At-Large.

Section 5.4 Nominations and Elections

Any nominee to a Council Officer position shall have been a member of the Chandler CERT Council preferably for not less than the last six (6) months or at some time in the past.

The officers shall be nominated from within the Council membership, and the positions shall be filled by a 50% plus one majority vote of the Council.

If any officer vacates the position, the Executive Board shall name a replacement for the position to serve for the balance of the incomplete term.

Article VI MEETINGS

Section 6.1 Regular meetings

The Council will establish a standing monthly meeting date and time. It shall meet once a month at the principal office on record, unless determined otherwise by the Executive Board or Chandler Fire Department. All members will be notified via the communications process established by the Board. When reasonably possible, all changes to the standing meeting date or time shall be published and announced no later than 48 hours prior to the date of the regularly scheduled meeting.

The Secretary will take minutes. All minutes will be posted prior to the next scheduled meeting on the website (when available) and Sharepoint or appropriate avenue as determined by the Council President.



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Any CERT member may attend a Council meeting. However, if a member wishes to address the Council, it is highly recommended that the member(s) inform the CERT Council President or the Community Preparedness Program Coordinator within 24 hours of the meeting date. The President then will add the item to the next meeting's agenda and allot up to fifteen minutes on the agenda for the CERT member to present his/her points of view.

If the CERT member is unable to present his/her agenda item in advance to the Council President or Community Preparedness Program Coordinator, he/he will still be allowed to speak. However, the presentation will be limited to five minutes.

Section 6.2 General Town Hall meetings

The Community Preparedness Program Coordinator or Chandler Fire Department designee will hold "town hall" style meetings once a quarter to afford all of the Chandler CERT members a chance to voice their issues, concerns, and/or recommendations for the Chandler CERT Program.

All members will be notified via the communications process email and/or U.S. mail and as appropriate. When reasonably possible, all changes to the standing meeting date or time shall be published and announced no later than 48 hours prior to the date of the regularly scheduled meeting.

The CERT Council Secretary will take minutes. All minutes will be posted prior to the next scheduled meeting on the website (when available) and Sharepoint or appropriate avenue as determined by the Chandler Fire Department.

Section 6.3 Special Meetings

Special Meetings may be called at the discretion of the Executive Board. All CERT members may request as special meeting with or call to the Council, Executive Board, and/or the Community Preparedness Program Coordinator as desired. All special meetings may be held with the members addressed, as appropriate.

Section 6.4 Bi annual Council Assessment meetings

The Council, under the leadership of the President, will conduct a bi-annual assessment on how well the Council is performing and achieving its overall mission, strategies, and goals. The President will continually monitor the Council's performance and determine each review date as appropriate.

Section 6.5 Quorum

The presence of greater than 50% that is defined as a minimum of five voting members shall constitute a quorum and shall be necessary to conduct business. If a quorum is not present, meeting items/actions shall be postponed until the next regular meeting.

Section 6.6 Voting

For general business, greater than 50% that is defined as a minimum of five voting members present shall suffice. Each voting member shall have one vote. A member may not vote by proxy. All Officers are regular voting members, except the President who shall only vote to break a tie.

Article VII EXECUTIVE BOARD

Section 7.1 Officers and Ex-officio Members

The Executive Board is comprised of the Officers, Chandler Preparedness Program Coordinator (ex-officio), and Chandler Fire Department Battalion Chief (ex-officio).

Section 7.2 Duties of Executive Board

The Executive Board positions are described in the job descriptions developed, updated and maintained by the Community Preparedness Program Coordinator or the Chandler Fire Department designee. The job descriptions of Council Officers are outlined in the Chandler CERT Council Manual on the Chandler CERT website (when available), and the Chandler Fire Department.



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Section 7.3 Powers of Executive Board

The Executive Board shall manage the affairs of the Council. The Council has limited authority that is subject to the approval of the Community Preparedness Program Coordinator or a Chandler Fire Department designee. The Executive Board must ensure that the Community Preparedness Program Coordinator or Chandler Fire Department designee is kept informed of significant actions that impact the Council and the Chandler Fire Department.

Section 7.4 Executive Board Meetings

The Executive Board shall meet quarterly unless determined otherwise by the Council President or the Community Preparedness Program Coordinator. When reasonably possible, all changes to the standing meeting date or time shall be announced, as appropriate, no later than 48 hours prior to the date of the regularly scheduled meeting. The Secretary will take and archive minutes as appropriate.

Section 7.5 Quorum

The presence of greater than 50% that is defined as a minimum of three voting members shall constitute a quorum and shall be necessary to conduct business. If a quorum is not present, meeting items/actions shall be postponed until the next regular meeting.

Section 7.6 Voting

For general business, a 50% plus one vote of the members present shall suffice. Each voting member shall have one vote. A member may not vote by proxy. All Officers are regular voting members, except the President who shall only vote to break a tie.

Article VIII Standing Committees and Committee Chairs

Section 8.1 Standing Committees

The Council shall establish permanent committees, as deemed necessary, and maintain appropriate records of such, for example: Chair, Vice Chair(s), members, meeting minutes, correspondence, contact information, plans, actions, etc.

The term of a Committee Chair shall be for a term of two (2) years, unless terminated sooner by action of the Executive Board. Committee Chairs will be members of the CERT Council as outlined in Articles IV. Committees may be added, as needed, for future purposes. The Committee Chair shall appoint committee members.

The committees shall be made up of at least one voting Council member (Committee Chair), Committee Vice-chair, and committee members. It is encouraged that there be no less than five active members on each permanent committee.

Duties/Job Descriptions of committees are outlined in the Chandler CERT Council Manual and on the Chandler CERT website (when available). Also, copies are available at the Community Preparedness Program Coordinators office located at the Chandler Fire Department.

Section 8.2 Special Committees

Special (Ad Hoc) committees may be formed to address temporary or special needs of the organization. These committees shall be formed at the direction of the Council President. However, at least one Executive Board member must be appointed to the Committee.



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Section 8.3 Duties of Committees

Duties of the Council Committees are described in the job descriptions developed, updated and maintained by the Community Preparedness Program Coordinator or the Chandler Fire Department designee. The job descriptions of Council Officers are outlined in the Chandler CERT Council Manual on the Chandler CERT website (when available), and the Chandler Fire Department.

Article IX COUNCIL MEMBER-AT-LARGE

Section 9.1 Member-At-Large

The Council shall establish one Council Member-At-Large position designed for CERT members who are new to the Council. The Council Member-At-Large position supports the Council by performing a variety of activities that enhance the overall operations of the Council. Under the direction of the Council President, the Member-At-Large will be trained to, hopefully, fulfill future leadership roles on the Council. Council Member-At-Large will be required to follow the election process as outlined in this document. The Member-at-Large monitors and guides the Council as a member representing the general CERT membership by presenting non-partisan perspectives to the Council. Refer to Article IV for terms of office.

Section 9.2

Duties of the Council Member-At-Large position are described in the job descriptions developed, updated and maintained by the Community Preparedness Program Coordinator or the Chandler Fire Department designee. The job descriptions of Council Officers are outlined in the Chandler CERT Council Manual on the Chandler CERT website (when available), and the Chandler Fire Department.

Article X DUES

The Chandler CERT Council will not collect membership dues from its members.

Article XI PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall be followed.

Article XII REVISIONS AND ADMENDMENTS TO BYLAWS

All changes to these By-Laws shall be made as per Robert's Rules of Order, Newly Revised. A two-thirds (2/3) vote of the Council shall be necessary to approve any changes. City of Chandler and the Chandler Fire Department as the sponsoring agency, retain the responsibility for approval before changes can become effective, and the right to modify or change these by-laws at any time.

Members will be provided opportunities to view bylaws and revisions via the Chandler CERT website (when available) and/or Sharepoint and other means as determined by the Chandler Fire Department. Also, this information will be available at the Chandler Fire Department and may be view by request. Where to obtain the bylaws and the revisions will be announced in the Chandler CERT newsletters and/or bulletins or other avenue as appropriate.

Revision & Amendment History

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| Originally adopted | 3/16/2005 |
| Revised and adopted | 3/19/2008 |