

Southeast Region All-Hazards Board

Bylaws

Revised & Adopted: April 12th, 2016



The purpose of the Southeast Region All Hazards Board shall be to carry out the intent and purpose of the State Homeland Security Program and other board tasks, which involve the first responders of the six counties. Serve as an emergency planning board for suggestions, ideas, and formulation of proposals concerning the six counties in the southeast region. The Board shall also direct duties, tasks and other functions as assigned to the Office of Homeland Security Coordinator for the southeast region.

**Southeast Region All Hazards Board
BYLAWS**

**ARTICLE I
NAME AND PRINCIPAL OFFICE**

Section 1. Name. The name of the entity shall be the **Southeast Region All Hazards Board**, hereinafter referred to as the **“Board.”**

Section 2. Principal Address. The Principal Office of the organization shall be the Baca County Court House, 741 Main St., Springfield, Colorado. The mailing address is: 741 Main St. Suite 1, Springfield, CO 81073.

**ARTICLE II MISSION
STATEMENT**

The Southeast Region will continue to support statewide terrorism and all hazards preparedness while reducing vulnerabilities to all hazards incidents. The Southeast Region will accomplish this by building capacities, and developing comprehensive preparedness strategies in partnership with other government agencies and the private sector.

VISION

Southeast Region citizens and critical infrastructure will be served by the appropriate levels of preparedness measures with respect to any real or potential terrorist act. This will be accomplished through a unified homeland security structure that will protect against today's threats and meet the unknown threats of the future.

FOCUS

Southeast Region's security strategy provides the foundation for meeting the State's vision by focusing on the following three key areas of terrorism preparedness:

- Prevention – identify and protect critical infrastructure assets while improving the ability of state and local agencies to gather, analyze, and share information about terrorist activity.
- Response – identify and close existing gaps in basic emergency response capabilities as well as ensure effective coordination of emergency response to CBRNE and cyber-terrorist attacks.
- Recovery – put plans and resources in place to enable an effective recovery from a terrorist attack for both public and private entities.

**Southeast Region All Hazards Board
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PURPOSE

The purpose of the Southeast Region All Hazards Board shall be as follows:

1. Carry out the intent and purpose of the State Homeland Security Program and other Board tasks, which involve the first responders of the six counties of Baca, Bent, Crowley, Kiowa, Otero, and Prowers.
2. Serve as an emergency planning Board for suggestions, ideas, and formulation of proposals concerning the six counties in the southeast region.
3. Direct the duties, tasks and other functions as assigned to the Office of Homeland Security (OHS) Coordinator for the southeast region.

**ARTICLE III COORDINATION
AND DUTIES**

Section 1. Coordination. To coordinate the Southeast Region’s Public Safety Planning of first responders and secondary agencies.

Section 2. Duties. The duties of the Board shall include:

- a. Establish procedures for obtaining grants involving first responders of the Southeast Region.
- b. Recommend guidelines to the various agencies and counties that will help coordinate Southeast Region activities.

**ARTICLE IV
CALENDAR YEAR**

The fiscal year of the Board shall coincide with the Calendar year, January 1 to December 31.

**ARTICLE V
BOARD MEMBERS**

Section 1. Participating Entities. The participating entities on the Board are Baca, Bent, Crowley, Kiowa, Otero, and Prowers Counties.

Section 2. Board Members. The Board shall be comprised of one representative from each Participating Entity. These members shall be designated as the “Board Members”.

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Section 3. Alternate Board Member. Alternate Board Members may be appointed by the Participating Entity. Said alternate shall have the authority to act on behalf of and in absence of the Board member. In the event that both the Board Member and the alternate Board member are unavailable, a proxy may be identified.

Section 4. Non-Voting Members. Non-Voting members to the Southeast Region All Hazards Board may be invited by the Board to participate in the process from law enforcement, emergency medical services, emergency management, fire services, hazardous materials, public works, governmental administration, public safety communications, health care, public health, transportation, private industry or any other organization deemed to have resources, expertise, or capabilities relevant to enhancing the area preparedness.

Section 5. Term. A Board member will maintain his/her position as a Board member, once appointed by their Participating Entity, until the appointment is terminated or changed by that jurisdiction.

Section 6. Meetings. The Board shall hold at least one (1) regular meeting every month unless sooner convened by the Chair, Vice-chair or any five (5) members. Meetings shall be at the time and place as called by the Chair, Vice-chair or any five (5) members upon five (5) days written notice unless such notice is waived by all members. Notices shall state time and place of the meeting but need not state purpose. Four (4) Voting Board members present shall constitute a quorum. Any vote by a majority of the quorum shall be the act of all the Board members. All meetings shall comply with the "Colorado Sunshine Act of 1972" and amendments thereto so long as it or derivative legislation remains in effect. Chair will notify the Press from each county.

Section 7. Procedures. Agendas for the regular meetings will be prepared and distributed to the Board prior to each meeting whenever possible.

Section 8. Committees. The Board may appoint committees to study and report on any matter of concern, to draft proposed policies, or to develop and propose any position, or for any other purpose. The Board shall appoint committee chairs. Any report or proposed position developed by any committee shall be presented to the Board for its approval at any regular or special meeting. Committees are responsible for providing updates directly to the Board or the OHS Coordinator after each meeting and/or activity.

Section 9. Restrictions on Board Powers. The Board can only expend Governor's Office of Homeland Security funds, and cannot bind the member entities to expend funds absent specific authorization from the member entity.

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**ARTICLE VI
OFFICERS**

Section 1. Number and Type. Officers of the Board shall initially consist of a Chair, Vice Chair, and a Secretary/Recorder.

Section 2. Term. Officers shall serve for one year, and shall be eligible to serve consecutive terms.

Section 3. Selection. Selection of officers shall be made by the Board at the regular meeting before the first of the year. Officers shall be elected by a majority vote of the Board

Section 4. Vacancies. Officer vacancies due to termination or resignation shall be filled by a majority vote of the Board present; the newly elected officer shall serve in that office only the remainder of the term, but shall be eligible to run for a full term in said office.

Section 5. Duties. Duties of the officers shall be as follows:

1. The Chair shall preside at all meetings of the Board. The Chair shall perform other duties designated by the Board. The Chair shall prepare agendas and notices and answering correspondence as directed. The Chair shall serve as the official spokesperson for the Board.

2. The Vice-chair shall perform such duties as the Chair and/or the Board may designate. In the absence of the Chair, the Vice-chair shall perform his/her duties.

3. The Secretary/Recorder shall be responsible for maintaining the minutes of all meetings, maintain all official records of the Board.

**ARTICLE VII
AMENDMENTS**

Section 1. Board members shall be given five (5) days written notice prior to any vote amending these Bylaws.

Section 2. Amendments to these Bylaws shall take effect when they have been approved by no less than two-thirds of the Board members present at meeting of which notice was properly given.

ADOPTED by the Southeastern Region all Hazard Board this 12th day of April, 2016.

Board Chair
Danny Chavez, Otero County EM

Secretary
Teresa Witte, Kiowa County EM