

BY-LAWS

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

ACTION COMMITTEE (CERTAC)

CITRUS COUNTY, FLORIDA

A. GENERAL

These BY-LAWS supersede all previous editions and revisions of the BY-LAWS for the Citrus County CERTAC. Future changes to these BY-LAWS may only be authorized by the CERTAC Board of Directors.

1. These BY-LAWS become **effective on the date of the CERTAC Board meeting in which they are adopted**, as reflected by the date on the last page of this document. Any change to these BY-LAWS, no matter how minor, will result in a complete revision of the BY-LAWS and annotation of the new date. “Pen & ink” changes, separate-sheet changes, etc., are not permitted.
2. The CERT Action Committee’s Board meetings will be conducted in accordance with Roberts’ Rules of Order for voluntary associations. Exception(s) to this policy will be approved by majority of the CERTAC Board of Directors and annotated within the official minutes of that meeting. Those minutes will be made a permanent attachment to the approved BY-LAWS.
3. The CERTAC Board of Directors is hereby identified throughout this document as the “CERTAC Board.”
4. The Deputy Director, Emergency Management Section, Citrus County Sheriff’s Office, is hereby identified throughout this document as the “Sheriff’s Advisor.”
5. Each CERTAC Board of Directors member will be given a copy of the latest BY-LAWS. The CERTAC Secretary will annotate the date the CERTAC Board member was provided his/her copy of the BY-LAWS.

B. ARTICLE I — PURPOSE OF EXISTENCE

1. The CERTAC exists to provide the citizens of Citrus County with:
 - a. Education and Training to be better prepared to take care of themselves, their family, friends, and neighbors in the event of an emergency or disaster.
 - b. Disaster relief and emergency assistance in response to natural and civil disasters and other unforeseen emergencies/disasters, until such time as trained emergency responders can arrive.
2. The CERTAC is sanctioned by the Citrus County Sheriff’s Office, Emergency Management Section.
3. Citrus County is divided into four (4) separate “Quadrants,” each of which individually directs CERT operations, training and activities within their respective quadrants.
 - a. One Quadrant Coordinator will be initially appointed by the CERTAC Board for each quadrant or may be appointed whenever the CERTAC Board deems that special circumstances exist that necessitate CERTAC Board intervention into quadrant business. After the initial appointment of a Quadrant Coordinator by the CERTAC Board, these individuals are subsequently elected within their respective quadrants, in accordance with Article IV below.
 - b. Quadrant Coordinators will follow the guidance and parameters delineated within these BY-LAWS to develop BY-LAWS for their respective quadrants and pursue the mission and goals of the CERTAC.
 - c. Quadrant Coordinators are CERTAC Board members and will attend CERTAC Board meetings and convey the activities of the CERTAC to their respective quadrants at the next available quadrant meeting.

C. ARTICLE II — PERIOD OF EXISTENCE

The period of existence of the CERTAC is perpetual.

D. ARTICLE III — CERTAC BOARD OF DIRECTORS

1. Manage the Affairs of the CERTAC: The CERTAC's Board of Directors shall manage the affairs of the Citrus County CERT in partnership with the Sheriff's Advisor to the CERTAC.
2. Sheriff's Advisor to the CERTAC Board: The Deputy Director, Emergency Management Section, Citrus County Sheriff's Office, serves as an Advisor to the CERTAC Board. Whenever unavailable for participation, he/she may appoint an alternate Advisor at his/her discretion. The Sheriff's Advisor does not vote on CERTAC Board recommendations generally; however, he/she will vote whenever necessary to break any tie in a CERTAC Board vote. Notwithstanding, the Sheriff's Advisor is a valued member of the CERTAC Board and provides guidance, assistance and knowledge to the CERTAC Board. The Sheriff's Advisor reserves the right to veto any CERTAC Board action, whenever a conflict arises with the action and Citrus County Sheriff's Office policies and procedures. The Sheriff's Advisor will explain the rationale for the veto at the earliest possible time – either at the CERTAC Board meeting that the veto occurs in, or the next CERTAC Board meeting, at the latest.
3. Restriction on the Number of CERTAC Board Directors: There shall be a minimum number of five (5) and a maximum of eleven (11) Directors on the CERTAC Board.
4. Elected Versus Appointed CERTAC Board Positions: The following CERTAC Board Directors are elected positions: Chairperson, Vice Chairperson, and Secretary. The remaining CERTAC Board Directors are appointed by majority vote of the CERTAC Board. *See Article IV regarding specific Election and Appointment requirements. See Article B3a above regarding Initial and Subsequent appointment of Quadrant Coordinators.*
6. Position Descriptions: A specific Position Description (PD) will be developed for each Elected CERTAC Board Director. One "generic" PD will be developed for the remaining Appointed positions.
 - a. Each PD will be individually signed and dated by the pertinent CERTAC incumbent.
 - b. A copy of the PD must be presented to each CERTAC Board Director before they assume the position, and only after they were given sufficient time to review/read said PD. The CERTAC Secretary will file the last page of the PD which reflects the individual's signature.

7. Serving in More than One CERTAC Board Position Simultaneously: The Chairperson and Vice Chairperson Positions on the CERTAC Board must be occupied by separate individuals. Any other remaining position(s) may be combined, at the CERTAC Board's discretion, in accordance with these BY-LAWS.
8. Term of CERTAC Board Members: Individuals elected to the CERTAC Board of Directors shall serve for a period of two (2) years from the effective date of their election. At the end of this period, reelections will be conducted by the CERTAC Board, in accordance with Article IV, below. There is no limit as to the number of terms an elected CERTAC Board Member may serve. Individuals appointed to the CERTAC Board of Directors have no limitation on their terms.
9. Prerequisites for Serving on the CERTAC Board: All CERTAC Board members, elected and appointed, must meet the following prerequisites:
 - a. Have completed the Basic CERT Class (SM-317) and provide proof of completion. *Note: This course may have been completed within any state within the U.S., but proof of completion must be provided in writing.*
 - b. Have completed a *Volunteer Application* for the Citrus County Sheriff's Office and were approved by the Sheriff's Advisor to occupy a position on the CERTAC Board. NOTE: Effective on the date of these By-Laws – Individuals serving on the CERTAC Board prior to the date of these By-Laws are exempt from this requirement.
 - c. Have physically interviewed with the current CERTAC Board at one of their official meetings where a quorum existed, and were recommended by the majority of the CERTAC Board members present at that meeting.

E. ARTICLE IV — ELECTIONS AND APPOINTMENTS

1. Elections: Elections to the three (3) CERTAC Board Positions of **Chairperson, Vice Chairperson** and **Secretary** shall be conducted every two (2) years during the CERTAC Board Meeting in March. At the time of this BY-LAW writing, elections were held in March 2011, therefore, the next election will be held in March 2013, etc.
2. Actions PRIOR to Elections:
 - a. At the January CERTAC Board Meeting of the election year, the Chairperson (*or Vice Chairperson in his/her absence*) will announce to the CERTAC Board members present at the meeting of the impending elections for the three (3)

elected CERTAC Board positions in March, together with the existing appointed positions on the CERTAC Board. He/She will solicit from the CERTAC Board, candidates for the pertinent positions from the entire Citrus County CERT membership.

- b. Any CERTAC Board members NOT present at the above January meeting will be personally contacted by the CERTAC Secretary and apprised of the upcoming March election; and of the efforts to solicit candidates for the pertinent positions from the entire Citrus County CERT membership.
- c. Even though the CERTAC Secretary has notified the entire Citrus County CERT membership of the impending elections, CERTAC Board Members who are Quadrant Coordinators are tasked to also apprise their quadrant members of the impending March elections and to solicit candidates for the three (3) elected CERTAC positions, along with the existing appointed positions on the CERTAC Board of Directors.
- d. Interview Process: Candidates will be interviewed by the current CERTAC Board during the election meeting, prior to actual casting of votes. CERTAC Board members may ask any questions of the candidates that are germane to the candidate performing duties as a CERTAC Board member.

3. Election During March Meeting:

- a. Candidates Must Attend the March Meeting: Citrus County CERT members who wish to run for one of the three (3) CERTAC Board positions, or one of the existing appointed CERTAC Board positions, must physically attend the March election meeting. The CERTAC Board may grant an exception to this requirement, via majority at that CERTAC Board meeting, should extenuating circumstances preclude the individual from attending.
- b. CERTAC Board Members Unable to Attend the March Election Meeting: CERTAC Board members who are unable to attend the March election meeting, due to extenuating circumstances, may make special arrangements to vote for candidates. Their reason for not attending and their method of voting will be approved by the CERTAC Board via majority attending the meeting. *NOTE: This may be approved at the meeting the month before (February) when appropriate.*
- c. CERTAC Secretary Officiates: The CERTAC Secretary will officiate during the March election process. He/she will devise the voting method(s) and will count

the votes of the seated CERTAC Board members. The Chairperson will appoint one other CERTAC Board member, other than himself/herself or the Vice Chair, to assist the Secretary and perform as Witness to the election process. Should the CERTAC Secretary be unavailable to fulfill these duties, the CERTAC Chair, or Vice Chair in his/her absence, will appoint another CERTAC Board member to officiate during the March election process.

- d. Majority Vote: Candidates will be elected by majority vote. In the event of a tie for any position, the Sheriff's Advisor will cast a vote and break the tie.
- e. CERTAC Board Takes Office in June: Elected candidates will assume their new positions at the June CERTAC meeting of the election year.

- 5. Veto Authority: The Sheriff's Advisor reserves the right to veto any candidate's nomination, election or appointment, whenever that candidate's assumption of duties on the CERTAC Board would conflict with Citrus County Sheriff's Office policies or procedures. The Sheriff's Advisor will explain the rationale for the veto at the earliest possible time – either at the CERTAC Board meeting that the veto occurs in, or the next CERTAC Board meeting, at the latest.

F. ARTICLE V — RESIGNATIONS, RELIEF FOR CAUSE AND “ACTING” APPOINTMENTS

- 1. Resignation: CERTAC Board members may resign, at their discretion, at any time.
 - a. Resignations should be in writing, whenever possible.
 - b. Resignations are requested to be at least 60 days in advance to allow the CERTAC Board to locate a qualified replacement.
 - c. NOTE: CERTAC Board members who are contemplating resignation are highly encouraged to address/contact the CERTAC Board, or perhaps another CERTAC Board member, PRIOR to actually submitting his/her resignation – perhaps advice, assistance or clarification could preclude the resignation entirely.
- 2. Unexpected Vacancy on the CERTAC Board: In the event of a vacancy on the

CERTAC Board of Directors, whether it is an elected or appointed position, the remaining Directors shall designate a temporary candidate to fill the vacancy for the remainder of the term. To this end, the candidate will be interviewed by the current CERTAC Board and appointed by majority vote of the CERTAC Board at that particular CERTAC Board meeting. *NOTE: Ensure a copy of the Position description is given to the candidate beforehand, as delineated in Article III, paragraph 6b, above.*

3. Interview/Voting Process: The CERTAC Board may ask any questions of the candidate that are germane to that candidate performing his/her duties in the specific CERTAC Board position. Upon completion of the interview, the candidate will be voted In or Out by majority vote of the CERTAC Board members present at the meeting.
4. “Acting” Designation: If voted-In, the new CERTAC Board Member will use the term “Acting” in front of his/her position throughout the current term. The “Acting” designation will remain until such time as the individual may run for and be elected or appointed to the same position at the next general election or appointment.
5. Veto Authority: Same as Article IV3g.
6. Relief for Cause: Individual CERTAC Board members may be relieved for cause for a variety of reasons, e.g.:
 - a. They have committed a crime or felony, or have been involved in a matter that is deemed serious enough in nature to conflict with Citrus County Sheriff’s Office policies and procedures;
 - b. Their conduct has been embarrassing or unbecoming the conduct expected of a CERTAC Board member;
 - c. Their demeanor at meetings or functions is seriously disruptive to the conduct of the meetings or functions;
 - d. They have two (2) unexcused absences in a six (6) month period from scheduled monthly CERTAC meetings (*the CERTAC Chair or Vice Chair can excuse absences*);

- e. They are ineffectual in their leadership capacity;
 - f. They commit any other incident, situation or offense that is construed by the CERTAC Board to be in violation of or jeopardizes the CERTAC's mission, integrity or effectiveness.
7. Any of the above matters will be brought to the attention of the CERTAC Board, in writing, prior to the next CERTAC meeting. All parties in question must be present at the meeting, hear the allegations and provide rebuttal. If unable to attend the meeting, the parties involved must make a conscientious effort to communicate their position to the CERTAC Board at that meeting.
8. The CERTAC Board may decide to take action, or not, at the next scheduled meeting or at another special meeting where a quorum of CERTAC Board members is present.
9. The individual shall be given a written notification advising him/her of the CERTAC Board's decision. If relieved for cause, the individual will be temporarily replaced by the CERTAC Board in accordance with the procedures outlined in Article V, paragraph 2, above. *NOTE: In the event of a tie vote, the Sheriff's Advisor shall cast the deciding vote.*

G. ARTICLE VI — CERTAC BOARD MEETINGS

1. Frequency of Meetings: CERTAC Board meetings will generally be held on a monthly basis, but may be held more or less frequently, as needed, and as decided by CERTAC Board majority vote.
2. Schedule of Meeting Times / Places: The CERTAC Board's Secretary will publish an annual schedule of CERTAC Board Meetings and disseminate this schedule to all CERTAC Board members. The Secretary will notify all CERTAC Board members whenever any change in meeting schedules occur. The schedule will indicate the times and locations of the meetings.
3. Quorum: A quorum for the CERTAC Board meeting is determined, by definition, in accordance with *Roberts Rules of Order* for voluntary associations: *Robert's Rules* provides that the quorum that is set in an organization's BY-LAWS "should approximate

the largest number that can be depended on to attend any meeting, except in very bad weather or other extremely unfavorable conditions." For the CERTAC Board, that number is set at five (5) CERTAC Board members.

4. Agenda: The CERTAC Board Secretary, will query the CERTAC Board and Sheriff's Advisor (*usually by e-mail*) approximately one week in advance of the scheduled monthly meeting to ask each member for their Agenda input. No response from the member will be construed as them having no input. Meeting agenda items shall include, but are not limited to: Call of Order, Approval of Minutes, Old Business, New Business, Announcements, Reports by Directors, Open Forum, and Adjournment.

5. Minutes: The CERTAC Board Secretary will prepare the minutes of each CERTAC Board meeting and disseminate to the CERTAC Board members for their perusal approximately one week in advance of the next scheduled meeting. Members will vote at the monthly meeting to accept or modify the previous month's minutes.

These BY-LAWS were adopted on: July 21, 2011 by majority vote of the Citrus County CERTAC.