

Hall County COAD Bylaws

I. Mission Statement

The Hall County COAD is committed to strengthening our community resiliency and preparing local organizations to effectively respond and recover from a disaster.

II. Value Statement

- We value and promote a culture of preparedness.
- We respect the human dignity of every person and deliver services without discrimination or bias.
- We are committed to mutual, cooperative and collaborative actions before, during and after a disaster to meet the needs of our Community.
- We are committed to contributing our organization's resources, time and energy to the response and long term recovery processes in our Community.
- We are committed to constant self-evaluation and quality improvement of the COAD activities.

III. Purposes of the COAD

- Public Education & Outreach
- Disaster Response & Recovery
- Mass Care, Health & Wellness
- Volunteer & Donations Management
- Emotional, Mental & Spiritual well being
- Coordinate local planning, training, education and exercises

IV. Membership

- a. Membership is open to government, volunteer and community organizations in Hall County that have an active role and resources to commit to the preparation, response or recovery of a disaster.
- b. Members committed to uphold the Value Statement of the Hall County COAD.
- c. Organizations may nominate one primary representative and one alternate representative. The alternate may act in the place of an absent primary representative.
- d. Proposed new members are recognized by simple majority vote.
- e. Members must attend at least 3/4 of the previous year's COAD meetings to maintain good-standing membership status.
- f. Ex-Officio members may be accepted by majority vote and are not required to be a member of any specific organization nor have any voting rights.

V. Officers

- a. Chair: The Chair serves to preside at meetings, act as spokesman, represent the COAD, delegate tasks call meetings and provide leadership to COAD activities. The Chair serves for a term of one (1) year.
- b. Vice Chair: The Vice Chair will act on behalf of the Chair in all necessary functions when the Chair is absent or at the request of the Chair. The Vice Chair will succeed the Chair following the end of the Chair's term. The Vice Chair is nominated by the Membership and elected by simple majority.
- c. Secretary: The Secretary will maintain all records, make notifications, keep and distribute minutes, notes, and other materials necessary for the COAD. Secretary is elected to a term of one (1) year with no specific term limits.
- d. Emergency Management Liaison: The Director of Emergency Management, or a designee from the Emergency Management Department, will act as an official Liaison to the COAD and coordinate all COAD activities to ensure they can adequately meet needs of the Local Emergency Operations Plan (LEOP). This is a permanent position and determined by the Director of Emergency Management.
- e. United Way Liaison: The Director of the Heartland United Way, or a designee from the United Way, will act as an official Liaison to, and coordinate with, the COAD to ensure an effective partnership and involvement of the United Way. This is a permanent position and determined by the Director of the Heartland United Way.
- f. Terms for each Officer will begin and end on January 1 of each year.

VI. Meetings

- a. COAD meetings are open to the public.
- b. Meetings will follow Roberts Rules of Order unless otherwise stipulated by these Bylaws.
- c. In addition to COAD business, meetings will feature some aspect of training, education, or exercise.
- d. Any discussion of specific case management by the COAD will be kept confidential to protect the privacy and confidentiality of disaster victims and their families.

VII. Committees

- a. The COAD may create Committees as needed to meet specific issues as they arise.
- b. Standing Committees include
 - i. Steering Committee: Chair, Vice Chair, Secretary, Emergency Management Liaison & United Way Liaison.
 - ii. Education Committee: Chaired by a COAD member, and membership is voluntary among COAD organizations and other invited participants from the Community.
 - iii. Case Management Committee: Focused on planning, preparing for, and completing all case management during disaster recovery operations. Committee is chaired by the a member of the COAD.

VIII. Voting

- a. Voting Rights of members

- i. One vote per organization.
- ii. Only members in good standing may vote
- iii. Members must be present to vote
- iv. Ex-Officio members have no voting rights.

IX. Amendments

- a. Amendments to these bylaws may be made with a two-thirds majority vote of those present. Amendments must be moved and seconded at a properly noticed business or special meeting for final ratification at a subsequent meeting.