

Lane Preparedness Coalition CHARTER

Adoption Date: August 12th, 2009

Record of Change

Date	Description of Change	Page of Section
01/09/2013	Goal 2; Obj. 2.1: added... <i>community</i>	Goals and Objectives; pg. 2
01/09/2013	Goal 3; Obj. 3.1: added... <i>jurisdiction and partner agencies</i>	Goals and Objectives; pg. 2
01/09/2013	Goal 3: Added Objective 3.2	Goals and Objectives; pg. 2
01/09/2013	Goal 4: added... <i>Coordinate and Support</i>	Goals and Objectives; pg. 2
01/09/2013	Goal 4; Obj. 4.1: added... <i>organization</i>	Goals and Objectives; pg. 2
01/09/2013	Deleted: Search Committee Section	Pg. 5
2/1/2013	Deleted: <i>the Search Committee with affirmation from</i>	“Officers Section” Pg. 5
2/1/2013	Change: Search to Steering	Pg. 4 (appoint in midterm vacancy instances)
2/1/2013	Change: Search to Steering	Pg. 6 Section C
3/11/2015	Changes: Editorial; Clarified mission as education and information sharing; Aligned committee, sub-committee and team titles with Natural Hazard Mitigation Plan Deletions: References to Strategic Plan; Immediate (from Past Chair)	Editorial and clarification throughout the document; Title alignment Pg. 5 Deletions Pg. 4 & Pg. 5

Purpose

The Lane Preparedness Coalition (the Coalition) provides education and information sharing opportunities to assist local governments, agencies, nonprofits and businesses to promote community readiness and disaster resilience. The vision, mission, goals, and objectives of the Coalition are described below:

Vision Statement:

Work collectively to increase community and organizational disaster resilience.

Mission statement:

Enhance each member's ability to educate the community about their efforts to mitigate, respond to, continue critical operations during, and recover from crisis and disaster events.

Goals and Objectives:

Goal 1	Foster information sharing between Coalition members on topics of emergency preparedness and community resilience
	<i>Objective 1.1: Ensure Coalition members are informed and have the opportunity to actively engage with current projects or special topics;</i>
Goal 2	Sponsor community emergency preparedness education and awareness forums and trainings
	<i>Objective 2.1: Coordinate and promote education opportunities to the community and partners so that cost-effective awareness and training is delivered to the broadest possible audience.</i>
Goal 3	Support risk based emergency planning (e.g. operations/response, prevention, mitigation, continuity of operations/ business continuity, and recovery) across various jurisdictions, agencies, and organizations.
	<i>Objective 3.1: Provide education and networking forums to support multi-agency risk-based emergency planning.</i>
Goal 4	Coordinate and support interdisciplinary and interagency training and exercising
	<i>Objective 4.1 Promote coordination of emergency exercises to allow multiple agencies, organizations, and disciplines to be involved while satisfying individual agency requirements.</i>

Organization

Coalition (also called "Full Coalition")

Membership is comprised of individuals representing local and state government, private business and non-profit organizations working toward the Mission and Goals of this Charter. Smaller teams and committees of the Coalition may be convened to implement specific projects.

Coalition membership is inclusive and open to any government agency, non-profit agency or business with a vested interest in emergency preparedness. A member is a representative attending and participating in Coalition activities. After each meeting the sign-in list is used to add new members to the mailing list. This list confers membership. Being a member is simple and not restrictive.

Membership indicates an interest and willingness on the part of an organizational representative to receive information, take part in coalition meetings and activities, and a willingness to support Coalition efforts to achieve meaningful improvement in emergency preparedness.

The Coalition recognizes and supports the right of each Coalition member and Affiliate Committee/Group to make autonomous decisions affecting the agency or business represented.

The Coalition provides a forum to address emergency preparedness needs and work collaboratively on projects. The Coalition may request that people volunteer for coalition activities based on skills and expertise.

Steering Committee

The Lane Preparedness Coalition is guided by a standing Steering Committee. The Steering Committee facilitates communication among Coalition members, maintains continuity in Coalition activities, and monitors progress toward accomplishing the Coalition's Mission and Goals.

Diversity on the Steering Committee is enhanced by the following representations. The Steering Committee will ideally consist of not less than nine (9) and no more than twenty-five (25) members. The goal is to have at least one representative each for the following sectors:

- coastal area
- county emergency management
- k-12 education
- higher education emergency management
- hospitals/health care
- law enforcement
- nonprofit agencies
- disaster response groups
- private business
- public health
- public safety communications
- public works/
- rural fire/ems
- state/federal fire service
- transportation
- municipal emergency management
- urban fire/EMS/hazmat./ USAR
- utilities

Multiple members from the same group may be considered. The diversity of interests among the represented areas will be tracked by the Steering Committee.

Potential Steering Committee members are recruited from the Full Coalition membership. Criteria for a potential Steering Committee member includes holding a position within their organization that has some responsibility related to emergency planning or emergency preparedness community outreach.

Appointments are confirmed by the Steering Committee at the Annual Meeting.

Steering Committee members will serve for a term of four years. Steering Committee members may serve multiple terms. Members serving as Vice Chair, Chair, and Immediate Past Chair shall have their

terms extended until they conclude their officer cycle. Rotation of members will be staggered to maintain continuity. Terms will transfer the day after the Annual Meeting or upon affirmation of the new Steering Committee. Mid-term and end-of-term vacancies will be appointed by the Steering Committee.

Any Steering Committee member that must vacate his/her position shall provide a 30-day written notice to the Steering Committee members.

Key Duties and Responsibilities of Steering Committee include:

- Attend/participate in Steering Committee meetings, membership meetings, workshops, and host meetings as needed and as time will permit.
- Work collaboratively to assure the overall Mission, Goals and Objectives of the Coalition are met.
- Identify and recruit community members to become active in the Coalition.
- Perform tasks as needed and time will permit which allow the Coalition to fulfill its Mission, Goals and Objectives.
- Provide input and serve as committee or team lead on special interest group projects.
- Establish and maintain open and clear communication with the community, agency, nonprofit or business that they represent.
- Where possible provide resources or support either in-kind and/or direct to assist the Coalition in fulfill its Mission, Goals and Objectives

Officers

The role of the officers is to ensure that the Coalition is based on a model of shared leadership and collaboration that is equitably led by the membership, with no one agency or/and organization assuming the lead role.

The Steering Committee shall have a Past Chair, Chair, Vice-Chair and Secretary.

The incoming Chair and Vice-Chair will be appointed by the Steering Committee. Officers will assume their duties upon the first meeting of the calendar year. The term for these positions is one year, with the Vice Chair advancing to Chair, and the Chair advancing to Past Chair. In the event a Vice Chair is unable to serve as Chair or the Chair is unable to finish their term the Past Chair shall fill the role of Chair.

The Secretary shall serve two year terms with the option of multiple consecutive terms.

If the Secretary or the Vice Chair is unable to finish their term then the Steering Committee will appoint an eligible candidate from the ranks of the Steering Committee.

An officer shall not hold more than one appointed position simultaneously.

No member of the Steering Committee can serve as an officer if they have been an officer within the last two years. Example: the Past Chair must wait for two years after their term before nomination to again to serve as an officer.

Key Duties and Responsibilities of Steering Committee Officers include:

The officers assume duties and functions as may be determined by the Steering Committee including but not limited to the following:

The Chair shall provide leadership and direction to the Coalition and oversee compliance with the Charter as well as implementation of the Mission, Goals and Objectives as defined in the Charter. The Chair shall set the Steering Committee agenda with input from the Steering Committee. The Chair shall facilitate the Steering Committee and Coalition meetings.

The Vice Chair shall exercise all of the functions of the Chair in the event of the Chair's absence or incapacity. The Vice Chair shall assist the Chair in implementation of the Mission, Goals and Objectives. The Vice Chair shall assume other special duties as agreed upon between the Vice Chair and the Chair and/or Steering Committee.

The Past Chair shall advise the Chair and assist with providing leadership and direction to the Chair. The Immediate Past Chair shall lead the Steering Committee to select candidate(s) for the position of Vice Chair, Secretary, or if required by resignation of the Chair. The Past Chair shall fill any vacant officer positions until the position is filled.

The Secretary shall record minutes of both the Steering Committee and General Membership meetings and distribute them as appropriate. Additionally, the Secretary will maintain the membership list (e.g. emails and contact information for the LPC members).

No Treasurer position is necessary because the Coalition does not keep a treasury or handle funds for any project. Volunteers contribute time to Coalition activities based on the mission of the agencies that they represent. Represented agencies make in-kind contributions for Coalition projects based on their mission, for example providing meeting space or printing services.

Subcommittees and Teams

Any members of the Coalition can propose the formation of a subcommittee or team, as suggested here:

- ***Standing Subcommittees*** which are long-term groups involved in Coalition organization or with specific interests (such as the Natural Hazard Mitigation Plan Subcommittee) .
- ***Ad-hoc Subcommittees*** or teams which are short-term groups involved in Coalition organization or other activities (for example, organizing an education and outreach event); or
- ***Project Teams*** who have a specific task (for example, comparing and contrasting two specific plans from different agencies or, implementing a specific project as outlined in a plan);

To be recognized as part of the Coalition, these teams and subcommittees must communicate their focus, general time-lines, meeting information, and membership to the Steering Committee and share their recommendations and activities at Coalition meetings. All subcommittees must be approved by the Steering Committee before being formally recognized.

Meetings

At least four educational meetings of the Full Coalition are held each year, one per-quarter. The meeting location and hosting responsibility will be decided upon by the Steering Committee at the beginning of each calendar year.

An Annual Meeting will be held by the Steering Committee each November to celebrate work accomplished, honor those involved, review Coalition membership, affirm new Steering Committee members. Agenda items for discussion are to be submitted to the Chair 30 days prior to the Annual Meeting.

The Steering Committee will meet as often as necessary to conduct the business of the Coalition. Subcommittees and teams will meet as often as necessary to complete their tasks. All meetings are open to Coalition members interested in attending.

Decisions

Matters of substance, such as Coalition direction, organization and project prioritization will be decided by the Steering Committee. Steering Committee decisions will be made by majority vote of those present. There are no quorum requirements due to the information-sharing nature of the Coalition.

All decisions made by any Coalition committee or team are made by a consensus of those present. If a consensus is not reached during the first discussion, the issues of conflict will be identified by the Coalition and an ad-hoc subcommittee will form to address those points. The ad-hoc subcommittee should involve at least one individual not supporting the decision and those who are willing to discuss it or who have skills that would be helpful in making progress. Attempts will be made to re-frame the question, issue, or problem and recommendations can be made to consider bringing in a professional to assist the group. The ad-hoc subcommittee will meet and report back at the next main meeting when a consensus will again be called for. In the event of continued disagreement, this process will be repeated but after two unsuccessful attempts for consensus, the group will vote by super-majority (70%) to either: a) decide the issue or b) table the decision with suggestions on ways to make future progress.

Affiliate Groups, Committees and/or Partnerships

The Coalition actively works to communicate and coordinate with other autonomous groups, committees and/or partnerships with a commitment to emergency preparedness and/or hazard risk reduction. To foster information sharing the Coalition assigns liaisons to affiliate groups such as:

- Community Emergency Response Teams (CERT)
- Community Organizations Active in Disaster (COAD)
- Lane County Fire Defense Board
- Hospital Preparedness Program
- Lane County Public Health
- Lane Mental Health Disaster Preparedness Response Alliance
- Local Emergency Planning Committee (LEPC)
- Natural Hazard Vulnerability Assessment and Mitigation Plan
- Oregon Partnership for Disaster Resilience

West Lane Emergency Operations Group

Information Sharing

Agendas will be sent to Full Coalition members before Full Coalition meetings as long as in-kind services of Steering Committee member agencies allow. All pertinent information received or generated on behalf of the Coalition will be kept in places accessible to the public and efforts will be made to share that information and help people find answers to their questions.

Amendments

Amendments to the Charter are to be proposed in writing to the Steering Committee.

Amendments to the Charter are approved by majority vote of the Steering Committee.

Charter Review Schedule

This Charter is to be reviewed at least annually, preferably at the first meeting of the incoming Chair, and revised as necessary.