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## PASCO HEALTH AND MEDICAL PREPAREDNESS COALITION BY LAWS

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### I. Organization

The member agencies, organizations and individuals of the Pasco Health and Medical Preparedness Coalition serve Pasco County residents and visitors.

### II. Mission

The mission of the Pasco Health and Medical Preparedness Coalition is to enhance collaborative response efforts to disasters and emergencies by mobilizing local assets to meet community, county and regional needs.

### III. Overview

Pasco Health and Medical Preparedness Coalition is an association of organizations, government agencies, faith based organizations, individuals, or businesses with disaster planning and operations responsibilities or capabilities. These agencies, organizations and individuals have a disaster response program and policy for commitment of resources to meet the needs of people affected by disaster. They serve without discrimination and may be active in all phases of Emergencies. The Pasco Health and Medical Preparedness Coalition is dedicated to promoting a state of readiness by supporting response effort to protect the health of Pasco County residents during catastrophic events, large-scale disasters, and emergencies.

We accomplish our mission by coordinating education, assessment, and support services involving public health providers, private medical providers, public safety agencies and government officials. Pasco Health and Medical Preparedness Coalition is not a competing or exclusionary organization. The Pasco Health and Medical Preparedness Coalition is intended to be a network for organizations active in emergency preparedness. Each member organization maintains its own identity and independence while closely collaborating with other member organizations.

Pasco Health and Medical Preparedness Coalition accomplishes its mission by following these principles:

- *Cooperation:* Foster cooperation between Pasco Health and Medical Preparedness Coalition members at all levels and in all phases of disaster.
- *Coordination:* Pasco Health and Medical Preparedness Coalition serves as advocate and liaison between member organizations and other organizations to support the health and medical preparedness of the community.

- *Communication*: Work with Pasco Health and Medical Preparedness Coalition members to exchange and disseminate information within the organization, the public, local, state and federal agencies.
- *Collaboration*: Work together to achieve specific goals; to undertake specific project at disaster sites; and leverage partnerships and community resources during a disaster response:
  1. Education: Provide training and increase awareness and preparedness in each organization.
  2. Membership Development: Offer members information, support, and training to sustain an effective coalition.
  3. Mitigation: Support the efforts of federal, state, and local agencies and governments and support appropriate legislation. Provide education and support to the member agencies and the public to enable them to mitigate their risks.
  4. Outreach: Encourage the formation of and give guidance to state and regional voluntary organizations active in emergency preparedness.

## Membership

### A. Categories of Membership

1. Voting Member: If an organization meets all of the following criteria they are eligible for the voting member category of membership:
  - Local, state, or federal government organizations: 501 ( c )(3) not for profit organizations with voluntary memberships and constituencies: faith-based organizations; and businesses that regularly provide services in Mid-Florida
  - Organizations that either have a disaster response program/or are developing one.
  - Organizations that have a policy for commitment of resources to meet the needs of people affected by disaster without discrimination.

Only one official representative may be a voting member representing their organization.

2. Members: Those organizations who do not meet the above criteria. Members may participate, but are not voting members.

### B. Conditions of Membership

1. Agree with the mission
2. Meet the membership criteria
3. Appoint a representative to attend meetings

### C. Membership Application Procedures

1. Organizations may request membership by email, letter or by attending meetings.

### D. Responsibilities of Membership:

1. The leadership of each member organization must be committed to send knowledgeable and authoritative representatives to the Pasco Health and Medical Preparedness Coalition meetings.
2. All voting members and members must have access to the resources of their organization to serve the needs of disaster victims.
3. Voting member organizations that are not represented at four consecutive meetings will automatically become member organizations and must reapply to become voting members.
4. If the organization or the representative fails to respond or participate, Pasco Health and Medical Preparedness Coalition may vote to remove them from the membership roles.

### E. Termination of Membership - An organization's membership may be terminated by:

1. Voluntary – Submission of an email or letter of separation to the leadership team.
2. Non-Voluntary – Consistent failure of the agency or their representative to meet the conditions and responsibilities of voting membership. Membership may be terminated at any time for any

reason by a majority vote of the Pasco Health and Medical Preparedness Coalition membership in attendance at any meeting.

#### IV. Meetings

Pasco Health and Medical Preparedness Coalition meetings shall be guided by the Democratic Rules of Order except as otherwise provided for in these bylaws. All meetings are open to the public

##### A. Business Meetings

1. Business meetings of the membership as a whole will be held at least 10 times a year on a schedule set by Pasco Health and Medical Preparedness Coalition.
2. Adequate notice shall be sent to all members prior to any business meeting.
3. The representative has voice for and votes for their organization at business meetings. Other representatives from the same organization have voice, when recognized by, and, at the discretion of the Chair. The intent is to encourage a reasonable exchange of ideas without a monopoly by multiple representatives of a single organization.

##### B. Emergency Meetings

1. Emergency meetings to meet the needs of disaster events (or drills) can be called at any time by the Chair, Leadership Team or majority of the membership with minimal notice.
2. Telephone, conference call, and / or internet meetings may be held provided all parties can hear and participate in the business being conducted.
3. Emergency Meetings are open to all voting members, members, organizations, agencies and individuals invited by Pasco Health and Medical Preparedness Coalition.

##### C. Quorum

1. Any general Pasco Health and Medical Preparedness Coalition meeting shall be a simple majority of all voting members present.

#### V. Officer Positions

A. Officers are elected by the membership of the consortium. One single agency is limited to holding only one leadership position. Terms are defined as one year. Officers are defined as the following:

**Chair** (may not serve more than two consecutive terms)

Function: Preside at meetings, act as spokesperson and represent coalition, delegate tasks pertaining to coalition business, convene business meetings and provide leadership.

**Vice-Chair** (may not serve more than two consecutive terms)

Function: Exercise the authority and fulfill the duties of the Chair in their absence, and fulfill such other duties as assigned by the coalition.

**Secretary** (may not serve more than two consecutive terms)

Function: Take minutes of all meetings, both business and emergency meeting.

**Treasurer**: Will open position when funding anticipated

- B. Officer position must be filled by voting members. Members shall be elected by a majority vote of those present at a meeting called for the purpose of establishing Officer Positions. Individuals, not organizations are elected. At least one third of the officer positions must be held by individuals from non-governmental organizations. Any member for the Coalition may be nominated for an Officer position. Nominations must be seconded to be accepted.
- C. Election of officers shall take place during the fourth calendar quarter of the year, with the term of office beginning at the next regular or special meeting.
- D. Vacancies in any office may be filled by majority vote of the members of coalition at any regular or special meeting. Officers so elected shall serve out the remainder of that term.

~~E. When a position is vacated, the Chair shall call for nominations and an election will be held at the next business meeting. of the board and followed by approval of the membership.~~

#### **Ad hoc Committee**

Ad hoc committees may be appointed at the discretion of the membership. The committee will report its work/activities to the Pasco Health and Medical Coalition.

#### **VI. Voting**

- A. Each member organization is entitled to one vote
- B. All voting shall pass by simple majority vote of the membership.
- C. All votes (formal or consensus reached) will be recorded in the meeting minutes.
- D. An individual may represent more than one organization however that individual has one vote regardless of the number of organizations they represent.
- E. Voting via teleconferencing will be accepted.

#### **Amendments**

- 1. Amendments to these by-laws may be made by a simple majority vote of members present at the business meeting. Amendments must be moved and seconded at a properly noticed business or special meeting to be voted on at the following business meeting.
- 2. Members must be notified of changes to these by-laws at least 7 calendar days prior to a vote.