

520

# **Montgomery County Emergency Management Advisory Council**

## **Rules of Procedure**

### **Article 1: General**

Section 1.01 Name: The name of this Board is the Montgomery County Emergency Management Advisory Council.

### **Article 2: Objectives**

Section 2.01 The Purpose: The purpose of this Council is to provide for all necessary and indispensable powers and procedures needed to mitigate, prepare for, respond to and recover from emergency conditions.

### **Article 3: Council Members**

Section 3.01 Membership of the Advisory Council: The Council shall consist of six (6) or more members as follows:

- (a) The President of the Montgomery County Board of Commissioners;
- (b) The Mayor of Crawfordsville;
- (c) The President of the Montgomery County Council;
- (d) A person representing the Town Councils of the Towns located in Montgomery County, selected by the Advisory Council;
- (e) one or more representatives of private and public agencies or organizations which can be of assistance to emergency management, selected by the Advisory Council;
- (f) the commander of the local civil air patrol in Montgomery County or the commander's designee.

Section 3.02 Terms of the Advisory Council Members: Except for the members who are members by virtue of their position, all members shall have terms of one (1) year, beginning January 1 and ending December 31, and they shall be limited to two (2) consecutive terms. The members who hold their positions by virtue of an office continue to serve as long as they hold their office.

Section 3.03 Vacancies: In the event of a vacancy on the Council, that vacancy shall be filled, and the person filling the vacancy shall complete the term of the member leaving the Council.

### **Article 4 Meetings**

Section 4.01 Regular Meetings: The Council shall meet at least 2 times each year. The President shall call the first meeting in January. At the first meeting, the Board shall adopt a schedule of regular meetings for the calendar year.

Section 4.02 Special Meetings: The President or a majority of the members of the Advisory Council may call a special meeting by notifying the Secretary of the Advisory Council. Upon

receiving notice of a special meeting, the Secretary shall notify all members of the Advisory Council and the public.

Section 4.03 Quorum: Four (4) members of the Council shall constitute a quorum at any meeting. The majority of such quorum shall control.


#### **Article 5 Officers**

Section 5.01 Officers: The County Commissioner shall serve as President of the Council. The Council shall elect a Vice President and Secretary at the organizational meeting each year. The term of each office shall be January 1 to December 31. Elections shall be held at the January meeting.


#### **Article 6 Amendment**

Section 6.01 Amendment: These Rules of Procedure may be amended by the Council at any regular or special meeting. Any amendment must be approved by two-thirds (2/3) majority vote of the Members present at such meeting.

Adopted this 22 day of JUNE, 2011.

  
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President

Attest:

  
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Secretary