

Healthcare Emergency Preparedness Council
Of Stanislaus County
Bylaws

Preamble:

The Healthcare Emergency Preparedness Council serves the citizens of Stanislaus County, California. These bylaws upon ratification govern the activities of the same entity previously known as the Emergency Preparedness Committee.

Article I: Purpose

1. The Healthcare Emergency Preparedness Council, "HEPC" or "Council" is a voluntary multidisciplinary, multi-agency body created to coordinate healthcare preparedness for all-hazard emergencies through mitigation, planning, response and recovery.
2. The purpose of the Council is to ensure that the above activities consider the interests of citizens, industry, private and public agencies and governmental bodies of Stanislaus County, California. Thus, the primary role of the Council is to provide for communication and collaboration among the participating agencies in these activities.

Article II: Authority

1. The authority of the council lies with those entities that entrust the council to provide recommendations.
2. Such an advisory role does not obligate the Council as an entity to perform any specific administrative, fiscal or disciplinary function.

Article III: Organizational Status

1. The Council in keeping with its purpose shall not encumber itself with any binding contract or fiduciary role.
2. The Council will not receive or distribute funds. It will not meet the criteria requiring identification for the purposes of the Internal Revenue Code.

Article IV: Membership

1. The membership consists of the representatives authorized by the participating entities, which are those entities that have an interest in contributing to the purpose of the Council, and who have previously attended one-fourth of the Council meetings within the last calendar year evidenced by the meeting minutes.
2. This includes, but is explicitly not limited to, public and private medical or health services, emergency preparedness agencies, emergency services and governmental bodies with an interest in the provision of healthcare in Stanislaus County during disasters or other states of emergency.

Article V: Officers

1. The officers of the Council consist of a Chairperson, Vice Chairperson and a Recorder, which are elected for two-year terms, which begin the first meeting of that calendar year.
2. The Chairperson will set the agenda and preside over the meetings of the Council, to coordinate meeting announcements and communications among the members and outside entities. The Chairperson will provide representation for the Council when requested by outside entities and will represent the Council's position on matters.
3. The Vice Chairperson will assume the duties of the Chairperson in their absence from meetings, when otherwise requested by the Chairperson or for the completion of the Chairperson's term upon resignation from office.
4. The Recorder will record and distribute the minutes of Council meetings and maintain permanent archives of these minutes and attendant documents. With the approval of this Council, the Recorder may provide a similar function for other meetings in which this Council is represented.

Article VI: Elections

1. Elections will be held by secret ballot prior to term expiration or within three months of a resignation for the uncompleted term.
2. An Elections Committee approved by the Council will oversee the process of ballot distribution and vote counting.
3. The slate of nominations will be distributed one month prior to the election to each voting member. Voting member is defined below in Article VIII: Approvals.
4. Members of the Election committee may not be candidates on the ballot.
5. Election votes must conform to Article VIII: Approvals.

Article VII: Work Groups

1. Work Groups and the Work Group Leader will be set by the approval of the Council.
2. The Council will approve any opinions to be expressed publicly or actions to be taken by a Work Group or Sub-group in advance
3. Work Groups may be created and disbanded at the pleasure of the Council in addition to the following standing Work Groups:
 - a. Hospital and Skilled Nursing Facility Work Group
 - b. Clinic and Outpatient Healthcare Work Group
 - c. Field Medical Services Work Group
 - d. Grant and Contract Oversight Work Group
4. Work Groups may create and disband Sub-groups at their pleasure for accomplishing focused tasks. Sub-groups will channel all opinions and actions through the parent Work Group.

Article VIII: Approvals

1. Each entity represented at the Council meeting will have one vote. An entity is an agency, business, or governing body, which is able to conduct business independently from any other being represented in the Council. An entity is not an individual representing himself or herself. An entity is a member as defined in Article IV: Membership.
2. The vote of the Council will be taken only in Council meetings where a quorum is present.
3. Meetings may be held face to face or through electronic teleconference, but must be done with all participants able to communicate with all members in real time.
4. Quorum will be recognized when more than five voting members are present in a Council meeting, which has been announced to all members at least one week in advance.

Article IX: Meetings

1. Meetings will be held at a time, place and frequency approved by the members.
2. The Chairperson will set the agenda and maintain order during the meetings according to Roberts Rules of Order.
3. Minutes will be taken at all Council meetings. The minutes will have copies of all documents on which the Council has provided a requested opinion, approval or action.
4. All meetings are open to the public.

Article X: Bylaws Adoption and Amendments

1. These Bylaws and amendments to these bylaws must be approved by two-thirds of the vote at a Council meeting as defined above and become effective immediately.
2. The most recent date of approval will be displayed in the footer of the last page.

Approved by the Healthcare Emergency Preparedness Council, 8/6/07.