

**BYLAWS
OF
KANSAS CITY Regional COAD**

ARTICLE I - NAME AND RELATIONSHIPS

SECTION A: Name – The name of this organization is Kansas City Regional COAD

SECTION B: Address – The business address for Kansas City Regional COAD will reside with the elected chairperson.

SECTION C: Area Covered - The nine county Kansas City Metropolitan area will be the area serviced. The nine counties are: Leavenworth, Wyandotte, Johnson, and Miami Counties in Kansas, and Platte, Clay, Jackson, Ray, and Cass Counties in Missouri.

ARTICLE. II - PURPOSE

SECTION A: Purpose - To bring together community organizations at all levels who are, or desire to be, active in disaster, including relevant businesses and government agencies, to foster more efficient and effective service to people affected by disaster in the Kansas City Metropolitan Area through cooperation, coordination, communication, and collaboration.

ARTICLE III - PRINCIPLES OF MEMBERSHIP

SECTION A: Membership - The membership of Kansas City Regional COAD shall consist of the following categories:

- (1) Regular Membership (Voting) - Any not-for-profit or governmental organization, agency or foundation, and their employees and/or volunteers, active in the Kansas City Metropolitan Area, with either a stated or implied policy of committing resources, without discrimination, to meet the needs of people affected by disaster. Resources can be people, money, equipment, goods and services, facilities, or any other commodity which may be needed during the urgent and often confusing conditions associated with disaster.
 - a. Any organization wanting to become a Regular Member and meeting Regular Membership criteria will make their desires known at any meeting of Kansas City Regional COAD, or to any officer outside a general meeting, and that organization will be considered a Regular Member upon so declaring at the meeting or upon the convening of the next regularly scheduled meeting, as applicable. Every organization shall have one vote, regardless of the number of attendees at meetings.
 - b. Membership policies will be determined by the Membership Committee and approved by the membership.
- (2) Affiliate Membership (Non-voting) - Any organization or business, whether for profit or not, with an interest in helping people affected by disaster but which do not meet the criteria for Regular Membership. This category may include organizations or government agencies with primarily disaster planning and operations responsibilities. Affiliate Membership will be analogous to the procedures for Regular Membership as delineated above.

SECTION B: Attendance and Voting

- (1) Attendance - Members, regardless of membership category, may attend any general meeting and have voice privileges on any issue of discussion.

(2) Voting - Voting is limited to Regular Members. All votes will be determined by simple majority (fifty percent of eligible votes cast, plus one).

- a. Policy Issues - Policy issues shall be voted upon by organizational entity with a single vote per organization. Each member organizational entity shall identify a single representative to vote for the entity. Individual members, unless specifically representing an organization, shall not be allowed a vote on policy issues. The Chair shall determine which issues are policy in nature and so declare prior to asking for a vote. Organizational components, such as Offices, Divisions, Departments, and Teams shall be considered part of the parent organization and will not have a separate vote on policy issues.
- b. Other Issues - Voting on all other issues shall be by individual members present.

SECTION C: Contributions - Membership or affiliation with Kansas City Regional COAD does not require the payment of dues. However, members will be encouraged to donate time, resources, or facilities for the administrative support of the organization. From time to time, cash contributions may be solicited to pay for administrative costs not otherwise covered.

ARTICLE IV. MEETINGS AND CORRESPONDENCE

SECTION A: Meetings – General meetings shall be scheduled quarterly and special meetings as needed.

- (1) General Meetings: Regularly scheduled meetings shall be held on a quarterly schedule to be determined by the Executive Committee. The Secretary shall confirm meeting date, time, location, and agenda at least one (1) week prior to the scheduled meeting. Correspondence, to the extent practicable and feasible, shall be by email to decrease the administrative costs of the organization.
- (2) Special meetings - Special meetings may be called by the Chair or by a majority of the Executive Committee. Any Kansas City Regional COAD member may request a special meeting by making their request known to any officer. The officer will poll the Executive Committee and if a majority of the Executive Committee members concur, the special meeting will be called. To the extent practicable, two weeks notice of a special meeting is recommended. However, circumstances may dictate meeting as soon as possible.

SECTION B: QUORUM - For regularly scheduled and special meetings, five (5) members, eligible to vote on policy issues, shall constitute a quorum for conducting business. For committee meetings, a quorum shall be a simple majority of the committee membership. Decisions put to a vote will be determined by simple majority (fifty percent of votes cast plus one).

SECTION C: Confirmation of next meeting - The location, date and time of the next meeting will be confirmed immediately prior to adjourning the current meeting.

SECTION D: Parliamentary Procedure - Robert's Rules of Order shall govern how Kansas City Regional COAD meetings are conducted.

SECTION E: Minutes - Minutes shall be taken at all meetings of the Kansas City Regional COAD by a secretary or other member designated by the Chair in the secretary's absence. Minutes shall be distributed at least one week prior to a meeting and approved or corrected at that meeting.

ARTICLE V – LEADERSHIP AND ELECTIONS

SECTION A: Officers - Only Regular Members can hold Office in Kansas City regional COAD. Five officer positions: Chair, Vice-Chair, Immediate Past Chair, Recording Secretary, Membership Secretary, and Treasurer. Officers shall be elected at the last regularly scheduled meeting of the calendar year with new Officers commencing their duties on the first day of the new calendar year. Chair and Recording Secretary will be elected on even years, Vice-Chair, Membership Secretary, and Treasurer on odd years. Upon election of a new Chair, the seated Chair will assume the role of Immediate Past Chair. Officers will serve without pay.

SECTION B: Elections - Officers shall be elected by majority (fifty percent of votes cast plus one) of the voting members present (votes can also be submitted by email prior to the election). With respect to voting privilege, election of Officers IS NOT a policy issue.

SECTION C: Term of office - The term of office shall commence on the first day of the calendar year following election and shall terminate on the last day of that calendar year. Officers are eligible to succeed themselves provided no person hold the same office for more than (2) consecutive terms.

SECTION D: Duties and responsibilities

- (1) Chair: Convene and preside at meetings; be the representative and spokesperson; appoint ad-hoc committees and committee leadership; delegate tasks and provide overall leadership.
- (2) Vice-Chair: Serves as Chair in absence of Chair.
- (3) Immediate Past Chair: Serves as Chair in absence of the Chair and Vice-Chair.
- (4) Recording Secretary: Performs duties as implied by the title. Serves as chairperson in the absence of the Chair, Vice-Chair, and Immediate Past Chair.
- (5) Membership Secretary: Maintains appropriate electronic distribution roster of membership.
- (6) Treasurer: Performs duties as implied by the title.

SECTION E: Resignation - An officer may resign by submitting a resignation in writing to the Executive Committee. In the event of the resignation of the Chair, the Vice-Chair shall assume the duties. Other officer vacancies shall be filled by appointment by the Chair after consultation with the Executive Committee or by the Executive Committee in the absence of a Chair. Officers so appointed shall serve until the end of the term for which appointed.

SECTION F: Nominations - The Chair shall appoint a nominating committee at least two months prior to the meeting at which new officers will be elected. The nominating committee shall consist of at least three (3) members representing different organizations. The nominating committee will identify a slate of officers consisting of at least one eligible person willing to serve in each of the officer positions. Individuals desiring to be a candidate for any office may submit their names to the nominating committee or to any current officer who in turn will submit their name to the nominating committee. The nominating committee shall serve until immediately following the election for which their nominees are considered.

ARTICLE VI – COMMITTEES

SECTION A: Executive Committee

(1) General - The membership of the Executive Committee shall consist of the Chair, Vice-Chair, Immediate Past Chair, Recording Secretary, Membership Secretary, and Treasurer. Nominations for all Executive Committee members shall be entertained from the floor.

(2) Purpose - The purpose of the Executive Committee is to expedite the order of business at the regular membership meetings by considering and referring appropriate matters of business to the full membership for consideration and action. The Executive Committee shall also consider all business requiring attention during the interval between regular meetings. In an emergency, the Executive Committee may make and act upon decisions affecting the entire organization. Decisions so made shall be presented to the membership at the next regular or special meeting for approval.

SECTION B: Other Committees - No standing committee, other than the Executive, is established in these articles of organization. Standing committees may be established by the Executive Committee to meet the needs of the organization. The Chair may appoint ad hoc committees to accomplish specific tasks of the organization. Subcommittees may be appointed at the discretion of the committee chairs.

ARTICLE VII - BUDGET AND FINANCE

SECTION A: Any Kansas City Regional COAD funds collected can only be dispersed with the approval of the Executive Committee. Pre-approval is authorized. Disbursement shall require the signature of any officer.

SECTION B: In the event of the dissolution of Kansas City Regional COAD, any remaining funds will be divided between the Missouri and Kansas State VOADS.

SECTION C: The Treasurer will submit a report at each quarterly meeting. They will maintain all documentation and will make it available for review by the Executive Committee on request.

ARTICLE VIII - RATIFICATION OF Kansas City Regional COAD BYLAWS

SECTION A: These bylaws, and any proposed changes, shall become effective immediately upon ratification by a majority vote of the Regular Membership eligible to vote on policy issues present at the meeting at which the vote is taken. Bylaws changes must be distributed to the entire membership at least two weeks prior to the meeting at which a vote is scheduled. Proposed bylaws MAY be amended from the floor.

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