

Volusia Community Organizations Active in Disaster Bylaws

As Updated November 19, 2014

I. Volusia Community Organizations Active in Disaster (Volusia COAD)

The name of the organization is the Volusia Community Organizations Active in Disaster (Volusia COAD). The jurisdiction is the County of Volusia, State of Florida.

II. Mission

The mission of the Volusia Community Organizations Active in Disaster is to coordinate effective, efficient, and streamlined service delivery to people affected by Disaster, while eliminating unnecessary duplication of effort, through the four phases of a disaster: preparation, response, recovery and mitigation.

III. Purpose

Volusia COAD is a humanitarian association of human services and faith-based organizations, government agencies, businesses, and individuals whose purpose is to advocate for and promote a coordinated, countywide disaster preparedness planning initiative that aims to integrate its members into the county comprehensive emergency system.

IV. Overview

Volusia COAD is not a competing or exclusionary organization. Volusia COAD is intended to be a network for organizations and individuals active in Disaster. Each Volusia COAD member organization will maintain its own identity and independence while closely collaborating with other Volusia COAD member organizations.

Volusia COAD accomplishes its mission by adhering to the following principles:

- A. *Cooperation*: Foster cooperation among Volusia COAD member organizations and individuals at all levels and in all phases of Disaster.

- B. *Coordination*: Coordinate the development of Volusia COAD policies and procedures, and, the implementation of services among Volusia COAD members. Volusia COAD may also provide links to national and international disaster relief organizations. Volusia COAD serves as advocate and liaison between member organizations and the Florida Voluntary Organizations Active in Disaster (FLVOAD).

- C. *Communication*: Exchange and disseminate information among Volusia COAD members and the public, as well as local, state and federal agencies.

- D. *Collaboration*: Work together to achieve specific goals and to undertake specific projects at disaster sites and form partnerships during the disaster response.
 - 1. Education – providing training and increasing awareness and preparedness in each organization.

 - 2. Leadership Development – giving volunteer leaders training and support in order to build an effective COAD organization.

 - 3. Mitigation – Support the mitigation efforts of local, state and federal authorities; participate in local mitigation strategy organizations; participate in efforts to educate residents and Representatives about actions they can take to protect individuals, property, the environment and economy from the effects of disaster.

 - 4. Convening Mechanisms – coordinating and supporting seminars, meetings, board meetings, regional conferences, training programs and local conferences.

 - 5. Outreach – encouraging the formation of and giving guidance to state and regional voluntary organizations active in disaster relief.

V. Membership

A. Categories of Membership

- I. Organizational members – 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 Volusia County.
 - Organizations that have a disaster response program or are in the process of 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. Individual Members – Those individuals who do not meet the above criteria but who demonstrate a desire to take an active part in the work of the Volusia COAD.

An individual member may have only one vote at all meetings.

B. Conditions of Membership

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

C. Membership Applications Procedures

1. Organizations or individuals requesting membership may apply by submitting a completed application by email or letter to the Volusia COAD Steering Committee. Candidate organizations and individuals are encouraged to attend the meetings while their application is pending.
2. The Volusia COAD Steering Committee will, by majority vote, determine the category and eligibility of the candidate.

D. Responsibilities of Membership:

1. The leadership of each member organization must be committed to sending knowledgeable and authoritative representatives to the Volusia COAD meetings and is strongly encouraged to appoint an alternative person to cover duties when the primary appointee is unable to participate in COAD functions.
2. All organizational and individual members must have access to the resources of their organization or other resources to serve the needs of disaster victims.
3. An organization or individual member that misses 50% of the meetings in a twelve-month period shall receive a reminder letter from the Volusia COAD Chair encouraging their attendance.

E. Termination of Membership – An organization's or individual membership may be terminated by the following:

1. Voluntary – Submission of an email or letter of separation to the Steering Committee.
2. Non-Voluntary – The membership of an organization or individual may be canceled by the COAD Steering Committee for reasons that include not limited to the following:
 - a) Failure to continue to meet the criteria for COAD membership
 - b) Habitual failure to take part in meetings and /or COAD projects
3. Consistent failure of the agency or their representative individual 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 Volusia COAD Steering Committee.

VI. Meetings

The meetings of the Volusia COAD shall be guided by the most recently revised version of *Robert's Rules of Order*, except as otherwise provided for in these bylaws. All meetings will be noticed and open to the public.

A. Membership Meetings

1. Membership meetings of the membership as a whole will be held at minimum of six times a calendar year, on a schedule set by the Volusia COAD.

2. Adequate notice shall be sent to all members prior to any membership meeting.
3. The organizational member has voice for and votes for their organization at 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. Steering Committee – The Steering Committee will meet as necessary.

C. Emergency Meetings

1. Emergency meetings to meet the needs of disaster events (or drills) can be called at any time by the Chair, Steering Committee or majority of the membership with minimal notice.
2. Telephonic/conference call meetings may be held provided that all parties can hear and participate in the business being conducted.
3. Emergency meetings are open to all members, other individuals and organizations/agencies invited by Volusia COAD.

D. Strike Team Meetings

(A strike team is a group of individuals from different organizations that come together to devise and implement a specialized course of action specific to a need during one of the phases of a disaster.)

1. Strike Team meetings are open to members and their invitees.
2. Strike Teams will meet as required.

E. Quorum

Due to the very nature of this organization, we will deviate from the standard definition of a quorum and will define our quorum for general membership meetings to be a majority of those members who are realistically expected to

be able to attend the meetings, given that diligent effort was made to notify all members of the date, time and place for the meeting. The purpose of this deviation is to avoid instances when action cannot be taken by the COAD because too many members were unable to attend.

VII. COAD Officer Positions

Officers are elected by the membership of the Volusia COAD. One single agency is not limited to holding only one leadership position. The term of office is two years. Officers are defined as the following:

A. Chair: (may not serve more than two consecutive terms)

Function: Preside at meetings, act as spokesperson and represent Volusia COAD, delegate tasks as pertains to Volusia COAD business, convene membership meetings and provide leadership. Two persons may serve as Co-Chairs.

B. First and Second Vice-Chairs: (may not serve more than two consecutive terms)

Function: Exercise the authority and fulfill the duties of the Chair in the absence of that Officer and fulfill such other duties as assigned by COAD.

C. Recording Secretary:

Function: Record the minutes of all meetings of the COAD Steering Committee and COAD contact information.

D. Treasurer

Function: Maintain records of all income and expenditures for COAD, providing monthly reports to the Steering Committee. Assist with compiling reports necessary for COAD to apply for and retain 501(c)(3) status. The Treasurer will not be authorized to sign checks for the COAD corporation.

E. When a position is vacated, the Chair shall call for nominations and an election will be held at the next membership meeting of the full membership.

F. Strike Team/Committee Chairs: (may serve more than two consecutive terms)

Function: Presides at committee meetings, acts as spokesperson and represents the committee as pertains to Volusia COAD business, convenes meetings and provides leadership.

G. Volusia County Emergency Management:

Function: Provides the perspective of Emergency Management on any issues and continuity of support on any issues brought before the Steering Committee.

H. Election of Officers

1. The Chair of the Volusia COAD will be appointed by majority vote of the voting membership of the Volusia COAD.
2. Election of the officers shall take place during the last meeting of the calendar year, with the term of office beginning at the next regular or special meeting.
3. Vacancies in any office may be filled by majority vote of the members of the COAD at any regular or special meeting. Officers so elected shall serve out the remainder of that term.

VIII. Steering Committee

A Steering Committee will serve in a leadership capacity, to ensure that the COAD continues to meet the goals described in its Mission and Purpose listed under Sections II and III of these bylaws. The Steering Committee shall be comprised of the persons in the positions listed below:

- A. Officers of COAD
- B. Strike Team/Committee Chairs
- C. Volusia County Emergency Management
- D. Other COAD members whose expertise would be beneficial to the functions of the Steering Committee.

Ad hoc Committees

Ad hoc committees may be appointed at the discretion of the Steering Committee.

IX. Voting

- A. Each voting member organization or individual is entitled to one vote.
- B. Voting by proxy shall not be permitted.
- C. A quorum must be present for a vote to be held.
- D. All voting shall pass by a simple majority vote.

- E. All votes (formal or consensus reached) will be recorded in the meeting summary.
- F. An individual may represent more than one organization; however, that individual has one vote regardless of the number of organizations they represent.

X. Amendments

- A. Amendments to these Bylaws may be made by a simple majority vote.
- B. Members must be notified of proposed changes to these Bylaws at least 14 calendar days prior to the vote.