

**BY-LAWS
OF
THE EMERGENCY MANAGEMENT COMMISSION
FOR
JASPER COUNTY**

**ARTICLE I
NAME**

The official name of this organization will be the Jasper County Emergency Management Commission, as established in Chapter 29C of the Code of Iowa. The office of the Commission shall be called the Jasper County Emergency Management Agency.

**ARTICLE II
MEMBERSHIP**

The membership of this commission shall be a member of the Board of Supervisors, the Sheriff, and the Mayor from each municipality within the county. A Commission Member may designate alternates to represent the designated entity. For any activity relating to section 29C.17, subsection 2, or chapter 24 of the Iowa Code, participation shall only be by a Commission Member or a designated alternate that is an elected official from the same designated entity. Member jurisdictions shall affirm their Member or Alternate(s) to the Commission annually in the month of January.

**ARTICLE III
DURATION**

The duration of the organization will be perpetual or until provision for termination is provided by the Code of Iowa and is acted upon by this Commission.

**ARTICLE IV
PURPOSE**

The purpose of the Commission shall be to provide governmental jurisdictions within Jasper County, the emergency management services of mitigation, planning, response, and recovery, and to carry out the provisions of the Iowa Code; Chapter 29C, Emergency Management and Security.

**ARTICLE V
COMMISSION DUTIES AND RESPONSIBILITIES**

The commission shall assume the duties and responsibilities as outlined in the Iowa Administrative Code -IAC [605] Chapter 7 section 7.3(4). In fulfillment of its duties, The Commission shall adopt, by resolution, and comply with the National Incident Management System [NIMS] as mandated in Homeland Security Presidential Directive #5, Management of Domestic Incidents.

**ARTICLE VI
COORDINATOR AND OTHER EMPLOYEES**

The Commission shall appoint an Emergency Management Coordinator and authorize the Coordinator to act as agent of the Commission. The Commission shall adhere to the qualifications as outlined in IAC Chapter 7.4(3) in appointing a Coordinator.

The Coordinator shall develop and maintain a county-wide emergency management program, which includes comprehensive hazard identification, capabilities assessment; and planning for natural, technological, and man-made disasters affecting Jasper County, and to perform other duties as directed by the Commission in carrying out its mission.

Other employees of the Emergency Management Agency may be employed by the Commission and serve under the direction of the Coordinator.

The Commission shall determine personnel policies of the Jasper County Emergency Management Agency and its employees. In the absence of specific personnel policies, the Commission shall follow the personnel policies as adopted and administered by Jasper County.

**ARTICLE VII
FINANCES**

The Emergency Management Commission shall establish a budget annually to support the Commission's mission and operation of the Agency. The Commission is the sole fiscal authority and the Commission Chairperson shall be the certifying official as provided for in Code of Iowa Chapter 29C.17. The Emergency Management Commission shall exercise, at its discretion, the funding options as outlined in 29C.17 (2).

All revenue received will be the property of the Jasper County Emergency Management Commission and be separate from other county revenue. Any carry over will remain within the account of the Emergency Management Agency and not revert into the county funds.

The Jasper County Auditor's Office shall serve as the fiscal agent for the Commission. The Commission shall develop and adopt fiscal policies regarding sound fiscal management and shall cooperate with recommended practices and policies as set forth by the Auditor's Office. All funds will be subject to audit or review upon official request.

The Commission may enter into contracts and / or agreements for services, administration, or planning, in order to carry out the programs or duties of the Commission.

ARTICLE VIII MEMBERSHIP

It is expressly agreed that the Emergency Management Commission exists for the sole purpose and function of serving the people of Jasper County and all its incorporated municipalities.

For the Commission to be successful in doing so and to effectively conduct its business as outlined in Article IV of these bylaws, training and participation is essential.

If appointed delegates fail to participate and /or obtain specific training as required under applicable State or Federal mandates, the executive board may submit a request to the appointing jurisdiction request that a new representative be considered. This request is non-binding and not intended to circumvent the legal authority of the appointing jurisdiction.

ARTICLE IX OFFICERS

The Emergency Management Commission will have an Executive Board composed of three members. They will be:

Chairperson
Vice-Chairperson
Secretary

Elections for Chair and Vice Chair will be held bi-annually at the first scheduled meeting in odd numbered years. If any of the officers resign their position, that position will be filled by a special election at the next scheduled meeting.

The Emergency Management Coordinator will fill the Secretary position. He or she will be responsible for the agendas of meetings, the minutes of meetings, records, documents, and all other matters pertaining to the operation of the business meetings.

ARTICLE X MEETINGS

The Emergency Management Commission will tentatively meet quarterly, on the third Tuesday of January, April, July, and October. Meetings may be rescheduled upon consensus of the Commission. Special meetings may be called by request of the Chairperson or Vice-Chair.

A majority of the Executive Board will have the authority to act on any business scheduled to come before said meetings. However, a quorum, which shall consist of at least 6 voting members of the Emergency Management Commission, is required when voting upon the budget, entering contracts or agreements, authorizing unbudgeted expenditures or disposal of Commission assets over the amount of \$5,000.00, and

personnel matters. When a quorum is not present for a vote, electronic communications may be established with any members not present for a vote via the use of the telephone. Voting by telephone will be an officially recognized method of voting. Documentation of votes by telephone will be made in the minutes of the meeting.

**ARTICLE XI
AMENDMENT OF THE BY-LAWS**

These By-Laws will be amended, from time to time, to fit the purpose of the Emergency Management Commission and its functions. However, any voting upon an amendment to these By-Laws will be by a majority of the Commission. Amendments shall be incorporated into the By-laws, signed by all Commission members and recorded at the Jasper County Recorder's office to become effective.

**ARTICLE XII
RULES OR PROCEDURES**

Parliamentary rules as set forth in Robert's Rules of Order, Newly Revised, will apply to all proceedings of the Emergency Management Commission, insofar as possible. The Commission is a municipality as defined in Iowa Code section 670.1. As such all Commission business will be conducted in accordance with Iowa Code chapter 21, "Official Meetings Open to the Public " and Iowa Code Chapter 22, " Examination Of Public Records". The Commission shall adopt a Security Information Policy, pursuant to Iowa Code section 22.7[52] (2006) to maintain the confidentiality of information that if disclosed, may jeopardize people, property, or public safety.

Emergency Management Commission Chairman

Emergency Management Coordinator

Revised: January 2001
December 4th 2007
December 11th 2012

**ADOPTION OF BY-LAWS,
THE EMERGENCY MANAGEMENT COMMISSION,
JASPER COUNTY**

These By-Laws are hereby adopted by a majority vote of the Jasper County
Emergency Management Commission on this 11th day of December, 2012.

ATTEST

COMMISSIONERS

Chair of the Commission,
Sheriff

Vice-Chair of the Commission,
City of Oakland Acres

Member, Board of Supervisors

City of Baxter

City of Colfax

City of Kellogg

City of Lambs Grove

City of Lynnville

City of Mingo

City of Monroe

City of Newton

City of Prairie City

City of Reasnor

City of Sully

City of Valeria