

**BYLAWS
OF THE
WOODBURY COUNTY EMERGENCY MANAGEMENT COMMISSION**

The following bylaws shall establish and govern the operations of the Woodbury County
Emergency Management Commission.

ARTICLE 1 – NAME

- A. The official name of this commission shall be the Woodbury County Emergency Management Commission, hereafter referred to as “the Commission.”

ARTICLE II – LEGAL STATUS

- A. The Commission shall be a joint undertaking of Woodbury County and all its incorporated cities as authorized and provided in Iowa code, Chapter 29C and further delineated in Iowa Administrative Code 605, Chapter 7.

ARTICLE III – MEMBERSHIP

- A. The Commission shall be comprised of the following members:
1. A member of the County Board of Supervisors;
 2. The County Sheriff;
 3. The Mayor from each city within the county.
- B. A Commission Member may designate an alternate to represent the designated entity.
- C. For any activity relating to Section 29C.17, subsection 2, or Chapter 24 of the Code of Iowa, participation shall only be by a commission member or designated alternate that is an elected official from the same designated entity.
- D. Any designated entity not participating as an active member of the Commission shall still be considered a member of the Commission and shall remain subject to its responsibilities as part of the Commission.

ARTICLE IV – COMMENCEMENT OF OPERATIONS

- A. The operations of the Commission under these bylaws shall commence upon adoption by the Commission and at such time as each member has signed this document.

ARTICLE V – MISSION

- A. The mission of the Woodbury County Emergency Management Commission is to establish, coordinate, provide services, and maintain local emergency management activities and intergovernmental, private, and volunteer partnerships to mitigate against, prepare for, respond to, and recover from all disasters that may impact Woodbury County, its communities and citizens.
- B. Provide training, planning, response, technical and administrative support to local departments and emergency response units of the designated entities specific to emergencies and disaster.

ARTICLE VI – POWERS AND DUTIES

A. Commission Powers

- 1. The Commission shall have the power to do all things necessary to carry out the guiding purpose and specific duties as identified in Iowa Code, Administrative Code and adopted policies regarding emergency management services, specific to the emergency management concepts of emergency and disaster preparedness, response, recovery and mitigation.

B. Commission Duties

- 1. The Commission shall have the following minimum duties as identified and further defined in Iowa Administrative Code:
 - a. Administration and finance.
 - b. Hazard identification, risk assessment, and capability assessment.
 - c. Resource management.
 - d. Planning.
 - e. Direction, control and coordination.
 - f. Damage assessment.
 - g. Communications and warning.
 - h. Operations and procedures.
 - i. Training.
 - j. Exercises.
 - k. Public education and information.
- 2. Implement any duties or responsibilities deemed necessary by the Commission that will enhance or strengthen the emergency management program in order to fulfill the identified mission.

ARTICLE VII – FINANCING

- A. The Emergency Management Agency's approved budget shall be funded by one or any combination of the following options, as determined by the commission:
 - a. A countywide special levy pursuant to section 331.424, subsection 1.
 - b. Per capita allocation funded from city and county general funds or by a combination of city and county special levies which may be apportioned among the member jurisdictions.
 - c. An allocation computed as each jurisdiction's relative share of the total assessed valuation within the county.
 - d. A voluntary share allocation.
 - e. Other funding sources allowed by law.

- B. A local emergency management fund is created in the office of the County Treasurer. The fund shall be for the sole purpose of paying expenses relating to all emergency management matters of the Commission and its agency.
 - 1. Any unencumbered funds remaining at the end of the fiscal year shall remain in the local emergency management fund.

 - 2. Any reimbursement, matching funds, or money received from the sale of property, or monies obtained from any source whatever in connection with the emergency management program shall be deposited in the local emergency management fund.

- C. Expenditures from the local emergency management fund shall be made on warrants drawn by the County Auditor, supported by claims and vouchers signed by the emergency management coordinator or chairperson of the commission.
 - 1. Any individual claims exceeding \$10,000 shall be signed by the emergency management coordinator and chairperson or vice chairperson of the commission.

- D. The Commission's fiscal year shall be from July 1 through June 30 annually.
 - 1. In accordance with Iowa Code Chapter 24, and Section 29C.17 the Commission shall adopt and provide to the County Auditor a budget on or before February 28th of each year.

- E. The Commission may enter into contracts and make expenditures for services, purchase of and maintenance of equipment and other property, administration, or planning in order to carry out its purpose.

- F. The Commission may cooperate with, contract with, and accept and expend funds from federal, state, or local associations, public or semi-public corporations or

private individuals for emergency management projects and activities consistent with federal, state, and local law and these bylaws.

ARTICLE VIII – OFFICERS

- A. The Commission shall elect each year from its membership, which may include alternate members, a Chairperson and Vice Chairperson to serve for the period of one year.
 - 1. Elections will be held in the fourth quarter of the fiscal year with the term beginning the first day of July following the election.
 - 2. If the Chairperson is unable to serve their capacity, the Vice Chairperson shall be first in the line of succession followed by Executive Committee members in order of commission tenure until elections are conducted according to this Article.

- B. The Chairperson shall appoint three Commission members, which may include alternate members, to serve as the Commission’s Executive Committee along with the Chairperson and Vice Chairperson. The responsibilities of the Executive Committee will include, but not be limited to:
 - 1. Serve as an advisory body to the chairperson;
 - 2. serve as an advisory body to the emergency management coordinator;
 - 3. and, address personnel management issues as needed.

- C. The emergency management coordinator shall serve as the secretary to the Commission and shall be responsible for records, minutes, documents, and all other matters pertaining to the operation of the business meetings. The coordinator may delegate duties to other personnel appropriate to the conduct of the Commission’s business.

ARTICLE IX – VOTING

- A. Each designated entity of the Commission shall be entitled to one vote by the statutory commissioner or their alternate.
 - 1. Alternates must be an elected person of the same entity in order to vote on matters pertaining to selection of the manner of commission funding and/or adoption of budgets.

- B. A quorum of the commission shall consist of a simple majority of the Commission.
 - 1. There will be no voting by proxy or by representatives that have not been designated in writing and in advance.

2. Meetings may be attended either in person, via teleconference, via video conference or via web meeting.

ARTICLE X – EMPLOYMENT PRACTICES

- A. The Executive Committee will supervise the position of the emergency management coordinator. Formal action on appointing, discipline, termination or evaluations require a majority vote of the commission.
- B. The emergency management coordinator will supervise all other positions within the agency. Formal action on hiring and firing requires confirmation by the Commission.
- C. All positions within the emergency management agency are employees of the Commission.
 1. The administrative offices of the County of Woodbury facilitate the administration of commission employee salaries and benefits.
 2. Salary and benefit structures will parallel those of the county.
 3. The commission adopts the human resource practices of the county, to the extent practical. Should any of the policies or portions thereof conflict with unique nature, construct or needs of the emergency management agency, the commission reserves the right to adopt agency specific policies that will supersede those of the county as it relates to commission employees. Any such exceptions will be provided to the county for reference.

ARTICLE XI – MEETINGS

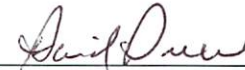
- A. The Commission shall meet not less than twice a year to elect officers, consider and adopt a budget, and to carry on the business of the commission. The commission shall also meet when called by the chairperson or vice chairperson.
- B. Meetings of the commission will generally be governed by Robert’s Rules of Order.
- C. Commission business shall be conducted in compliance with Iowa Code Chapter 21, “Official Meetings Open to Public,” and Chapter 22, “Examination of Public Records.”

ARTICLE XII - ADMINISTRATIVE


- A. The duration and existence of the commission shall be perpetual and may not be dissolved by any action other than that caused by changes in federal or state laws dissolving or significantly reorganizing the organization, structure and operational processes of emergency management.
- B. Terms of these bylaws may be amended only by a three-fourths majority vote of the total membership of the Commission.
- C. Invalidation of any provision or application of these bylaws shall not affect other provisions or applications.

These bylaws are hereby adopted, and all prior bylaws are hereby repealed, by vote of the Emergency Management Commission of Woodbury County, Iowa, as of this 4th day of FEBRUARY, 2015.

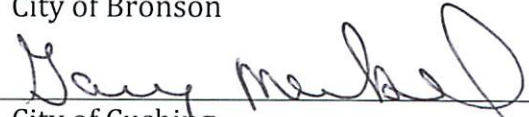

County of Woodbury



Woodbury County Sheriff


City of Anthon


City of Bronson


City of Correctionville


City of Cushing


City of Danbury



City of Hornick


City of Lawton


City of Merville


City of Oto

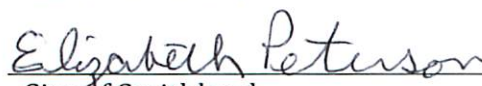

City of Pierson


City of Salix


City of Sergeant Bluff


City of Sioux City


City of Sloan


City of Smithland