

## **BY-LAWS**

### **COMMUNITY EMERGENCY RESPONSE TEAM (CERT)**

#### **Preamble**

Initiated in May 2001, The Union City Community Emergency Response Team (CERT) Program was developed to create a well-trained civilian emergency volunteer force. These teams are vital for disaster situations when the number and scope of incidents clearly overwhelm conventional emergency services.

CERT training provides community self-sufficiency through the development of multi-functional response teams that can act as an adjunct to local emergency services during major disasters. In the initial phases of a disaster, CERT Members, empowered by this unique training, can assemble as a Community Emergency Response Team or, under the direction of City Public Safety officials, can perform as individual leaders, directing untrained volunteers while in the field or at the Emergency Operations Center.

#### **Article I. The Association**

##### **Section 1 Association**

The name of this unincorporated, not for profit association shall be "Union City CERT." CERT stands for Community Emergency Response Team.

##### **Section 2 Offices**

The principal office of Union City CERT is in the State of California and will be located in the City of Union City, County of Alameda.

#### **Article II. Objectives of the CERT Organization**

##### **Section 1 Objectives**

- 1) To foster closer relations between the Public Safety Departments of the City and the citizens of Union City.
- 2) To promote general public knowledge of the functions, services, resources of CERT, and the needs of the City during a disaster and to encourage individuals and groups to seek them out when appropriate.
- 3) To promote awareness of the Public Safety Departments and provide a variety of training opportunities enabling members to assist the officers of the Public Safety Departments in the execution of their duties.
- 4) To carry out fundraising activities aimed at furthering these objectives and supporting the Public Safety Departments.

#### **Article III. Board**

Section 1 Board of Directors

The CERT Board of Directors is comprised of the City Manager and/or his/her designee, the CERT Coordinator and at least four other Board members.

Section 2 Term of Office

Each elected Director shall serve for a two (2) year term. The term of a new director shall begin at the end of the business session at which he/she was elected.

Section 3 CERT Coordinator

The CERT Coordinator will be appointed by the general CERT Membership and approved by the City Manager as the representative of the City. Under the direction of the City Manager, the CERT Coordinator shall assist with the day-to-day activities and responsibilities of CERT and be the primary point of contact for the CERT organization. The CERT Coordinator shall organize and chair all CERT meetings, assign and delegate as appropriate to the other members of the Board.

Section 4 Board Member Responsibilities

The Board Members will be responsible for the following functions. Assignment of particular members to each function will be based on agreement of the CERT Coordinator and the Board.

- 1) **Planning/Outreach**
- 2) **Secretary/Treasurer**
- 3) **Training**
- 4) **Logistics**

Section 5 Planning/Outreach Coordinator

The Planning/Outreach Coordinator shall provide overall collection, evaluation and dissemination of CERT related information to better understand current CERT status, forecast future needs and assist in the preparation of objectives and strategies and needs. The Planning/Outreach Coordinator will also be the key individual to plan and coordinate outreach activities to the local community.

Section 6 Secretary Treasurer

The Secretary Treasurer carries out two (2) major functions:

- Keeps Records, minutes and vital data for the CERT Organization.
- Assists the City Manager and CERT Coordinator with financial forecasting, tracking and works with the Board to keep within established financial goals as set by the City Council via the City Manager.

Section 7 Training Coordinator

The Training Coordinator assists the City Manager and CERT Coordinator in

the planning, organizing, budgeting and execution of the Annual CERT Training Program for current and new members, and is tasked with the execution of the annual training plan.

Section 8 Logistics Coordinator

The Logistics Coordinator works closely with the Board to ensure adequate provisions of supplies and materials for the CERT organization, and provides the CERT Coordinator and City Manager with quarterly inventory of supplies and equipment and prepares replenishment plans for the CERT organization.

Section 9 Salaries

Board Members shall not receive financial compensation. They serve on a volunteer basis.

Section 10 Vacancies

Vacancies in the Board positions may be filled by an appointment made by a quorum of the Board.

If the CERT Coordinator position is vacated an Acting Coordinator can be nominated by a quorum of the Board, subject to the approval of the City Manager.

**Article IV. Board Meetings**

Section 1 Regular Meetings

A meeting of the Board of Directors will be held at least quarterly.

Section 2 Special Meetings

The CERT Coordinator or a majority of the Board of Directors may call special meetings.

Section 3 Place of the Meeting

The Board of Directors may designate any place within the City of Union City, CA, as the place of meeting for any annual meeting, regular meeting, or for any special meeting called by the Board of Directors.

Section 4 Notice of Meeting

Written notice stating the place, date and time of any meeting of the Board will be delivered, either personally, by mail or email to each Director no less than three (3) nor more than fifty (50) days before the date of the meeting.

Section 5 Quorum

A majority of the Board shall constitute a quorum and the majority of the Directors present at a meeting at which a quorum is present shall constitute the acting authority of the Board.

## **Article V. Members**

### **Section 1 Eligibility**

The City Manager and the Board, at their discretion, shall admit to general CERT Membership any person who is interested in the furtherance of the purposes of CERT and who satisfies the following eligibility requirements.

Applicant must:

- 1) Be at least 18 years of age;
- 2) Pass the interview process;
- 3) Have no felony convictions within five years of application; and
- 4) Upon admission, be willing to wear a designated uniform during authorized CERT events and training.

### **Section 2 Members**

Members must successfully complete the pre- requisite twenty (20) hours of initial training and remain active CERT participants. Members are expected to attend all CERT meetings. Should any Member fail to attend at least one General Membership or training meeting in any twelve consecutive month period, their membership may be deemed vacated.

### **Section 3 Voting Members**

All CERT members shall be voting members at General Membership meetings. A voting member's membership shall be deemed automatically vacated and that member removed from CERT upon failure to attend the requisite number of meetings as set forth in Section 2, above, or if he/she is convicted of committing a felony. Vacation of membership and removal from CERT for any other reason shall only be for cause as determined by a favorable vote of at least a quorum of the Board. The member must have the opportunity to be heard by the Board before removal, unless the member's location is unknown.

## **Article VI. Meetings of Members**

### **Section 1 General Membership Meeting**

General Membership meetings are to be held a minimum of one per year to transact such matters as deemed proper by the Board of Directors. The Board shall designate the time and place of the annual member meeting. Member meetings should be held no later than thirteen (13) months from the previous member meeting. Failure to hold an annual meeting in a timely manner shall in no way affect the Board of Directors or the validity of CERT's actions.

### **Section 2 Special Meetings**

A special meeting of the members may only be called by the Board. Notice must be given to the members no less than 72 hours prior to the date of the meeting, stating the purpose of each special meeting.

Section 3 Training Meetings

Training shall be held on a quarterly basis commencing with each fiscal year (July 1-June 30).

Section 4 Notice of Meetings

Written notice stating the place, date and hour of any meeting shall be given to all members. Such notice shall be delivered personally, by U.S. mail, or by email, no less than ten (10) days nor more than sixty (60) days before the date of the meeting, except for notice of Special Meetings, which shall be given no less than 72 hours before the date of the meeting. Members will indicate upon admission to CERT whether they wish to receive notices via mail or email; however, circumstances may dictate the necessity of alternate method of notification.

Section 5 Member Quorum and Voting

A majority of current, eligible members, present at a General Membership meeting constitutes a quorum unless otherwise required by law. Once a meeting of the quorum of members has convened, subsequent withdrawal by some members shall not affect the validity of any action taken at the meeting, even if the number of members drops below the number of members required for a quorum.

Section 6 Votes

Each eligible member present at a General Membership meeting shall have one vote on each matter submitted to a vote at such meeting of the members.

**Article VII. Contracts, Checks, Deposits, and Funds**

Section 1 Contracts and Obligations

Only the City Manager or his/her appointee may enter into a contract on behalf of CERT.

Section 2 Checks, Drafts, etc.

All checks, drafts or orders for payment, notes or other evidences of indebtedness issued in the name of CERT require the signature of the City of Union City through the City Manager or his/her appointee.

Section 3 Deposits

All CERT funds shall be deposited within 14 days of receipt by CERT, to the credit of CERT in such banks, trust companies or other depositories by the City of Union City.

Section 4 Gifts

The Board of Directors, with approval of the City Manager, may accept on behalf of CERT any contribution, gift, bequest or device intended for the

benefit of any general purpose or special purpose of CERT, subject to compliance with the City of Union City regulations related to gifts and contributions.

### **Article VIII. Amendments to By-Laws**

Section 1 These By-Laws may be altered, amended or repealed and new by-laws may be adopted by a majority of the Board present at any regular meeting or at any special meeting of CERT. Any changes to the by-laws must be approved by the City Council.