

CERT COMMUNICATIONS TEAM BYLAWS

I. NAME

The name of this organization shall be the CERT Communications Team (CERT Comm).

II. MISSION

1. To actively work toward the goals of the Community Emergency Response Team.
2. To enable and provide effective emergency communications within CERT, in cooperation and coordinated with other organizations.
3. To further the skills and preparation of CERT volunteers and emergency radio operators.
4. To increase the number of active CERT volunteers with expertise in emergency communications.

III. MEMBERSHIP

1. Participation

Participation in CERT Communications meetings and events is open to all CERT volunteers, amateur radio operators, or citizens with an interest.

2. Voting Membership

Voting Membership is open to those CERT volunteers who hold a CERT Certificate, live or work in Fremont or Union City, and hold a valid amateur radio license, which authorizes operation in the United States.

3. Communications Officers

A Communications Officer who reports to and is designated by the District Coordinator shall represent each CERT district on the CERT Comm Steering Committee. A Communications Officer must meet the same membership requirements as other CERT Communications Team or Steering Committee members to participate in voting.

IV. OFFICERS

1. Coordinator

a. Qualifications. On the day of the election and for the entire term of office, the CERT Communications Team Coordinator must meet all the requirements for voting membership. The Coordinator may serve simultaneously as a district Communications Officer.

b. Responsibilities. The Coordinator chairs General Meetings and Meetings of the Steering Committee. The Coordinator facilitates the activities of the CERT Communications Team. The Coordinator serves as the liaison between the CERT Communication Team and other organizations including the CERT District Coordinators, the Fremont Fire Department, disaster preparedness organizations, and amateur radio clubs.

2. Assistant Coordinator

a. Qualifications. On the day of the election and for the entire term of office, the CERT Communications Team Assistant Coordinator must meet all the requirements for voting membership and the requirements for Coordinator. The Assistant Coordinator may serve simultaneously as a district Communications Officer, but may not also serve simultaneously as Coordinator.

b. Responsibilities. Should the Coordinator be absent, unable to serve, or removed or resigned from office, the Assistant Coordinator acts as Coordinator.

If the Coordinator is unable to serve, or removed or resigned from office, the Assistant Coordinator shall succeed the Coordinator, and the Steering Committee may appoint an

interim Assistant Coordinator to serve until the next regular election of officers. The Assistant Coordinator shall, either directly or through delegation, keep the organization's records, including minutes of meetings and records of equipment, and shall provide notice of meetings.

3. Past Coordinator

a. Qualifications. Upon succession by a new Coordinator, the outgoing Coordinator shall become Past Coordinator, unless the outgoing Coordinator's office was lost by loss, suspension, or expiration of CERT membership, or loss, suspension, or expiration of amateur radio license. The Past Coordinator may serve as long as the Coordinator is re-elected. If the Past Coordinator resigns, the office is not filled.

b. Responsibilities. The Past Coordinator is an advisor to the rest of the team and assists the Coordinator and Assistant Coordinator.

4. Term of office

The term of office for all Officers is one year, and there is no limit to the number of terms an Officer may serve.

5. Loss of office

The Coordinator, Assistant Coordinator, or Past Coordinator shall be removed from office upon loss, suspension, or expiration of CERT membership, or loss, suspension, or expiration of amateur radio license. The Coordinator or Assistant Coordinator shall be removed from office upon a two-thirds vote of the Steering Committee. Removal from office by such a vote shall not disqualify an Officer from seeking office in the new election, nor shall it

prevent a Coordinator from becoming Past Coordinator.

6. Elections/Voting

a. The Coordinator and Assistant Coordinator shall be elected by a majority vote of the Voting Membership.

b. In the case that no candidate receives a majority of the votes cast, the candidate receiving the lowest number of votes shall be removed from contention and another vote taken. The procedure shall be repeated until one candidate receives a majority of the votes cast, or a tie occurs. In the case of a tie vote, the outgoing Steering Committee shall make a selection from among the candidates for office.

c. In motion voting, the motion fails in the event of a tie vote.

V. STEERING COMMITTEE

1. Membership

The Communications Officers, together with the Coordinator and Assistant Coordinator are the Voting Members of the Steering Committee.

2. Additional members

The Past Coordinator is a non-voting member of the Steering Committee. In addition, an Assistant Emergency Coordinator designated by Fremont ARES (Amateur Radio Emergency Service) shall be recognized as a non-voting member of the Steering Committee.

VI. MEETINGS

1. General Meetings

a. Schedule. There shall be at least one General Meeting of the Voting Membership each year. Officers shall be elected once per year, within one month following the spring CERT drill. If there is no spring drill, then elections shall be held in May, or as

soon thereafter as a meeting can be scheduled and proper notice given.

b. Notice. Notice of a General Meeting shall be considered sufficient for elections or Amendment to the Bylaws if the time, date, and location is sent by postal mail to all CERT members no less than two weeks prior to the meeting, posted on a well-known CERT website or other electronic bulletin board continuously for at least one month prior to the meeting, or announced in at least two of the four weekly Tri-Cities ARES nets, conducted immediately prior to the meeting.

c. Quorum. A quorum for the purposes of elections or Amendment of the Bylaws consists of at least three-fifths of all CERT Districts being represented by at least one voting member, and the Coordinator or Assistant Coordinator, who may serve as the representation for their districts.

d. Minutes. Minutes of meetings shall be kept by the Assistant Coordinator, and made available in a timely way to any member upon request.

2. Meetings of the Steering Committee

a. Schedule. The Steering Committee shall meet no less than four times each year. Normally, meetings shall be open to all CERT Communications Team members, but only members of the Steering Committee are eligible to vote. Upon a two-thirds vote, the Steering Committee may limit attendance to the Steering Committee's voting and non-voting members and any other specifically named parties.

b. Notice. Notice of Steering Committee meetings shall be considered sufficient if the time, date,

and location was given at a General Meeting, or if notice was sent by postal or electronic mail to the address on file with the Assistant Coordinator no less than one week prior to the meeting.

c. Quorum. The quorum for the Steering Committee shall be three-fifths of all voting members of the Steering Committee, including the Coordinator or Assistant Coordinator.

d. Minutes. Minutes of meetings shall be kept by the Assistant Coordinator, and made available in a timely way to any member of CERT upon request.

VII. AMENDMENT

Amendment of these Bylaws requires a two-thirds vote of the Steering Committee and a majority vote of the Voting Membership at the next General Meeting.

VIII. ADOPTION

These Bylaws shall be adopted if unanimously approved by the Communications Officers. The recognized leader of any predecessor organization shall be eligible to become Past Coordinator upon approval of the Steering Committee.