

Community Organizations Active in Disasters for Monroe County

By-Laws (Adopted January 13, 2014)

Article I: Organization

Section 1: Name

The name of this organization shall be Community Organizations Active in Disasters for Monroe County (MoCOAD).

Section 2: Relationships

MoCOAD is a county counterpart of the Indiana Voluntary Organizations Active in Disaster (INVOAD). INVOAD is a state counterpart of the National Voluntary Organizations Active in Disaster (National VOAD). MoCOAD is organizationally independent of INVOAD and National VOAD.

The Chairperson of MoCOAD, as well as the Secretary and the Communications Function Coordinator serve as primary contacts for INVOAD.

Section 3: Scope

The geographic boundaries of MoCOAD are the boundaries of Monroe County, Indiana.

Section 4: Logo

The official logo of MoCOAD is a maroon eight point star outline with "COAD" in the middle. Stacked to the right of the symbol is the name "COMMUNITY ORGANIZATIONS ACTIVE IN DISASTER" in white, bold, and all caps followed by "FOR MONROE COUNTY" in blue, all caps, and "MONROE COUNTY" is bold.

Article II: Purpose

Section 1: Purpose

MoCOAD is established to prepare and care for the citizens of Monroe County before, during, and after a disaster. It promotes preparedness and provides relief to survivors in our community by activating a well-planned system of supporting programs and services.

MoCOAD serves as an organizational network composed of representatives from public, private, and nonprofit organizations. It is active in disaster mitigation, prevention, preparedness, and recovery.

MoCOAD's main functions are:

- Cooperation (creating a climate for cooperation and information sharing)
- Coordination (joint planning; providing a liaison with public offices)
- Communication (publishing and disseminating information)
- Education (increasing mutual awareness and understanding of each organization)
- Convening Mechanism (arranging meetings, conferences, and training as necessary)
- Legislation (encouraging effective disaster relief legislation and policy)

Section 2: Non-duplication of Activities

MoCOAD does not attempt to duplicate the activities of any other agency and recognizes that the member agencies have responsibilities outside the scope of the consortium.

Section 3: Non-assumption of Liability

Participation in MoCOAD is purely voluntary and at the sole discretion of stakeholder organizations. No participating organization shall assume any of the liability of any other member organization.

Section 4: Definition of Disaster

For MoCOAD, "disaster" refers to any natural or human-caused catastrophic event that results in damage, loss, hardship, or suffering. (Note that this does not include financial crisis). "Large-scale" refers to any "disaster" that meets one or more of the following criteria:

- the emergency management director for a county requests the assistance of MoCOAD with the disaster
- an official emergency and/or disaster has been declared by the local, county, state and/or federal government
- a member organization requests the activation and mobilization of MoCOAD and the Executive Committee decides that it should be activated. If self-mobilized, MoCOAD will inform the Emergency Management Agency Director.

Section 5: Definition of Activation

Activation of MoCOAD would be expected when a large scale integrated community response is necessary. Activation begins with the disaster event and ends with the mobilization of the Long Term Recovery Committee. (The Long-Term Recovery Committee is activated by the community, with assistance from the MoCOAD.)

Article III: Membership Types

Section 1: Organizational Members

All organizations providing resources for disaster services shall be invited to serve as MoCOAD members.

"Organizational Members" shall include, but not be limited to, representatives of community-based organizations, governmental, volunteer, social service and nonprofit organizations, civic and service groups, faith-based and educational organizations, health providers and businesses that are committed to a long-term vision of area-wide disaster coordination in Monroe County. Organizations may request membership by submitting a MoCOAD Member Request Form to the Secretary, which will then be provided to the Chairperson. New Members must be approved by the Executive Committee. Membership requests will be accepted on a rolling basis.

Each organization shall identify a primary representative for voting purposes. This representative must have decision-making responsibility for his/her agency's activities.

Organizations represented by more than one individual at a meeting shall cast a single vote.

Section 2: Individual Members

Individuals who are unaffiliated with organizations providing disaster resources, but who are committed to a long-term vision of area-wide disaster coordination in Monroe County, shall be invited to serve as MoCOAD "Individual Members".

Individuals may request membership by submitting a MoCOAD Member Request Form to the Secretary, which will then be provided to the Chairperson. New Members must be approved by the Executive Committee. Membership requests will be accepted on a rolling basis.

“Individual Members” do not have voting privileges unless they are elected or appointed to the MoCOAD Executive Committee.

Article IV: Membership Requirements

Section 1: Active Membership

To be considered an active member of any type, a current Member Request Form must be on file with the Secretary. Members who do not participate in at least one MoCOAD meeting or event over the course of a two year period will be automatically released from membership. Former Members may request reinstatement by submitting a MoCOAD Member Request Form to the Secretary, which will then be provided to the Chairperson. New Members must be approved by the Executive Committee.

Section 2: Voting

Organizational Members and Members of the Executive Committee who are present at a MoCOAD meeting, or who send a proxy, shall have voting privileges for business that comes before the group. Organizations represented by more than one individual shall cast a single vote.

Individual members do not have voting privileges unless they are members of the MoCOAD Executive Committee or are Function Lead Coordinators.

Section 3: Quorum:

A quorum for the transaction of business of MoCOAD shall be 30 percent of its members, as long as there are at least three members of the Executive Committee present. Decisions shall be made by a majority vote at a meeting at which a quorum is present.

Section 4: Compensation

No Members of MoCOAD will be compensated. The Executive Committee is authorized to make agreements for outside services as needed. Paid staff do not have voting privileges.

Section 5: Resignation

All Members will serve until the effective date of resignation or inability to serve. A Member may resign at any time by submitting a written request to the Secretary, which will be provided to the Chairperson.

Section 6: Termination

A recommendation for involuntary termination of membership will be reviewed by the Executive Committee and presented to the membership for a majority vote. Criteria for involuntary termination of membership would include:

- change of purpose of organization to the extent that it no longer provides resources needed during a large-scale disaster
- dissolution of organization
- evidence of misuse of disaster resources or other acts of malfeasance
- the actions of an Individual or Organizational Member are inconsistent with the purposes or cohesion of the MoCOAD.

Article V: Functions

Section 1: Purpose of Functions

The purpose of Functions is to coordinate the delivery of services, establish lines of communication, make preliminary assessment of needs, and mobilize resources as necessary. Functions provide a communication mechanism with a variety of agencies for case managers.

Functions are open to all individuals and agencies with the appropriate training, experience or expertise in the Function's particular area. Function Support resources do not need to be members of MoCOAD.

Functions may be formed or dissolved by voice vote or balloting at any Executive Committee meeting at which a quorum is present.

Function Coordinators shall be elected by voice vote or balloting at any Executive Committee meeting at which a quorum is present.

It is suggested that Functions have both a Coordinator and a Co-Coordinator.

Section 2: Functions

Animal Welfare

Coordinates services related to the safety and security of animals in the event of a disaster.

Case Management

Coordinates case management resources, training, and personnel. In the short-term recovery phase, case workers assess the immediate needs of survivors and, if appropriate, make referrals to long-term recovery case management.

Communications

Coordinates communications among MoCOAD Members and between its Members and the citizens of Monroe County.

Between disasters, is responsible for keeping MoCOAD in the minds of the citizens of Monroe County by publishing news about MoCOAD activities and by publishing useful information about mitigation and preparedness.

During and after a disaster, acts as a central clearinghouse for information, routinely updating the member agencies with factual information, and providing validated recovery information to the various media outlets in the county.

Develops and maintains a community communication procedure to be used in times of large-scale disaster.

Donations Management (Financial)

Solicits, receives, acknowledges, accounts for, and distributes donations of funds for the response and recovery stages of a disaster. Recruits a fiscal agent and shall, with the concurrence of the Executive Committee, execute all agreements necessary to ensure the availability of the services of the MoCOAD fiscal agent after a disaster. Creates rules and procedures to ensure an effective relationship between the MoCOAD and the fiscal agent.

Donations Management (In-Kind)

Solicits, receives, acknowledges, accounts for, and distributes donations of materials for the response and recovery stages of a disaster. Creates and implements policies to govern what kinds

of donations will be accepted, how they will be distributed, and how donations which are not needed will be handled.

Emergency Services

Coordinates and provides for the immediate needs of victims of disaster, such as housing and food.

Food Provision

Provides for adequate food for victims of disaster.

Government Coordination

Coordinates with all relevant governmental bodies, to insure that they are involved in information sharing, decision-making, etc.

Information Services - 211

Provides clear communication of needs of organizations and individuals in the event of a disaster.

Spiritual/Emotional Care

Recruits trained care providers and coordinates the delivery of this care to survivors of the disaster and to other caregivers during recovery.

Volunteer Management

Provides for sustainability of volunteerism in the community to support both short and long term needs following a disaster. Creates a volunteer-friendly environment in Monroe County. Builds and maintains relationships with volunteer groups locally, regionally and nationally. Works to insure that adequate housing is available for incoming volunteers.

Article VI: Committees

Members may create temporary or permanent committees to serve specific needs of the organization. These committees shall have such authority as MoCOAD members direct and shall record minutes and maintain records that shall become part of the permanent records of MoCOAD.

Section 1: Nominating Committee

The Chairperson shall appoint a Nominating Committee for Officer and Executive Committee positions, of no fewer than three members, in the first calendar quarter of the year (Jan-March). One of the three shall be the MoCOAD Vice-Chairperson, who will serve as the Chairperson of the Nominating Committee. The other two shall be members of the Executive Committee or Function Coordinators. Its purpose is to identify the desired talents, skills and qualities of candidates for the elected positions of MoCOAD, and to identify, assess, and recruit these candidates.

The committee shall provide a slate of officer and Executive Committee candidates to the Secretary in advance of the election during the second calendar quarter of the year (April-June), who shall send it to the membership at least two weeks before the Annual Meeting at which the election shall take place.

Additional nominations will be accepted from the floor prior to the elections. Election for non-contested vacancies shall be done by voice vote. Election for contested vacancies shall be done by secret ballot.

The Nominating Committee will serve only until an election takes place.

Section 2: Short Term Recovery Committee

The purpose of the Short Term Recovery Committee is to coordinate the delivery of immediate needs to the survivors of a major disaster. This committee provides the forum, until the Long-Term Recovery Committee is activated, for case workers to present clients' needs and for the supporting agencies to commit to filling those needs. By working in an open forum, the case workers are assured that their clients' needs will not be overlooked, and the affected agencies are assured that their efforts will not be wastefully duplicated.

Article VII: Executive Committee

Section 1: Membership

The Executive Committee is composed of the Officers plus two Members elected by the membership. Ideally, these Members would be Function Coordinators.

Section 2: Duties

Except as otherwise required by law or by these By-Laws, the Executive Committee shall have the authority of the membership in the management of MoCOAD during such time as the membership is not meeting and may authorize, by majority vote, agreements as required.

All agreements and Memorandums of Understanding (MOU's) between MoCOAD and any other entity shall be approved by the Executive Committee and copies shall be given to the Secretary, who will provide them to the Chairperson. The complete list of agreements and memorandums of understanding shall be made available to the MoCOAD membership.

Note: Function-related MOU's are always between the function lead organization and the organization/company involved, not MoCOAD.

The Executive Committee is the executive leadership of the MoCOAD and shall be responsible for activating the appropriate level of disaster response of the Functions.

Decisions of the Executive Committee may be overwritten by a 2/3 majority vote of the Members.

Section 3: Quorum:

A quorum for the transaction of business of the Executive Committee shall be a majority of its members. Decisions shall be made by a majority vote at a meeting at which a quorum is present.

Article VIII: Officers

Section 1: Officers:

In order to increase the leadership opportunities within MoCOAD, Officers would ideally not serve as Function Coordinators. They may serve this dual role if others are not available to serve.

Officers shall consist of the Chairperson, Vice-Chairperson, Secretary, and Treasurer and other officers as may be deemed necessary by the membership or required by law.

Section 2: Election

Officers shall be elected bi-annually by the membership, with staggered terms. Elections will be conducted in the second calendar quarter (April – June) with terms running from July 1-June 30.

Officers will serve two year terms. The Chairperson and Treasurer will be elected in odd numbered years and the Vice-Chairperson and Secretary will be elected in even numbered years.

Officers may be re-elected to subsequent terms of office with the limitation that no individual may serve more than three consecutive terms or partial terms in any officer position without a break in service of at least one year.

Section 3: Vacancies

The Executive Committee shall determine the appropriate process for securing nominations from among the Members for vacancies of any of the offices between regular elections. Positions filled in this manner will be subject to election at the next annual meeting.

Section 4: Duties of Chairperson

The Chairperson shall:

- set the agendas and preside at all regular, special, and annual meetings
- serve, with the Secretary and Communications Function Coordinator, as primary contacts for INVOAD (Indiana Voluntary Organizations Active in Disaster)
- serve on all Functions. This role would be primarily one of communication; the Chairperson would not be expected to attend all Function meetings.
- perform other functions deemed necessary by the Executive Committee

Section 5: Duties of Vice-Chairperson

The Vice-Chairperson shall:

- preside at meetings in the absence of the Chairperson and act in place of the Chairperson in case of the Chairperson's unavailability or incapacity
- develop a suggested training regimen for members of MoCOAD
- serve as Chairperson of the Nominating Committee, when activated
- perform other functions deemed necessary by the Executive Committee

Section 6: Duties of Secretary

The Secretary shall:

- record and preserve minutes of all proceedings, send them to the entire membership and present them for approval at the next meeting or through electronic communication
- ensure that the membership list is current, complete, and available to all members
- serve as a member of the Communications Function.
- present to the membership relevant communications addressed to him/her as Secretary of MoCOAD. The format of this communication is to be determined by the Executive Committee.
- serve, with the MoCOAD Chairperson and Communications Function Coordinator, as primary contacts for INVOAD
- at least two weeks prior to the Annual Meeting, notify all Members of the time and place of the meeting, as well as the slate of Officers and Executive Committee candidates for election at that meeting
- perform other functions deemed necessary by the Executive Committee

If unable to attend a meeting, the presiding officer shall appoint a Secretary for that meeting only.

Section 7: Duties of Treasurer

The United Way of Monroe County will act as Fiscal Agent of the MoCOAD and a United Way representative will serve as Treasurer, subject to being duly elected by the mechanics outlined in these bylaws. The MoCOAD will not be its own fiscal agent.

The Treasurer shall:

- keep careful financial records and documentation
- be responsible for maintaining and reporting on the finances of the MoCOAD
- coordinate all tasks with the fiscal agent.

Article IX: Meetings**Section 1: Annual Meeting**

Election of Officers shall take place at the Annual Meeting, which should be held in the second calendar quarter (April – June). The specific time and place shall be determined by the Executive Committee.

The Secretary shall notify all Members of the time and place of the meeting, as well as the slate of Officers. The Annual Meeting is open to the public.

Section 2: Regular Meetings

MoCOAD shall meet at least once each calendar quarter. MoCOAD regular meetings are open to the public. The meeting schedule shall be established by the Executive Committee.

Section 3: Executive Committee

The Executive Committee shall meet at least once each calendar quarter. Executive Committee meetings may be part of regular MoCOAD meetings.

Section 4: Special Meetings

Special Meetings shall be called by the Chairperson at his or her discretion or at the request of any three members of the MoCOAD Executive Committee. The Secretary shall notify all Members of the time and place of the meeting, the reasons for calling the meeting, by whom it was called, and the business to be transacted. No other business except that specified in the notice shall be transacted at a Special Meeting.

Section 5: Voting

A member will be considered "present" if he or she is participating in the meeting by attendance in person, or through a proxy.

All votes require a motion and a second. A motion shall be approved by a majority vote of all members present and voting, if a quorum is present.

Article X: Voting**Section 1: Voice Vote**

At all meetings all votes shall be by voice, with the exceptions noted herein (referenced as "secret ballots").

Section 2: Majority Rule

Decisions on any question duly raised at a meeting shall be decided by a simple majority vote of the members present, unless contradicted by these bylaws.

Section 3: Secret Ballots

Secret ballots shall be utilized for the election of the Executive Board if there are multiple nominations for a position. Ballots shall not provide an indication of the person who cast such ballot.

Prior to any vote by ballot, the Chairperson of such meeting shall appoint a committee of three who shall act as "Inspectors of Election" and who shall, at the conclusion of such balloting, certify the results in writing to the Chairperson. No "Inspector of Election" shall be a candidate for office or personally interested in the question.

At any Regular or Special meeting, any question may be voted upon by secret ballot if a majority requests.

Article XI: Budget & Finance**Section 1: Funds**

MoCOAD may raise and disburse funds for disaster prevention, preparedness, mitigation and recovery only through its fiscal agent and Donations Management (Financial) Function.

Section 2: Withdrawal of Funds

MoCOAD funds shall be dispersed by a mechanism determined by the fiscal agent, and with authorization from the Chairperson and Treasurer. If either of these individuals is unavailable, another Officer may authorize disbursement.

Section 3: Dissolution of MoCOAD

In the event of the dissolution of the MoCOAD, any remaining funds shall be disbursed to United Way of Monroe County to be held for future reinstatement of MoCOAD or an organization with a similar purpose.

Article XII: Amendments

Except as otherwise provided, these Bylaws may be altered, amended, repealed, or new Bylaws adopted by a 2/3 vote of the members present at a MoCOAD meeting, if at least seven (7) days notice is given to member organizations of the intention to alter, amend, repeal, or adopt new Bylaws at such meeting.

Document History

Version 1: 2010 – Created

Version 2: June 27, 2013 – Revised

Version 3: January 13, 2014 – Revised

Supporting Documents:

MoCOAD Proxy Designation Form

MoCOAD Member Request Form

MoCOAD Memorandum of Understanding

MoCOAD Resource Registry