

SPOKANE COMMUNITY ORGANIZATIONS ACTIVE IN DISASTER (COAD)

ARTICLE 1: NAME, RELATIONSHIPS, AND JURISDICTION

Name: The name of this organization is the Spokane Community Organizations Active in Disaster (COAD). The COAD serves all of Greater Spokane. Spokane COAD is affiliated with the Inland Northwest Volunteer Organizations Active in Disaster (INW-VOAD) which serves Eastern Washington and North Idaho with an emphasis on Long Term Recovery efforts

- Spokane COAD has evolved from the Spokane Disaster Committee which has been active for over two decades as an information sharing and networking association

Aliases: Spokane Disaster Committee and Spokane Citizen Corps

Office: Spokane COAD offices shall be C/O Greater Spokane Emergency Management, 1618 N Rebecca Ave., Spokane WA 99217.

Spokane COAD will be considered a local COAD within the state of Washington and will function in partnership with Washington VOAD (WAVOAD) and the National VOAD.

ARTICLE II: MISSION AND GOALS

Mission: Be prepared by bringing together community partners and individuals to foster greater community resiliency within Spokane County through: Cooperation, Coordination, Collaboration and Communications. Spokane COAD is a coordinating organization and will not assume direct operational responsibility in any disaster situation.

Goals:

- To encourage mitigation activities that will lessen the impact of disasters on our community
- To deliver services in an integrated manner by fostering greater collaboration among community partners
- To become the focal point for community wide preparedness activities and outreach including sharing what many of our organizations are doing and how citizens can become involved
- To increase mutual awareness and understanding of each community partner by sharing information including capabilities, resources and needs along with trainings and exercises.
- To create a climate of openness for the sharing of information
- To encourage new community partners to become active in the COAD.

ARTICLE III: MEMBERSHIP PROVISIONS

Membership is open to all community partners, and individuals, that have a stake in community resiliency.

- All participants are strongly encouraged to take at least FEMA IS-100 and 700.
- There are no membership fees

Spokane COAD is primarily a coordinating group of community partners.

- Each member organization maintains its own identity and independence, yet works with other community partners to improve coordinated operations, eliminate duplication, and enhance the overall delivery of services to those affected by disasters.
- Spokane COAD is not a competing agency

Eligibility to Vote: Each active community partner, that has attended multiple meetings, shall have one vote by an authorized representative.

ARTICLE IV: MEETINGS

Meeting Schedule: Meetings will be held on the first Tuesday of each month unless a motion is made to skip a month. The Annual October meeting will be held for the election of Leadership Team members and review of the bylaws; nominations will occur at a previous meeting.

Notification: An emailed notice of no less than one week in advance to all members shall constitute proper notice for the conduct of business at any meeting.

Procedures: Meetings shall be conducted in accordance with accepted parliamentary procedure outlined in Robert's Rules of Order.

Minutes: Minutes will be taken by the Spokane COAD Secretary or a member designated by the Chair to fulfill this duty. Minutes shall be distributed by email and approved at the next regular meeting.

Voting: Decisions on any question at a meeting shall be made by a majority vote when at least eight eligible member organizations are present

- If at least eight organizations are not present, the majority vote of eligible members present will be submitted to the Leadership Team for their approval.

Meeting Site and Date: The next meeting site and date will be confirmed at the end of each meeting, and will be communicated to members.

- Situations may arise requiring action between scheduled meetings. In this case, the Leadership Team will consult on necessary action. Time sensitive business needing a membership vote or other action between scheduled meetings may be conducted electronically as determined by the Chair in consultation with the Leadership Team. Electronic communication can include email and teleconferencing.

ARTICLE V: LEADERSHIP TEAM

Leadership Team

- The Leadership Team shall consist of a Chair, Vice Chair and Secretary that must be affiliated with a community partner and will be elected by the voting procedures iterated previously. There will also be a DEM Advisor and LEPC liaison appointed by their respective organizations and ratified by the COAD. Terms of office will be staggered, when possible, and be for two years with a maximum of three consecutive terms. No compensation shall be paid to the Leadership Team for their services as such.
- The Spokane COAD Leadership Team may meet as needed. It shall have the authority to conduct and transact the day-to-day business activities of the Spokane COAD. Minutes of all Leadership Team meetings shall be prepared and distributed to all member organizations by the Secretary or designee.
- The Leadership Team will meet as necessary to conduct business when called by the Chair or by any two other members of the Leadership Team.
- The Leadership Team shall be empowered to form committees as needed.
- The Leadership Team shall have the power to act for the Spokane COAD between regular meetings within the adopted by-laws of the organization.
- If a vacancy in the Leadership Team occurs, the remaining members of the Leadership Team shall appoint a person to fill the vacancy until the next election cycle
- A quorum of three Leadership Team members shall be required to conduct business.

Officers:

- Chair
 - It is the responsibility of the Chair to provide overall leadership and management of the Spokane COAD. The duties and responsibilities of the Spokane COAD Chair may increase during periods of disasters and may include but are not limited to the following:
 - Schedule regular meetings of the Spokane COAD membership. Ensure the agendas and minutes are sent to all on the COAD distribution list.
 - Facilitate the meetings.
 - Review the accuracy and timeliness of information distributed on behalf of the COAD.
 - Work with the Secretary to maintain an accurate and updated membership roster.
 - Coordinate the flow of information from various sources to promote training and exercise opportunities.
 - Work with other members of the Leadership Team in updating essential documents.
 - Serve as the Spokane COAD point of contact with local, state and national VOADs.
- Vice Chair
 - Assist the Chair in leadership and management as requested by the Chair
 - Preside over the meetings in the absence of the Chair.

- Assume leadership in the event that the Chair cannot perform their duties.
- Secretary:
 - The Secretary shall record minutes from each meeting, maintain them as public documents, and present them for approval by the Spokane COAD.
 - The minutes are to be sent to all members prior to the next meeting.
 - The date, time, and place of the next meeting shall be included.
 - Prepare and distribute the agenda for the next meeting
 - Serve as the chairperson in the absence of the Chair and Vice-Chair.
 - Maintain and preserve essential Spokane COAD records and documents.
- DEM Advisor
 - Shall be the liaison between the COAD and EMOG (Emergency Management Operations Group)
 - Assist with securing meeting facility
 - Assist with obtaining speakers
 - Assist with other duties as requested
- LEPC Liaison
 - Provide for efficient information interchange between the committees
 - More TBD

ARTICLE VI: BUDGET AND FINANCES

The Spokane COAD is not a fund-raising or disbursing organization and maintains zero funds.

ARTICLE VII: AMENDMENTS

Amendments to these By-Laws may be made by the voting procedures iterated previously and shall be preceded by readings of the proposed changes at two previous meetings. Revisions and/or amendments of these By-Laws may be made at the recommendation of the Leadership Team or considered by the Leadership Team at the recommendation of the membership.