

# City of DeSoto COAD Bylaws

## Community Organizations Active in Disaster

### ARTICLE 1 NAME

Section 1: The name of the committee shall be the DeSoto Community Organizations Active in Disaster (DeSoto COAD), doing business in the City of DeSoto.

### ARTICLE 2 AUTHORITY, PURPOSE AND MISSION

Section 1: The DeSoto COAD City Committee Team appointed the DeSoto COAD Committee to provide a community-based approach to emergency management of disaster recovery efforts to DeSoto residents.

Section 2: The DeSoto COAD is a membership-based humanitarian association of independent voluntary organizations who may be active in all phases of disaster-preparedness, response, recovery, and mitigation. It will follow the guiding principles of cooperation, communication, coordination, and collaboration to ensure a synergetic approach toward community resilience.

Section 4: It shall be the vision of the DeSoto COAD to meet the need for ongoing coordination among agencies providing volunteer, financial, spiritual and emotional/physiological support to DeSoto residents. In addition, we will provide collaborative leadership in the discernment on long-term needs for recovery and rehabilitation that can be most effectively met or assisted by this collaboration and we will provide advocacy for people most vulnerable to having their needs overlooked in public recovery processes.

Section 5: The DeSoto COAD sets forth these operational procedures to establish and maintain a network within and on behalf of the faith-based, non-profit, governmental, business, and other organization and agencies, which will provide a coordinated recovery effort.

Section 6: DeSoto COAD will provide spiritual, emotional, physical, and financial resources to those affected by a disaster regardless of race, creed, color, gender, sexual orientation, disability or religious preference. The DeSoto COAD shall at all times be apolitical and non-sectarian in nature.

### ARTICLE 3 MEMBERSHIP AND VOTING

Section 1: Partner Organizations, which meet the following criteria, are eligible to join the DeSoto COAD as partner members.

- a. Organizations serving the City of DeSoto that could provide assistance to residents during a disaster event such as donations, financial, spiritual, and mental health assistance, housing, transportation, etc. These organizations can be not-for-profit, operate normally as for-profit, or qualified under the IRS Code as 501 c3.
- b. Organizations must be capable of providing its disaster assistance program throughout the City of DeSoto.
- c. Organizations considering membership in the COAD must be able to clearly demonstrate that they can provide resources.

Section 2: Organizations interested in joining the DeSoto COAD will contact the COAD Chairperson. The organization will be provided a membership application that must be returned to the Chairperson. The City Committee Team will approve organizations at the creation of the COAD. After initial creation, interested organizations will be voted on by all voting members of the DeSoto COAD.

Section 4: Voting members of the DeSoto COAD will be one representative of each active membership organization and each member of the City Committee Team.

Section 5: In order to remain an Active member, member organizations must meet attendance requirements. The primary or alternative organization representative must attend each general business meeting to represent their organization at a minimum of 50% of scheduled meetings in any calendar year.

Section 6: Membership responsibilities:

- a. The primary or alternative representative of the member organization will attend DeSoto COAD meetings to provide an organization update, participate in disaster planning, and share information pertinent to the COAD.
- b. The representative must have access to the resources of their organization to serve the needs of persons affected by disaster.
- c. The COAD committee does not control the resources of membership organizations. Membership in the DeSoto COAD is voluntary and the allocation of resources is voluntary.
- d. Membership organizations must be good community partners and work to the best of their ability to provide resources during an emergency if they are able.

## **ARTICLE 4    MEETINGS**

Section 1: All meetings of the DeSoto COAD will be at the call of the Chair or any two Executive Committee Members.

Section 2: Regularly scheduled meetings of the DeSoto COAD may be established by a vote by all members. Notice of meetings, giving the time and place and the proposed agenda, shall be electronically transmitted or given by written notice to all Members of the COAD.

Section 3: The Chair or Vice Chair may call Special or Emergency Meetings of the COAD, providing the notice shall clearly state the purpose for the meeting and the time and place.

## **ARTICLE 5 QUORUM**

Section 1: A quorum for transaction of business shall consist of at least 50%.

## **ARTICLE 6 OFFICERS**

Section 1: There shall be elected from the members of the DeSoto COAD:

1. A Chair shall preside at all meetings, as well as be the chief executive officer of the DeSoto COAD and perform other functions as deemed necessary by the Executive Committee. The Chair is a member of the Executive Committee.
2. Vice Chair shall be present at all meetings and preside in the absence of the Chair or at other times as deemed necessary by the Chair. The Vice Chair is a member of the Executive Committee.
3. The Secretary shall be present at all meetings and take meeting minutes.

Section 2: Officers shall serve a term of 1 year with no term limits.

## **ARTICLE 7 EXECUTIVE COMMITTEE**

Section 1: The Executive Committee of the DeSoto COAD shall provide direction, oversight, and guidance to the COAD.

Section 2: The Executive Committee of the DeSoto COAD shall consist of all Officers, all City Committee Team members, and 2 membership organization reps.

Section 3: The Executive Committee shall meet at the direction of the Chair, or two of the Executive Committee members to perform such actions related to affairs of the COAD.

Section 4: Except as otherwise required by law or these Operational Procedures, the Executive Committee shall have all the authority of the DeSoto COAD in the management of the COAD during such time as the COAD is not meeting and may authorize contracts and agreements as required.

Section 5: A simple majority of the Executive Committee must be present to conduct business.

## **ARTICLE 9 VACANCIES**

Section 1: Any Officer vacancy shall be filled at the next available meeting in accordance with these procedures concerning meetings of the DeSoto COAD.

Section 2: The Executive Committee shall determine the appropriate process for securing nominations from among the members for vacancies of any of the offices, announcing the nomination process and conducting an election.

## **ARTICLE 10 RULES**

Section 1: Business of the DeSoto COAD shall be conducted in accordance with *Robert's Rules of Order*.

## **ARTICLE 11 AMENDMENTS**

Section 1: These Bylaws may be amended at any meeting of the DeSoto COAD by a simple majority vote of the members present, providing that notice of the proposed changes have been sent electronically to all Members two weeks (14 days) prior to the meeting.

Section 2: The Bylaws of the DeSoto COAD shall become effective as adopted by a simple majority vote of the Executive Committee.