

**BYLAWS OF THE  
MIDDLE RIO GRANDE DEVELOPMENT COUNCIL  
HOMELAND SECURITY ADVISORY COMMITTEE**

**ARTICLE I**

**Organization**

- Section 1. This committee was established and authorized as an Advisory committee of the Middle Rio Grande Development Council by the Board of Directors in 2002.
- Section 2. The name of this committee is the “Homeland Security Advisory Committee”, serving Dimmit County, ~~Edwards County~~, Kinney County, La Salle County, Maverick County, Real County, Uvalde County, Val Verde County, and Zavala County in the State of Texas.

**ARTICLE II**

**Definitions**

As used in these Bylaws:

- Section 1. “Council” or” MRGDC” means the Middle Rio Grande Development Council.
- Section 2. “Committee” or “~~HLS~~” **HSAC** means the Homeland Security Advisory Committee.
- Section 3. “Region” or “planning region” means the area embraced by Dimmit County, ~~Edwards County~~, Kinney County, La Salle County, Maverick County, Real County, Uvalde County, Val Verde County, and Zavala County.
- Section 4. “Regional” means, generally, existing or occurring within the region and having effects beyond an individual community, but more substantially, it means reflecting and serving goals and plans grown out of the cooperation and deliberation of the Committee, the Council, and interested parties within the region.
- Section 5. “Regional Interest” means one of several perspectives within the region belonging to those living, governing, or operating within the region who have a stake in the Homeland Security activities, planning, and policy of the Middle Rio Grande region as described in Article III.
- Section 6. “Board” or “MRGDC Board of Directors” means the Board of Directors of the Council.

Section 7. “Official Representative” or “representative” means any individual representing a regional interest who is designated by the Board to serve on the Committee.

Section 8. “Alternate representative” means any individual formally designated by the Board to represent a particular regional interest during Committee meetings, which the Official Representative is unable to attend or serve.

### **ARTICLE III**

#### **Objectives and Purposes of the Committee**

Section 1. ~~The declared policy of this committee is to actively support and assist the Middle Rio Grande Development Council and Board of Directors in the planning, development and implementation of regional and local emergency response system issues and homeland security program activities.~~

The mission of the HSAC is to facilitate regional homeland security activities such as assisting MRGDC staff in planning, coordinating, evaluating and recommending, prioritizing projects for grants received from the State of Texas. In addition, they also assist with the development of the region’s Homeland Security Strategic Plan, Long Range Interoperability Plan, set region’s priorities for grant submission, coordination for training of first responders and coordination of regional projects.

### **ARTICLE IV**

#### **Committee Membership**

Section 1. The composition of this committee shall be as prescribed by the directives and procedures as may be established by the Board of Directors of the Middle Rio Grande Development Council.

Section 2. All nominations to this committee are subject to approval and appointment by the President of the Board of Directors.

Section 3. Members may serve for a period of one fiscal year, with such period beginning September 1<sup>st</sup> and ending August 28<sup>th</sup> of each fiscal year or until replaced.

Section 4. ~~The committee membership shall be made up of no less than one Board of Director from the MRGDC active Board of Directors representing the geographic boundaries of the County(s) of Dimmit, Edwards, Kinney, LaSalle, Maverick, Real, Uvalde, Val Verde, and Zavala and no more than four members including the Chairperson will serve at the pleasure of the President of the MRGDC Board of Directors at any one time during the fiscal year.~~

Section 5.

~~The committee may nominate up to four (4) persons to represent the emergency responders of the region, subject to approval by the Middle Rio Grande Development Council Board of Directors. One member shall be from local emergency management, one from local fire response, one from law enforcement and one from emergency medical services. No two responders may be from an agency or department from within the same geographic county boundary.~~

The committee will serve the 8 counties included in the

**Representation**

Representation - The Committee shall be composed of a Chairman (who will be selected from the current Board of Directors, and appointed by the president of the MRGDC Board of Directors) and the following members appointed by the HSAC Chair:

|   |          |
|---|----------|
| One EMC from each county (or that county's largest incorporated city)                         | 8        |
| One representative from a city and a county governing body                                    | 2        |
| One representative from a city and a county fire department                                   | 2        |
| One representative from a city and a county law enforcement department                        | 2        |
| One representative from two different EMS providers   | 2        |
| One representative from the American Red Cross (or non-profit related to disaster assistance) | 1        |
| <u>One DEM Regional Liaison Officer (RLO) representing MRGDC region</u>                       | <u>1</u> |
|   | Total 18 |

Eligibility will be based on the requirements of HS4.1: Each COG shall establish and maintain a Homeland Security Advisory Committee (HSAC) "...that consists of participants who are knowledgeable about terrorism preparedness and the threats, vulnerabilities and consequences relevant to the COG region".

No two responders may be from an agency or department from within the same geographic county boundary.

Section 6.

Attendance – Members absent from three consecutive meetings shall be dropped from membership upon a majority vote by the committee in session with a quorum present.

The following shall also apply:

1. The member shall be notified, in writing, after being absent from two (2) consecutive meetings, that the member's membership is in jeopardy.

2. Any member so removed may, within ten (10) days, appeal such action by submitting a written appeal to the Middle Rio Grande Development Council Board of Directors.

Section 7. Membership on this committee shall not be restricted because of race, religion, sex, age, physical handicap or national origin.

## ARTICLE V

### **Officers**

Section 1. Officers of this committee shall consist of the Chairperson and a Vice-Chairperson. The Middle Rio Grande Development Council will provide administrative support and other pertinent services to the Committee.

Section 2. ~~Election of Officers — Officers shall be appointed by the president of the MRGDC Board of Directors, with those officers serving at the pleasure of the Board of Directors.~~

The Chairperson will be appointed by the MRGDC Board of Directors and the committee will elect the Vice-Chairperson.

Section 3. Duties – The following constitutes the duties of committee officers:

- a. The Chairperson shall:
  1. Preside at all meetings of the committee.
  2. Call regular and special meetings of the committee.
  3. Appoint standing sub-committee and ad hoc committees as may be required or needed for the efficient operation of the committee.
  4. Appoint special representatives for the committee as may be required or needed for the efficient operation of the committee.
  5. Vote in the case of a tie vote of the Committee membership.
- b. The Vice-Chairperson shall:
  1. During the absence or incapacity of the Chairperson, perform the duties of Chairperson, and when so acting, shall have all duties, responsibilities, power and privileges of the office of chairperson.
  2. Shall perform such other duties as may be prescribed by the committee or Chairperson from time to time.
- c. In the absence of both the Chairperson and the Vice-Chairperson at any regular or special meeting, the Middle Rio Grande Development Council staff will call the meeting to order and request nominations for a temporary Chairperson from

the committee members present. Upon election, the temporary Chairperson will assume control of the meeting and conduct any business as may be before the committee for consideration.

Section 4. Term – There is no limit to the number of terms a member may serve as an officer. However, the member must be a duly appointed committee member and appointed annually as described.

Section 5. Vacancy – In the event of a vacancy in the position of any officer, the President of the MRGDC Board of Directors shall appoint a replacement no later than the next regular meeting following notification that such vacancy exists.

## **ARTICLE VI**

### **Sub-Committees**

Section 1. Standing sub-committees may be established by the committee, as need dictates. Once established, the Chairperson will appoint members to the sub-committee.

Section 2. The Chairperson may establish and appoint ad hoc sub-committees as needs dictate.

Section 3. A designated Middle Rio Grande Development staff member will be an ex-officio member of all sub-committees or ad hoc sub-committees.

Section 4. Standing sub-committees may be dissolved by the committee, as need dictates. Ad hoc sub-committees may be dissolved by the Chairperson as desired.

## **ARTICLE VII**

### **Meetings**

Section 1. The committee shall meet at a time, date, and place designated by the Chairperson, subject to this article. **At the discretion of the Chairperson, a regular or special meeting may be conducted through tele-conference or video conference;**

- a. The full committee shall meet as required to conduct necessary business.
- b. A committee meeting may called at the request of at least twenty percent (20%) of the membership.

Section 2. Notification – Members will be notified at least seven (7) days in advance of the regular meeting, with such notice including the date, time, place and items to be discussed. In the event of a special or emergency meeting, members will be given at least a twenty-four (24) hour notice and only the subject(s) for which the meeting was called may be acted upon.

Section 3. Each representative on the committee shall be entitled to one vote. The Chairperson shall vote in the case of a tie vote from the Committee membership on any action item.

Section 4. One-third (1/3) of the total committee membership shall constitute a quorum. When a quorum is present at any meeting, a simple majority vote (half + 1) of the representatives present and voting shall decide any question under consideration except an amendment of the Bylaws.

Section 5. There shall be no proxy voting. Only the representative, or in the absence of the representative, the alternate representative, may vote.

Section 6. Quorum not present – Should a meeting be called and a quorum not be in attendance, the following shall apply:

- a. No action may be taken.
- b. If a review and comment item is on the agenda or presented to the committee, those present may make recommendations to the Middle Rio Grande Development Council Board of Directors. Such recommendations shall include:
  - 1. Report of the committee to the Board of Directors that less than a quorum was present.
  - 2. Specific number of those attending and cities and counties represented.
  - 3. Record of vote taken on the item.
- c. If no review and comment item is on agenda, or presented to the committee, those present shall submit a full report to the committee at the next regular scheduled meeting of the committee for ratification. A special meeting may be called for such purpose should those present determine the matter urgent in nature.

## ARTICLE VIII

### **Conflict of Interest**

Section 1. In order to ~~insure~~ ensure that all applications for grant or other public funds from any source processed through or by this committee, have the same rights, privileges, and are subject to a uniform and equitable review process, the following conflict of interest section shall apply:

- a. A committee member having a vested interest in any such application or fund request that comes before the committee shall, before deliberation of such matter, declare openly that member's vested interest. Such vested interest shall include, but is not limited to those of grantee, supplier/provider of goods and/or

services to a grantee or contractor. A Disclosure of Conflict of Interest Form must be executed by each member.

- b. A member with a vested interest on a particular item or application must abstain from voting on such application/matter. This includes prioritization of grant requests.

## ARTICLE IX

### **Bylaws Adoption and Amendment**

Section 1. These bylaws shall become effective immediately upon adoption by the committee, while in session, with two-thirds (2/3) or more of the membership present, subject to final approval by the Middle Rio Grande Development Council Board of Directors.

Section 2. These bylaws may be amended at any regular meeting of the committee by affirmative vote of a two-thirds (2/3) majority of the total committee membership, providing that at least ten (10) days notice, in writing, is given to all committee members setting forth the proposed amendment.

ADOPTED BY THE Homeland Security Advisory Committee on this the \_\_\_\_ day of \_\_\_\_\_, 2018.

By: \_\_\_\_\_  
Honorable William R. Mitchell

APPROVED THIS \_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Henry Garcia, President  
Middle Rio Grande Development Council