



**TOWN OF BEDFORD, NH
COMMUNITY EMERGENCY RESPONSE TEAM**

By-Laws

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ARTICLE I – NAME AND TERRITORIAL JURISDICTION

The name of this organization shall be the **Bedford Community Emergency Response Team (hereafter referred to as Bedford CERT)**. The territorial jurisdiction of Bedford CERT shall be the town of Bedford, NH. The fiscal year shall align with the Town of Bedford fiscal calendar.

ARTICLE II – PURPOSE

Section A. Purpose: The purpose of this organization shall be:

1. To support and aid the Emergency Management of the Town of Bedford, NH or its designated agent
2. To reasonably inform local citizens about emergency preparedness
3. To recruit and train volunteer citizens.

ARTICLE III – MEMBERSHIP

Section A. Initial Membership: Membership may be granted to any individual who supports the mission and purposes of the organization.

Each member must successfully complete the following criteria:

1. The FEMA training program G-317 CERT or its equivalent
2. Criminal background check as administered by the Bedford Police Department
3. Sign and submit Firearms Liability Memo and return to the Bedford Police Department within 30 days of completion of the CERT training program. Submit criminal background check form within 30 days of completion of the CERT training program
4. Federal Emergency Management Agency (FEMA) courses ICS 100 and ICS 700 or equivalent within 60 days of completion of the CERT training program
5. Be a resident of Bedford
6. Bedford shall be the member's only CERT (or equivalent) membership

Section B. Sustained Membership (Member in Good Standing): On annual basis, a member must:

1. Attend a minimum of one (1) quarterly membership meeting
2. Attend a minimum of two (2) training sessions
3. Attend a minimum of one (1) outreach event
4. Participation in an activation may be used as a substitute for only one of the above.

ARTICLE IV – BOARD OF DIRECTORS

Section A. Composition: There shall be a Board of Directors (Board), the voting membership of which shall consist of the Director, Operations Officer, Logistics Officer, Training Officer, Communications Officer, Records Officer, Medical Officer, Safety Officer, and Bedford Police Department Liaison. Attendance at meetings of the Board shall be open to all Bedford CERT members at-large; while only Board members may vote. The Board may call a special closed session when dealing with personnel issues.

Section B. Powers and Duties: The Board shall be the managing body of the organization, vested with full power to conduct all of its business. It shall have the following duties:

1. To establish rules and regulations, consistent with these *Bylaws*, to govern its organization and procedures
2. To report matters of interest to this organization to the Members
3. To report CERT activities to the Bedford Citizen's Corps Council on a quarterly basis (typically performed by the Director or his/her designate)
4. To establish interim policies between membership sessions when such policies are necessary for good management of the organization, provided, however, that all such policies must be presented to the membership for approval at the next membership meeting of the organization

5. To authorize expenditures, the Board shall establish and be guided by written financial guidelines
6. The Board shall meet a minimum of six (6) times a year
7. It shall be the duty of the Board to perform those tasks and assignments given to it under these *Bylaws* and as may be prescribed to it from time-to-time by the membership
8. The Board shall review all reports and make recommendations thereon, prior to their submission to the membership and shall make a report of its actions to the membership at each membership session of the organization
9. Special Meetings: The Board may participate in and act at a meeting of the Board called by the Director on matters of the Organization requiring immediate attention through the use of conferences via telephone and/or other communications equipment, including email. The meeting's minutes shall be recorded
10. Voting by proxy shall be permitted. However, a proxy shall be limited to a single meeting and to the published agenda. The statement authorizing the proxy shall be in writing, state clearly the wishes of the voter, to whom he/she is assigning the proxy and be delivered, in written or electronic form prior to the meeting.

Section C. Quorum: A majority of the voting membership of the Board shall constitute a quorum for the transaction of business. An individual Board member who holds more than one position shall be limited to a single vote.

Section D. Terms of Office: The Director shall serve for a term of four (4) years. The remaining officers shall serve for two (2) years. The election of Officers shall be staggered to ensure continuity of operations with experienced and new officers.

Years ending in an even number will be for Director, Logistics Officer, Safety Officer, Records Officer and the Medical Officer.

Elections for the offices of Operations Officer, Training Officer, and Communications Officer shall be on odd years.

All officers shall assume office at the conclusion of the election meeting. The first 'even year' election shall be in October 2014. The first 'odd year' election shall be October 2015. The Board of Directors shall publish in September prior to an election a list of available offices.

Section E. Vacancies: When an elective office shall become vacant through resignation, death, or otherwise, the Board of Directors shall appoint a member to serve for the unexpired term. If the office of Director of CERT becomes vacant through resignation, death, or otherwise, Bedford Emergency Management shall appoint a replacement for the unexpired term.

Section F. Removal from Office: Any Board Officer who does not fulfill his/her annual training/activation/outreach requirements will receive a verbal and written warning from the Director describing a corrective action plan. If the corrective action plan is not met, that Board member will forfeit his/her Board position based on a majority vote of the other Board members. Board members are also subject to the job descriptions listed in a separate document (*Bedford, NH CERT Job Descriptions*) – failure to implement their duties are also subject to removal as above.

ARTICLE V – BOARD OFFICERS JOB DESCRIPTIONS

DIRECTOR: The Director shall preside over all Board meetings and membership meetings. The Director shall serve as the primary liaison to the Town of Bedford Emergency Directors. The Director shall have the power to establish committees as needed. The Director shall have responsibility for the fiscal management of Bedford CERT. To command, lead, control, maintain, coordinate and develop CERT Officers and CERT Members to manage the mitigation of, preparedness for, response to and recovery from disasters or major emergencies that require CERT organization and its equipment to be deployed. Provide guidance and support for the growth and development of CERT and its membership, to increase the general awareness of disasters and preparedness to the general public.

OPERATIONS OFFICER: The Operations Officer shall be responsible for carrying out the response activities, and shall direct and coordinate CERT operations, ensuring the safety of CERT personnel and equipment and shall keep records of all operations in which CERT is deployed or involved.

LOGISTICS OFFICER: The Logistics Officer shall establish and maintain equipment and supplies used by CERT teams and individual members and create/maintain documentation and accountability of all CERT equipment.

TRAINING OFFICER: The Training Officer shall be responsible for carrying out the Training activities and shall create and maintain a training record for each member of CERT and shall coordinate all CERT Training.

COMMUNICATIONS OFFICER: The Communications Officer shall act as (NET Control) for Bedford CERT operations in the field during emergencies and major training events and will assist in recruiting and training of Bedford CERT licensed amateur radio operators

RECORDS OFFICER: The Records Officer shall record, keep, distribute and maintain files of, the minutes of the officer's and general meetings of CERT as well as all official correspondence and contacts.

MEDICAL OFFICER: The Medical Officer shall be in charge of medical treatment for the Bedford CERT members while performing authorized CERT activities and will collect and keep records of the Bedford CERT members who volunteer their medical history.

SAFETY OFFICER: The Safety Officer shall monitor and assess safety hazards or unsafe situations and develop measures for ensuring personal safety of the Bedford CERT team on activations and during training activities

ARTICLE VI – TEAM LEADERS

Section A. Qualifications: Only active members of Bedford CERT in good standing shall be eligible to serve as team leaders.

Section B. Appointments: Team Leaders will be appointed by the Board of Directors on an annual basis.

Section C. Terms of Office: The team leaders shall serve for terms of two (2) years. The team leaders shall serve until their successors are appointed – Team #1 Leader will be appointed in odd-numbered years while Team #2 Leader will be appointed in even-numbered years.

Section D. Vacancies: When a team leader position becomes vacant through resignation, death, or otherwise, the Board of Directors shall appoint a member to serve for the unexpired term.

ARTICLE VII – PARLIAMENTARY PROCEDURE

The current edition of The Standard Code of Parliamentary Procedure (4th edition)
shall govern the deliberations of this organization

Section A. Procedure: These *Bylaws* may be amended by a two-thirds affirmative vote of the active members present at the quarterly membership meeting of the organization, provided the proposed amendment has been presented to the organization by conventional mail or sent electronically, to each active member at least thirty (30) days previous to the date of the a quarterly membership meeting at which the amendment is to be voted. The thirty (30) day notification may be waived by a three-quarters affirmative vote of the active members present at the quarterly membership meeting of the organization at which the amendment is presented. If the thirty-day requirement is waived, the proposed amendment shall be voted upon at the meeting and shall require a three-quarters affirmative vote for adoption.

ARTICLE VIII - MEETINGS

Section A. Quarterly Membership Meetings: The quarterly meetings shall be published on the Bedford CERT calendar, website, and sent out via email.

Section B. Board of Directors (BOD):

1. The BOD shall meet a minimum of six (6) times per year
2. Upon the mutually agreed upon request of the Director of CERT and the Town of Bedford Emergency Operations Manager, the Board of Directors may be called into session for special circumstances.