

DAVIS COUNTY



BYLAWS OF THE DAVIS COUNTY CITIZENS CORPS COUNCIL

ARTICLE I: NAME

The organization shall be known as the Davis County Citizen Corps Council

ARTICLE II: Mission

Section 2.01 Mission

The mission of Davis County Citizens Corps Council is to coordinate, educate and train to better prepare and respond to natural disasters to make safer, stronger, and disaster resistant communities.

Section 2.02 Purpose

The organization is organized for educational purposes and to provide opportunities for volunteers, including that of making Davis County and the surrounding area communities safer, stronger and better prepared for threats of terrorism and disasters of all types through service and volunteerism that focuses on emergency preparedness and public safety.

The Council shall implement its purpose by coordinating Citizens Corps programs including, but not limited to:

- The Community Emergency Response Team (CERT) Program, including CART (child abduction Response Team)
- The Medical Reserve Corps Program
- The Neighborhood Watch Program
- The Volunteers in Police Service (VIPS) Program
- ARES
- Fire Corps

In addition to providing avenues for volunteers to participate in any of the six core programs that are active locally or with local community service organizations, the organization shall take a proactive pre-disaster role in coordinating local community service organizations/ disaster response services.

Section 2.03 Ethical Principles

The organization will establish and honor a code of ethical behavior and practices that demonstrates the highest standards of integrity, truthfulness, honesty and fortitude in all its undertakings.

Section 2.04 Conflict of Interest

The reputation of the Davis County Citizens Corps Council can be adversely affected when the personal interests that its representatives, officers or members may have in other businesses, organizations or concerns conflict, or even appear to conflict, with the interests of our organization.

The Chairman or designee should be advised of the situation and approve recommended action to be taken to eliminate any potential conflict if circumstances exist in which a volunteer member feels his/her organizational responsibilities are compromised, or may appear to be co compromised, those circumstances should be reported and discussed. Davis County Citizen Corps council members:

- Should not knowingly take any action, or make any statement, intended to influence the conduct of the Council in such a way as to confer any financial benefit on themselves, their immediate family members or any organization in which they or their immediate family members have a significant financial interest as owners, directors or officers.
- Should disclose all known conflicts or potential conflicts of interest in any matter before the board, if they are Board members or any Committee upon which they serve, and refrain from voting in connection with such matter. Such known conflicts would include board membership/officer position with any collaboration.

Section 2.05 Dissolution

Upon dissolution of the organization or the winding up of its affairs, the assets of the organization shall be expended in accordance with grant guidelines or returned to the grantor. .

ARTICLE III: Council

Section 3.01 Council Members

Council members can be representatives of organizations or at-large members. For each type of member, eligibility for membership is defined as, and limited to, those organizations or individuals who support the Council mission of making Davis County and its Cities safer, stronger and better prepared through service and volunteerism that focuses on emergency preparedness and public safety. The Council reserves the right to request a background check prior to accepting an individual as a Council member

A representative from public safety organizations, including but not limited to the following will be invited to participate:

Founding members/organizations:

- Chapter of American Red Cross
- Davis County Sheriff's Office
- Davis County Health Department
- Medical Reserve Corps
- Radio Amateur Civil Emergency Service (RACES)/Davis Amateur Radio Emergency Services (CARES)
- Representatives of each of the 15 Community Citizen Corps

Section 3.02 Member Election

Members are elected by a majority vote of the current members present of the Council.

All 15 Cities have a vote in the Citizen Corps Council; also a vote is given to the Davis County Sherriff's Office and the Davis County Health Department. In the event other members are added such as Red Cross, VOAD, etc, the Council can with the majority vote give those new organizations a vote on the council.

Section 3.03 Conduct of Business

A quorum shall be required to conduct business at all Council meetings. A quorum is defined as 20% of the Council members. A majority vote of the Council members present shall be required to pass a motion.

Section 3.05 Resignation

Any member may resign by giving written notice to the Chairman. The resignation shall be effective at the next regular meeting of the Council.

Section 3.06 Removal

Any member or organization may be removed with or without cause by a majority of the remaining members present.

ARTICLE IV: Officers

Section 4.01 Number and Qualification

The officers of the organization shall consist of a Chairman, a Vice Chairman, a Secretary, no more than one office may be held by the same person.

Section 4.02 Election and Term of Office

The officers of the Council shall be elected annually by the Council Members at the second meeting of the calendar year. Terms of office are one (1) year. Each officer shall hold office until his or her successor shall have been duly elected and qualified.

Section 4.03 Removal

Any officer of the Council may be removed by a vote of the majority of the members present.

Section 4.04 Vacancies

A vacancy in any office because of death, resignation, disqualification or otherwise, may be filled by the Council for the unexpired portion of the term.

Section 4.05 Chairman

The Chairman shall supervise and conduct the activities and the operations of the Council. He or she shall preside at all meetings and shall keep the Board fully informed concerning the activities of the Council. He or she may sign in the name of the Council, all contracts and documents authorized either generally or specifically by the Board. He or she shall have the authority to establish committees as needed and to appoint members to serve on such committees

Section 4.06 Vice Chairman

The Vice Chairman shall have such power and duties delegated to him or her by the Chairman or the Council. He or she shall assume, in the absence of the Chairman, the duties of the Chairman.

Section 4.07 Secretary

The Secretary shall act as Secretary of all meetings of the Council and shall keep the minutes of all such meetings. He or she shall attend to the giving and serving of all notices of the Council. He or she shall perform all duties customarily incident to the office of Secretary, subject to the control of the Council. Upon election of a successor, the secretary shall turn over all books and other property belonging to the Council that he/she may have in his/her possession.

ARTICLE V: Committees

The Chairman of the Board shall appoint members of committees established by the Council. These committees shall perform such functions and make such reports as the Chairman of the Council shall determine. Committee members need not be a member of the Council.

The following are Pillar program committees

CERT (Community Emergency Response Teams)

MRC (Medical Reserve Corps)

VIP (Volunteers in Police Service)

ARES (Amateur Radio Emergency Services)

Neighborhood Watch (USA on Watch)

Fire Corps

Other Committees that shall have duties in the council are:

Grant Committee; Training Committee, Credentialing Committee, Event Committee, LEPC interface Committee, Citizen Corps Meeting Committee (Attached List)

ARTICLE VI: GENERAL PROVISIONS

Section 6.01 Fiscal Year

The fiscal year shall begin January 1 and shall end December 31.

Section 6.02 Electronic Interactions – Council Web Site

The Davis County Citizen Corps Council will maintain a web site designed to assist and inform citizens about volunteer opportunities that follow the parameters of the Council's mission statement and purpose.

Section 6.03 Amendments

A majority of the Council may propose an amendment of the Bylaws at any regular or special meeting by written notice. The proposed amendment of the Bylaws may then be voted on at the next regularly scheduled meeting.

ARTICLE VII: ROBERT'S RULES OF ORDER

All committee meetings shall be conducted in accordance with Parliamentary Procedures as expressed in Robert's Rules of Order.

Chairman Council

Vice Chairman

Secretary

Dated February 25, 2006

Attachment 1

**Davis County Citizen Corps
Officers and Pillar Chairman
2011-2012**

Position	Name Home/ Address	Email / phone no	Representing Community	Term expires
Chairman	Paul E White	paulewhite1951@gmail.com	Farmington	May 2012
	40W 100 N Farmington, Utah 84025	801-451-5108 801-643-8732		
Asst Chairman	Robin Chase	syracuse.cert@comcast.net	Syracuse	May 2012
	1681 W 1375 Syracuse, Utah 84075	(916) 599-9434 (801) 779-9109		
Secretary	Connie Valentine	cvalentine@clintoncity.com	Clinton	May 2012
		801-773-8824		
Appointed Position				
CERT	Lana Carter	ljcarter333@hotmail.com	Kaysville	
	344 W Mutton Hollow Rd Kaysville, Utah 84014	(801) 721-7395 (801) 547-0133		
MRC	Ivy Melton-Sales	ivy@co.davis.ut.us	Davis County MRC	
		(801) 525-5203 (801) 807-8728		
Fire Corps	Guido Smith	gsmith@farmington.utah.gov	Davis County Fire Officers	
		801-451-2842 801-643-4142		
USA on Watch				

VIP				
ARES	Richard Fisher	richard.fisher@clearfieldcity.org	Clearfield	
		(801) 525-2833 (801) 698-3104		
Committee				
Grant Committee	Paul White Robin Chase Ellis Bruch Lana Carter	Grant distribution and approval		May 2012
Training Committee	Robin Chase Lana Carter Neil Cocker Leslie Stevens	CERT, MRC, Fire Corps, VIP, and USA on Watch Train the Trainer Davis County Exercises		May 2012
Credentialing and Id Committee	Richard Fisher Carol Stewart Ellis Bruch Paul White	ID and Credentialing of Volunteer in Davis County		May 2012
Events Committee	Connie Valentine Dawn Fitzpactick Gary Hale Royd Waters	Davis County Fair, Community Preparedness Fairs Air Shows		May 2012
LEPC Interface	Paul White Robin Chase Ivy Melton Sales Richard Fisher	LEPC monthly meeting		May 2012
Citizen Corps Meeting Committee	Paul White Connie Valentine Robin Chase Larry Wright	Quarterly Citizen Corps meeting Yearly Calendar		May 2012
City Chairs and Voting Members				
North Salt Lake				
Woods Cross				
West Bountiful				
Bountiful				
Centerville	Larry Wright			
Farmington	Paul White			

Fruit Heights	Carol Stewart			
Kaysville	Lana Carter			
Layton	Dawn Fitzpatrick			
Syracuse	Robin Chase			
Clearfield	Richard Fisher			
West Point				
Clinton	Connie Valentine			
Sunset	Neil Cocker			
South Weber	Emily Thomas			
Davis County Emergency Services	Ellis Bruch			
Davis County Health Department MRC	Ivy Melton Sales			