

**C.1 BYLAWS OF THE NHMPC**

**BYLAWS**  
of the  
**NEVADA HAZARD MITIGATION PLANNING COMMITTEE**  
21 July 2003

**ARTICLE I – NAME**

This organization shall be known by the long title as the Nevada Hazard Mitigation Planning Committee (herein referred to as the Committee).

**ARTICLE II – PURPOSE & AUTHORITY****Section A – Purpose**

The purpose of the Committee is to advise the Nevada Division of Emergency Management (NDEM) concerning hazard-mitigation planning, activities, and policies. All hazards, including natural and man-made, may be considered, and the Committee should adhere to the State Hazard Mitigation Plan prepared in accordance with the federal Disaster Mitigation Act of 2000 (DMA 2000). Specific charges to the Committee are to:

- (1) Implement the State Hazard Mitigation Plan, through the following actions:
  - (a) Encourage local and region, multi-jurisdictional governmental agencies and the private sector to prepare their own hazard mitigation plans;
  - (b) Initiate the preparation of appropriate proposals from state agencies and encourage local and regional, multi-jurisdictional governmental agencies to submit proposals for pre-disaster mitigation projects in Nevada;
  - (c) Review proposals submitted for pre-disaster mitigation projects and make recommendations to NDEM for priorities for funding;
  - (d) Assist NDEM in the preparation of formed proposals to FEMA for pre-disaster mitigation projects;
  - (e) Promote activities that contribute toward building disaster-resistant communities throughout Nevada; and
  - (f) Assess risks from natural hazards in Nevada, and use risk assessments in the development of Hazard Mitigation Plans and in the evaluation of proposals for mitigation projects.
- (2) Review and revise the State Hazard Mitigation Plan, as required by federal law or as needed.

**Section B – Authority**

The authority for establishing this committee is found in the State Nevada Revised Statutes (NRS) Chapter 414, which authorizes the Chief of NDEM to carry out the emergency management program for the State of Nevada.

The Chief of NDEM will direct the Committee, conduct membership actions, and ensure that the Committee's actions are in compliance with Federal and legal requirements.

## ARTICLE III – MEMBERSHIP

### Section A. Board of Directors

The Board of Directors will serve as the governing body for the Committee. Directors will be appointed by and serve at the pleasure of the Chief of NDEM.

Directors will consist of one representative of the following state, local, and regional, multi-jurisdictional governmental agencies and the private sector;

1. Clark County Emergency Management
2. Washoe County Emergency Management
3. Rural County Emergency Management
4. Local or Multi-Jurisdictional Emergency Management
5. Local or Multi-Jurisdictional Floodplain Management – Northern Nevada
6. Local or Multi-Jurisdictional Floodplain Management – Southern Nevada
7. Nevada Bureau of Mines and Geology
8. Nevada Department of Conservation and Natural Resources/Division of Forestry
9. Nevada Department of Conservation and Natural Resources/Division of Water Resources
10. Nevada Department of Transportation
11. Nevada Earthquake Safety Council
12. Private Sector
13. At-large (private sector or governmental agency)

All Directors are expected to attend each quarterly meeting in person, via teleconference, or via video conference. On those occasions when a Director is unable to attend, a proxy or pre-designated alternate may be identified to act on behalf of the absentee. Should a Director be unable to attend two consecutive meetings with no proxy named, the Chief of NDEM will conduct appropriate membership actions, up to and including removing the member and appointing a replacement.

Only Directors may vote on issues of Committee business. Action shall be determined by majority vote, except as provided for by these Bylaws or Robert's Rules of Order – Newly Revised.

### Section B. The Committee and Participation of the Public

The Public is encouraged to attend meetings, may participate in the discussion of motions, and make recommendations to the Board of Directors. A public comment item will be included on each agenda for meetings of the Committee. Members of the public may bring matters not appearing on the meeting agenda to the attention of the Committee. However, the Committee may discuss the

matter when it is brought up, but no action may be taken until it has been included on a future agenda as an action item.

A list of attendees will be maintained by the Secretary. The Secretary will distribute agendas for upcoming meetings to all Board Members and those who specifically request notification of meetings. Notification will be by electronic mail or as otherwise required.

The Nevada Division of Emergency Management will maintain a liaison to the Board of Directors in a non-voting capacity.

## ARTICLE IV – OFFICERS AND SUBCOMMITTEES

### Section A. Chair and Vice-Chair

The Directors shall elect a Chair and Vice-Chair. Only Directors may serve as Chair or Vice-Chair. Both officers will serve two-year, renewable terms. The Chair will chair meetings of the Committee and perform other duties as outlined in these bylaws. In the absence of the Chair, the Vice-Chair will assume the duties of the Chair. In the event that both the Chair and the Vice-Chair are unable to perform their duties, the Chief of NDEM will appoint an Interim Chair.

### Section B. Elections

Elections of Committee Directors shall be held biennially by vote of the Directors during a scheduled meeting.

The Chair shall appoint a Nominating Subcommittee, which shall recommend nominees for office. Nominations may be accepted from the floor if the nominee has given consent. The Chief of NDEM may fill for the balance of the unexpired term, any office that is vacated.

### Section C. Secretary and Staff Support

The Chair will appoint a Secretary, who need not be a Director. Duties of the Secretary, as described in Robert's Rules of Order-Newly Revised, including keeping records of the Committee, minutes of its meetings, and lists of directors, officers, and arranging for the agendas to be properly distributed. NDEM will provide secretarial and administrative support for Committee meetings, either directly or through a contract or grant to another agency.

### Section D. Subcommittees

Standing and ad hoc subcommittees shall be established as needed by the Chair, if the Chair is not available then the Vice-Chair shall establish committees and subcommittees, to assist with the business of the Committee. Minutes of meetings will include establishment of subcommittees and the composition of their membership. Subcommittees established outside of a regular meeting of the Committee shall be ratified by majority vote of the Directors at the next Committee meeting.

Members of subcommittees, including chairs of subcommittees, need not be Directors. Appointments to subcommittees may be made by the Chair, by the Vice-Chair if the Chair is not available, or by majority vote of the Directors.

Subcommittee chairs or co-chairs shall be appointed by the Chair or the Vice-Chair, if the Chair is not available, or shall be elected by a majority of the subcommittee membership, and shall serve at the pleasure of the Committee.

The chair or co-chair of the subcommittee shall report to the Committee at regular Committee meetings to report on progress and upon completion of assigned tasks or projects. Subcommittee recommendations shall be considered by the Committee and ratified, as appropriate and with necessary modification, by vote of the Directors.

## ARTICLE V – MEETINGS

### Section A. Regular Meetings

Committee meetings generally shall be held quarterly, or scheduled when necessary by the Committee. All scheduled meetings shall conform to Nevada laws, particularly Chapter 241 of the NRS (open meeting laws) and will be conducted according to Robert's Rules of Order – Newly Revised. At each meeting the Committee will announce the next meeting. The Secretary will provide Directors with a meeting agenda at least fifteen (15) days prior to the scheduled meeting date.

Minutes of meetings and agendas for upcoming meetings will be posted on a Web site.

### Section B. Special Meetings

The Committee may call additional meetings beyond its regular schedule as necessary for the conduct of its business. Such meetings may be called by the Chair, the Vice-Chair, if the Chair is not available, or by a majority of the Directors, provided that ten days written notice is given to the membership.

The ten-day notice may be waived by the Chief of NDEM in the event of an emergency resulting from a natural and man-made disaster.

### Section C. Subcommittee Meetings

Subcommittees may meet as necessary or as required by the Committee or its officers, or the respective subcommittee chair, or by a majority of subcommittee members.

### Section D. Quorum

A quorum for Committee or subcommittee meetings, shall be a simple majority of those Directors or subcommittee members entitled to vote.

A two-thirds vote is required for any motion that takes rights away from any Director or Directors. When determining if a two-thirds vote is required, Robert's Rules of Order – Newly Revised, will be followed.

#### Section E. Meeting Procedures

The deliberations at Committee meetings shall be in accord with Robert's Rules of Order – Newly Revised.

Recommendations of subcommittees must be acted upon by the whole Committee. Subcommittees may choose to not follow Robert's Rules of Order – Newly Revised, or modified to expedite subcommittee business.

### ARTICLE VI – ADOPTION AND AMENDMENTS

#### Section A. Initial Adoption of the Bylaws

These bylaws shall be adopted initially by a majority vote of the Directors present at a scheduled meeting of the Committee.

#### Section B. Amendments to the Bylaws

These bylaws may be amended:

Upon the affirmative vote of a two-thirds majority of Directors at any regular meeting of the Committee, provided that any proposed changes have been distributed to all members at least fifteen (15) days prior to such action

Amendments to or replacements of these bylaws must also be approved by the Chief of the Nevada Division of Emergency Management.

Approved by action of the Directors at the meeting on 25 June 2003.

Signed: \_\_\_\_\_, Chair  
Jonathan G. Price

Date: 8 August 2003

And with the approval of the Chief of the Nevada Division of Emergency Management, with minor changes as suggested by legal counsel.

Signed: \_\_\_\_\_, Chief  
Frank Siracusa

Date: 21 July 2003

## **C.2 SUBCOMMITTEES OF THE NHMPC**

### **SUBCOMMITTEES of the NEVADA HAZARD MITIGATION PLANNING COMMITTEE Updated 26 July 2006**

#### **Proposal Review Subcommittee**

CHAIR: Ron Lynn

OTHER MEMBERS: Press Clewe, Margie Gunn, Ben Hutchins, Jon Price, Jim Reagan

#### *Charge:*

*Review proposals submitted for pre-disaster mitigation projects and recommend priorities for funding for consideration by the whole Committee.*

The subcommittee shall assess grant proposals based upon established criteria, including consistency with the State Hazard Mitigation Plan. As needed by the Nevada Division of Emergency Management, the subcommittee shall recommend to the whole Committee a list of prioritized mitigation projects to be implemented when funding becomes available. The subcommittee shall make recommendations to the whole Committee, which will consider the subcommittee's recommendations in formulating its recommendations to the Chief of the Nevada Division of Emergency Management. With concurrence of the whole Committee, the subcommittee should communicate with agencies that submitted proposals the reasons for priority rankings, so that the agencies have the options of revising the proposals for the next opportunity for funding and consideration by the Committee, withdrawing the proposals, or resubmitting the proposals as originally written. The subcommittee should also recommend to the whole Committee ways in which the proposal process can be improved, including criteria used in setting priorities. In the establishment of priorities, the subcommittee should consider the recommendations of specialized groups on priorities relative to one another within a specific field and when possible integrate these priorities into its overall analysis.

[Refer to Article II, Section A, Item (1) (c) of the Bylaws.]

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## Mitigation Plan Subcommittee

CHAIR: James L. Walker

OTHER MEMBERS: Ron Lynn, and Jon Price.

### *Charge:*

*Review and revise the State Hazard Mitigation Plan, as required by federal law or the Chief of the Nevada Division of Emergency Management.*

The State Hazard Mitigation Plan, which is required by the Disaster Mitigation Act of 2000 (DMA 2000), must be periodically reviewed and updated. This subcommittee has the responsibility of advising the Nevada Division of Emergency Management on the plan. This may include re-evaluation of hazards and priorities for mitigation, consideration of annexes to the plan and plans prepared by local jurisdictions and tribes, and consideration of upgrading the plan to an enhanced level, which would provide additional federal funding to Nevada after a presidentially declared disaster.

The first plan was written with the help of a consultant to the Nevada Division of Emergency Management. The volunteer State Hazard Mitigation Plan Steering Committee, which helped provide guidance and information to the consultant, completed its work in May, 2003, and the plan was approved by the Federal Emergency Management Agency later that year.

The Committee may activate this subcommittee if it feels that the State Hazard Mitigation Plan needs revision. The DMA 2000 requires that the State review and, if necessary, revise the plan every three years. Membership of the subcommittee will be established when necessary and may change. Members need not be members of the whole Committee. Membership on the subcommittee will be approved by the Chief of the Nevada Division of Emergency Management. The subcommittee will serve until it has completed its recommendations to the Nevada Division of Emergency Management.

[Refer to Article II, Section A, Item (2) of the Bylaws.]

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