

Baldwin County Hazard Mitigation Planning Committee

Bylaws

Revised July 9, 2014

I. Authority

The Baldwin County Hazard Mitigation Planning Committee (HAZARD MITIGATION PLANNING COMMITTEE) was re-composed and re-established by resolution #2014-009 of the Baldwin County Commission on October 15, 2013. This resolution is included in the HAZARD MITIGATION PLANNING COMMITTEE HANDBOOK, which is maintained by the Baldwin County Emergency Management Agency. At no time will these bylaws replace or supersede any part of Baldwin County Commission Resolution #2014-009.

The HAZARD MITIGATION PLANNING COMMITTEE is an advisory committee which serves the citizens of Baldwin County by assisting in hazard mitigation planning, mitigation grant opportunity analyses and discussion, and by assisting the Baldwin County Emergency Management Agency (Baldwin County EMA) in discussing potential strategies and solutions for mitigation issues. The Disaster Mitigation Act of 2000 (Public Law 106-390), which amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act, provides the authority for hazard mitigation planning at all levels of government.

II. Purpose

The purpose of the HAZARD MITIGATION PLANNING COMMITTEE is to advise the Baldwin County EMA Director and staff, concerning hazard mitigation planning, hazard mitigation assistance; and mitigation-related policies, procedures, and practices. All hazards (including man-made, technological, and natural hazards) may be considered in whole or in part and may also be considered in combination, depending on the issue or project in question. The following is a list of tasks assigned to the HAZARD MITIGATION PLANNING COMMITTEE:

- A. Identify shortfalls in mitigation practices
- B. Identify potential remedies for deficiencies in mitigation
- C. Participate in analyzing threats and hazards faced by Baldwin County
- D. Participate in hazard mitigation grant activities, such as helping to identify and establish local eligibility criteria and local focus areas and project when applicable
- E. Participate in mitigation planning and identify gaps and shortfalls in the existing plan during the revision process
- F. Help to create viable mitigation plans and strategies in order to produce feasible mitigation goals
- G. Support Baldwin County EMA and staff in the research, development, and establishment of standard mitigation practices and priorities

III. Mission

The mission of the Baldwin County Hazard Mitigation Planning Committee is to oversee and establish a comprehensive hazard mitigation planning process that:

- A. Engages public participation and support
- B. Facilitates Federal, state, regional and local agencies' coordination
- C. Constantly monitors and evaluates the potential risks of hazards to life and property
- D. Actively mobilizes all available community resources and measures to mitigate the threats of hazards
- E. Results in programmed actions with specific measurable outcomes

IV. Membership

- A. Members shall serve a five year term which shall run concurrently to the Hazard Mitigation Plan planning cycle.
- B. Members shall be appointed by the Mayors of their respective cities and towns; or the chief executive, or his/her designee, of their organization.
 - i. These forty appointed members will make up the Core Planning Group, or main members of the HAZARD MITIGATION PLANNING COMMITTEE, and shall be composed of the following:
 1. Baldwin County Emergency Management Agency Director or his/her designee
 2. Baldwin County Emergency Management Agency Planning and Grants Coordinator
 3. Baldwin County Building Official or his/her designee
 4. Baldwin County Engineer or his/her designee
 5. One representative from the Baldwin County Sheriff's Department
 6. One representative from the Baldwin County Board of Education Staff
 7. One representative from the Baldwin County Local Emergency Planning Committee (LEPC) Staff
 8. One representative from the Alabama Department of Public Health
 9. One representative from Baldwin County Electric Membership Cooperative
 10. One representative from North Baldwin Utilities
 11. One representative from Alabama Power
 12. One representative from White House Fork Water
 13. One representative from Riviera Utilities
 14. One representative from Belforest Water System
 15. One representative from Ono Island Water, Sewer, and Fire Protection Authority
 16. One representative from Perdido Bay Water, Sewer, and Fire Protection District
 17. One representative from East Central Baldwin County Water, Sewer, and Fire Protection Authority

18. One representative from Park City Water Authority
 19. One representative from Orange Beach Water, Sewer, and Fire Protection Authority
 20. One representative from Daphne Utilities
 21. One representative from Fairhope Utilities
 22. One representative from Gulf Shores Utilities
 23. One representative from Loxley Utilities
 24. One representative from Robertsdale Utilities
 25. One representative from Summerdale Water and Sewer Department
 26. One representative from Baldwin County Sewer Service, LLC.
 27. One representative from each Town and each City in Baldwin County:
 - a. City of Bay Minette
 - b. City of Daphne
 - c. Town of Elberta
 - d. City of Fairhope
 - e. City of Foley
 - f. City of Gulf Shores
 - g. Town of Loxley
 - h. City of Orange Beach
 - i. Town of Magnolia Springs
 - j. Town of Perdido Beach
 - k. City of Robertsdale
 - l. Town of Silverhill
 - m. City of Spanish Fort
 - n. Town of Summerdale
- ii. The Jurisdiction Assessment Team (JAT), which is formed within each entity participating in hazard mitigation planning, will communicate thoughts and ideas to the HAZARD MITIGATION PLANNING COMMITTEE via the Core Planning Group or his/her designee .
 - iii. If the appointed HAZARD MITIGATION PLANNING COMMITTEE member be unable to attend a meeting, he/she may designate someone from his/her respective JAT to attend the meeting in his/her stead.
- C. Each member shall furnish adequate contact information consisting of at least two phone numbers, one e-mail address, and the physical and/or mailing address for the represented entity of the member.
- D. If changes in membership or representation become necessary, a request changes and revised contact information shall be submitted in writing to the Baldwin County EMA Director.
- i. If there is deemed by general consensus of the Committee to be just cause to remove or replace a member, the Committee will make a formal request to do so through the jurisdiction or organization from which the member in question originates.

- E. All members shall be appointed in compliance with the Disaster Mitigation Act of 2000 (DMA 2000) and FEMA guidelines for Hazard Mitigation Planning.
- F. The number of full body members selected to serve on the Hazard Mitigation Planning Committee shall at no time exceed forty members.
- G. Should the need for a specific subcommittee or executive committee arise, there will be a vote on the subject and the subsequent nominations to subcommittees and/or an executive committee will be taken via email or in written form.
- H. Members shall serve without compensation by the Baldwin County Commission.

V. Jurisdictional Assessment Teams

The Jurisdiction Assessment Team (JAT) will be comprised of a wider range of representatives within each jurisdiction who will collaborate on an individual level to assess and organize mitigation planning ideas, projects, and needs for their respective jurisdiction. These JATs should facilitate local planning and provide information and feedback for the jurisdiction's Core Planning Group member. This Core Planning Group member is the representative who will participate in the Hazard Mitigation Planning Committee Meetings on behalf of the jurisdiction. It will be up to each individual jurisdiction to compose the JAT that is most practical for their specific needs and circumstances.

VI. Core Planning Group

The Core Planning Group is the FEMA Hazard Mitigation Planning Guidance term for all members of the HAZARD MITIGATION PLANNING COMMITTEE. This term applies to full-body, an executive committee thereof, and any subcommittee members. It is an organizational term and does not reflect any change or elevation in member status or ranking within the HAZARD MITIGATION PLANNING COMMITTEE.

VII. Meetings

- A. There will be an annual meeting schedule prepared and maintained by the HAZARD MITIGATION PLANNING COMMITTEE. This schedule will include quarterly meetings, as well any other required meetings which may be necessary to complete work on a specific program or project, such as the Hazard Mitigation Plan revisions or Hazard Mitigation Grant Program discussions. Should the need arise to add, change, or delete a meeting from the schedule, it will be the responsibility of the Secretary to make the changes on the schedule and update HAZARD MITIGATION PLANNING COMMITTEE members on the changes.
- B. For voting purposes, a majority of members present will have the winning vote.
- C. The HMPC shall comply with the Alabama Open Meetings Act at all times.
- D. All meeting agendas shall include the following:
 - i. Call to Order
 - 1. Welcome and Introductions
 - ii. Approval of Minutes

- iii. Old Business
- iv. New Business
- v. Adjournment
 - 1. Next Meeting Date, Time, and Location

E. Webinars, videoconferencing, teleconferencing, and such may be used to aid in the facilitation of discussion amongst HAZARD MITIGATION PLANNING COMMITTEE members if there is an extenuating circumstance preventing a member from physically attending a meeting. Members attending remotely may participate in discussion and provide input on topics and issues during the meeting, but may NOT vote unless PHYSICALLY PRESENT.

VIII. Officers and Duties

The officers of the HMPC shall consist of the Chairperson, Vice Chairperson, and Secretary. Nominations for Chairperson, Vice-Chairperson, and Secretary shall be made by the full-body members of the HMPC. Once nominations have been made and collected, the full-body members will take a vote to complete the officers' election process. The winners of the majority of votes shall be the respective officers for the next five year term. Initial elections will be held no later than October of 2014 and then every five years in September beginning September, 2018. In the event the Chairperson, Vice Chairperson Secretary, or Executive Committee Members At-Large are unable to perform their duties, the HAZARD MITIGATION PLANNING COMMITTEE members will provide nominations to the Baldwin County EMA's Planning and Grants Coordinator and a vote will be taken during the next meeting to select a replacement to finish out the current term.

A. Chairperson

The Chairperson is the leader of the HMPC and will be the presiding officer at all of the meetings.

B. Vice-Chairperson

In the absence of the Chairperson, the Vice Chairperson will assume all of the responsibilities of the Chairperson.

C. Secretary

In the absence of the Chairperson, the Secretary shall assist the Vice Chairperson in fulfilling all officer duties.

In the event of the absence of the Chairperson and Vice Chairperson, the meeting will be rescheduled.

IX. Executive Committee and Subcommittees

A. Executive Committees

An executive committee made up of seven members of the HMPC will be selected by nominations from the HMPC and a majority vote of the full-body members. This Executive Committee will act as a steering committee and will conduct business and make suggestions on behalf of the HMPC about various hazard mitigation issues; such as those issues requiring meetings more frequent than quarterly. The Executive Committee, although not limited by this list, may serve in the following capacities:

- i. Hazard Mitigation Grant Program Discussions and Advisement
- ii. Hazard Mitigation Plan Contractor Discussions
- iii. Hazard Mitigation Planning Cycle Schedule of Events
- iv. Hazard Mitigation Quarterly Meeting Schedule

B. Subcommittees

Subcommittees may be established during a HMPC meeting by the Chairperson, or acting Chairperson if the Chairperson is not available, to assist with the business of the Committee. Once the creation of the subcommittee has taken place and the number of seats on the subcommittee has been determined by the Chairperson, the full body will make nominations and vote to fill those seats.

X. Voting

Motions for a vote will maybe made by any member present at the HMPC meeting and must be seconded by another member of the HMPC member in order to allow for a vote to be taken.

Votes taken will be by show of hands, verbally, or by simple ballot, by which the winning vote will require over fifty percent of the total votes made by physically present members.

XI. Administrative Support

- A. Minutes may be taken by the HMPC Secretary; or by Baldwin County Administration Staff or Court Reporter, upon request of the Baldwin County EMA Director.
- B. The Baldwin County EMA Planning and Grants Coordinator may assist the Secretary in the creation and coordination of all HMPC meeting schedules.
- C. Sign-In sheets will be created, provided by, and original copies maintained by Baldwin County EMA.
- D. All original HMPC documentation will be stored and filed at the Baldwin County Emergency Operations Center by EMA staff.

XII. Adoption and Amendment to Bylaws

The Bylaws shall be adopted by a majority vote of the present members at a Hazard Mitigation Planning Committee meeting.

The Bylaws may be amended by a majority vote of the Members present at a Hazard Mitigation Planning Committee meeting.

These Bylaws were adopted by the Baldwin County Hazard Mitigation Committee on July 9, 2014, by a majority vote of the Committee.



HAZARD MITIGATION PLANNING COMMITTEE Chairperson



Baldwin County Emergency Management Agency Director

DATE 07/09/2014

DATE 7-9-14