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South Plains Association of Governments
Emergency Responder Advisory Committee

BYLAWS

ARTICLE I - NAME

The name of the committee shall be the South Plains Association of Government's (SPAG) Emergency Responder Advisory Committee (ERAC).

ARTICLE II

The Emergency Responder Advisory Committee (ERAC) is created by the SPAG under the authority of the bylaws of the Association. The committee is an advisory body to the SPAG Board of Directors and may be altered or dissolved by the Board of Directors.

ARTICLE III

The committee shall advise and make recommendations in all matters related to regional homeland security and emergency management.

The committee responsibilities shall include:

- Advise the Board of Directors on regional emergency management and homeland security issues and facilitate the coordination of regional emergency planning.
- Provide general direction to SPAG staff regarding emergency management and homeland security issues in the SPAG region.
- Develop, maintain, and conduct annual reviews of appropriate regional response plans, regional interoperable communication plans, and regional mutual aid agreements.
- Develop, maintain, and conduct annual reviews of the SPAG regions' Threat and Hazard Identification and Risk Assessment (THIRA), State Preparedness Report (SPR), and Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan, or any other applicable plans necessary for grant compliance with the Office of the Governor under the State Homeland Security Program (SHSP).
- Advise the Board of Directors concerning the utilization of SHSP allocations, review SHSP grant applications, survey and analyze available regional resources acquired through SHSP grants to strengthen regional resource capabilities and identify gaps and priorities for funding recommendations.
- Develop and maintain plans and procedures, conduct meetings and exercises, and complete other deliverables identified in the Texas Statewide Communication Interoperability Plan (TSCIP).
- Establish operating policies and procedures for the committee.

ARTICLE IV – MEMBERSHIP

Members of the committee shall be appointed by the Board of Directors.

SPAG staff may solicit recommendations for appointments to the committee from ERAC membership and from interested stakeholder agencies/groups in the SPAG

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region. SPAG Board of Directors may submit an individual for consideration of appointment.

Membership of the committee shall be comprised of no more than twenty-one (21) voting members. The composition of the committee membership shall be representative of the following disciplines:

- Local government representatives
- Emergency first responders (police, medical, fire services)
- Public works
- Emergency management
- Public utilities
- Public health or medical organizations
- Water districts or water authorities
- Transportation systems
- State or federal agencies
- Volunteer organizations
- Public school systems or institutes of higher education
- Texas Tech Institute of Environmental and Human Health

Members who represent state or federal agencies are not authorized to score regional SHSP grant applications; however, they may advise the committee on state or federal resources that may provide similar capabilities, the request process for those resources, and response times of those resources .

Persons who have retired from any of the disciplines are eligible for membership appointment if sponsored by a participating county or city within SPAG region.

ARTICLE V – MEMBERSHIP TERMS

Members serve a two-year term beginning October 1. Members may be re-appointed by the Board of Directors. Term expiration dates will be maintained by SPAG staff.

Members are not limited as to the number of terms.

Any member of the committee may choose to resign at any time through the

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submittal of a letter of resignation to SPAG.

Two consecutive absences from committee meetings without reasonable cause and notice shall constitute resignation from the committee. A committee member, who during a membership term, fails to attend at least half of the scheduled committee meetings during that term, shall not be eligible for reappointment to that committee. Reasonable cause for meeting absence will be determined by SPAG staff and the Committee Chair.

All efforts should be made to notify SPAG staff by calling **(806-762-8721)** as soon as possible if a meeting will be missed and include the justification. Members who are responding to an emergency or incident will be excused from the meeting.

ARTICLE VI – OFFICERS

The Emergency Responder Advisory Committee shall elect from its membership a Chairperson and a Vice-Chairperson to serve for a term of two (2) years. Officers shall be eligible for re-election to no more than two (2) consecutive terms.

The Chairperson shall preside at committee meetings, appoint task forces or subcommittees as necessary, and represent the committee.

In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.

The Chairperson and the Vice-Chairperson will establish the meeting agendas with the assistance of SPAG staff.

ARTICLE VII – MEETINGS

The committee shall determine the schedule of its meetings. Notice of regular meetings shall be emailed to each committee member at least one week prior to each meeting.

The Chairperson may call special meetings with at least five calendar days' to each member.

ARTICLE VIII – STAFF

SPAG will provide staff to support the committee, including taking minutes, maintaining records and distributing notices, agendas, and meetings. SPAG staff shall record the meetings to assist in accurate minutes and record keeping of the committee meetings.

ARTICLE IX – MINUTES / AGENDAS

Minutes of all committee meetings shall be kept by SPAG staff and distributed to the members prior to the next regular meeting. Meeting minutes shall be approved by a majority vote of members present. Minutes will include a roster of which

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members and SPAG staff were present during the meeting.

Agendas shall be approved by the Chairperson and distributed to members at least seven (7) calendar days prior to any regularly scheduled meeting. Notice of any special meeting shall include the business to be transacted at the special meeting.

ARTICLE X – OPEN MEETINGS

All ERAC meetings will be open to the public and conducted in a manner consistent with the Texas Open Meetings Act, with meeting notices posted (specify where SPAG will post meeting notices).

The Chairperson, at his/her discretion, may close a meeting when national security, critical infrastructure, or cybersecurity matters need to be discussed in accordance with the Texas Open Meetings Act and Texas Government Code.

ARTICLE XI – QUORUM AND VOTING PROCEDURES

A quorum for the conduct of committee business shall require 51% of current membership present at any meetings.

In the event that a quorum of members of the Emergency Responder Advisory Committee may not be physically present, an electronic meeting may be held. The meeting will be conducted by technology that allows all participating members to interact with each other.

Except as specifically stated in Article IV – Membership, all members have voting privileges. Members of the committee may not designate another member to vote on their behalf. Votes will be reflected in the meeting minutes. Members may register their abstention on any vote. The abstention shall be reflected in the minutes.

Members are required to abstain on matters that pose a conflict for them as defined in Article XIII – Conflict of Interest. While members may remain present for discussions on matters that pose a conflict; during the presentation and scoring of SHSP grant applications, members with a conflict of interest shall leave the room during the presentation unless the member is presenting the grant application.

ARTICLE XII – GOVERNING RULES

Except where stated otherwise, Robert's Rules of Order will govern the conduct of the committee's meetings.

ARTICLE XIII – CONFLICT OF INTEREST

Any member that has a conflict of interest concerning any matter before the committee will inform the committee before participating in a discussion and shall refrain from voting on the matter.

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A conflict of interest will be defined as any issue in which a member is in a position to derive personal benefit for themselves or their agency or employer from actions or decisions made in their official capacity.

ARTICLE XIV – SUB COMMITTEES / AD HOC COMMITTEES

Subcommittees may be formed as needed for the purpose of exploring issues before the committee in more detail than regular committee meetings may allow. Subcommittees are defined as a standing subset of the ERAC that has been assigned a specific, on-going purpose. Members are appointed to serve on a subcommittee by the Chairperson with the approval of the ERAC membership. Chairs of subcommittees will be appointed by the ERAC Chairperson.

Ad hoc committees may be appointed by the Chairperson with the approval of the ERAC membership for time and/or specific purposes. When the issue is resolved or the timeline expires, the Ad Hoc Committee will be disbanded. Members of the Ad Hoc Committees are not limited to ERAC members. Chairs of the Ad Hoc Committees will be appointed by the ERAC Chairperson.

ARTICLE XV - TRAVEL

Advisory committee members may be reimbursed, upon request, for travel to attend committee meetings according to SPAG travel policy.

ARTICLE XVI - CERTIFICATION

These Bylaws may be amended, or repealed by the SPAG Board of Directors or by a majority vote of the committee, subject to approval by the SPAG Board of Directors.

These Bylaws are hereby recommended for approval by the Emergency Responder Advisory Committee by the SPAG Board of Directors on 11-5-2025

Joe Moudy, Chairperson
SPAG Emergency Responder Advisory Committee

These Bylaws were approved, as amended by the SPAG Board of Directors on (Month Date, Year).

Signed by:
Judge James DeLoach
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Judge James DeLoach
President, SPAG Board

Kelly Griswell
Executive Director, SPAG