

Homeland Security Advisory Committee By-laws and Articles for Missouri Regional Homeland Security Oversight Committees

ARTICLE 1 – NAME

The organizations will be known as the Regional Homeland Security Oversight Committees (RHSOCs) and are organized as sub-committees hereinafter referred to as “RHSOCs.” Chairs of these committees will serve as an advisory body to the Governor’s Homeland Security Advisory Council (HSAC),

ARTICLE 2 - PURPOSE AND FUNCTION

In February 2006, Governor Matt Blunt signed Executive Order 06-09, which establishes RHSOC. Their mission and tasking is stated as follows: “establish strategies and priorities for Missouri Homeland Security Grant Funding programs and other Homeland Security initiatives”. The RHSOC will adopt and use Mutual Aid agreements to further regional, state and national sharing of deployable assets that are purchased with federal Homeland Security funds as documented in the Missouri State Homeland Security Strategic Plan.

ARTICLE 3 – BOUNDARIES

The RHSOC will follow the same geographic boundaries as established by the Missouri State Highway Patrol Troop Regions A - I. Individual counties represented in each region are as follows:

- **Region A Rural:** Bates, Benton, Carroll, Henry, Johnson, Lafayette, Pettis, Saline;
- **Region A Urban:** Cass, Clay, Jackson, Platte, Ray;
- **Region B:** Adair, Chariton, Clark, Knox, Lewis, Linn, Macon, Marion, Monroe, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby and Sullivan;
- **Region C:** Lincoln, Perry, Pike, St. Genevieve, St. Francois, Warren and Washington;
- **Region D:** Barry, Barton, Cedar, Christian, Dade, Dallas, Greene, Hickory, Jasper, Lawrence, McDonald, Newton, Polk, St. Clair, Stone, Taney, Vernon and Webster;
- **Region E:** Bollinger, Butler, Cape Girardeau, Dunklin, Iron, Madison, Mississippi, New Madrid, Pemiscot, Ripley, Scott, Stoddard and Wayne;
- **Region F:** Audrain, Boone, Callaway, Camden, Cole, Cooper, Gasconade, Howard, Miller, Moniteau, Montgomery, Morgan and Osage;

- **Region G:** Carter, Douglas, Howell, Oregon, Ozark, Reynolds, Shannon, Texas and Wright;
- **Region H:** Andrew, Atchison, Buchanan, Caldwell, Clinton, Daviess, Dekalb, Gentry, Grundy, Harrison, Holt, Livingston, Nodaway, Mercer and Worth;
- **Region I:** Crawford, Dent, Laclede, Maries, Phelps and Pulaski.

The RHSOC will represent specific represented disciplines, jurisdictions, districts and any other appropriate governmental body in that Region. The individual RHSOCs shall be named by their corresponding regional letter designation of A - I.

For the purpose of boundaries, the Urban Areas Security Initiative (UASI) counties in the St. Louis UASI are not included in the RHSOCs. The St. Louis UASI has separate Homeland Security Grant funding sources and is not considered a part of these committees. However, it is the desire of the HSAC that the St. Louis UASI interact with its respective RHSOC in its region to maximize cooperation and coordination of homeland security policy and initiatives. The St. Louis UASI will have no vote on matters decided by the RHSOCs and the RHSOCs will have no vote in UASI matters.

ARTICLE 4 - VOTING PROCEDURES

- a. Email, conference call, webinar and in person are all acceptable ways to cast a vote.
- b. A quorum is required to convene a meeting. A quorum is defined as one more than half the voting members on the committee.
- c. The Alternates, in successive order, will be responsible to vote in the absence of the Primary Voting Member.
- d. All voting members will cast votes on behalf of their specific regional Core Discipline Working Group and not their individual department, jurisdiction, or interest.
- e. RHSOC votes will be determined by simple majority after adequate time for debate, discussion and the calling and seconding of a motion to vote.
- f. The RHSOC Chairman will remain neutral on all voting issues unless it is to cast a tie-breaking vote. In the RHSOC Chair's absence, the Vice Chair will assume the Chair's responsibility.

ARTICLE 5 – GRIEVANCE/DISCIPLINE PROCEDURES

The grievance process described is an internal process intended to facilitate open communication, the exchange of relevant information and to allow for a meaningful, honest review of the grievance.

The petitioner alleging a violation of policy is encouraged to discuss the matter with their respective RHSOC in an attempt to reach a resolution prior to initiating a grievance.

If the discussion surrounding the alleged incident or occurrence does not resolve the matter to the satisfaction of the petitioner, they may file a grievance with their respective RHSOC within twenty-(20) working days following the discussion.

The written grievance shall specify:

- The exact nature of the grievance;
- Details regarding the alleged violation;
- The specific remedy requested; and
- A specific statement that the petitioner wishes to initiate a grievance under this policy.

The petitioner initiating the grievance shall be responsible for identifying all issues and allegations relevant to the grievance in this writing. The grievance must be mailed or emailed to the Chairman of the petitioner's respective RHSOC.

Within ten-(10) working days of receiving the written grievance, the respective RHSOC will prepare and deliver a written response to the petitioner.

Should the petitioner remain dissatisfied with the decision or the RHSOC does not respond within the 10 day working period, he/she may, within five-(5) working days, submit a written request to Presiding Chairman of the RHSOC Regional Chairs to appeal to the next level, the RHSOC Regional Chairs Committee. The request to appeal shall include a clear explanation of why the petitioner is in disagreement with the decision of their RHSOC. The RHSOC Regional Chair Committee shall review the grievance and all associated documents. The Committee shall render a decision at their next regular meeting unless the Presiding Chair deems a more immediate resolution is necessary. . This decision will be the final disposition of the grievance.

The petitioner may terminate their grievance under this policy at any time by written notification to their respective RHSOC requesting such withdrawal.

In the event of an allegation of misconduct on the part of an RHSOC member while the member is serving on the RHSOC, the RHSOC membership, in closed session, will be empowered to hold a hearing on relevant issues to the allegation, including the presentation of exculpatory evidence by the RHSOC member in question. An affirmative vote of eight or more voting members of the RHSOC is needed for a final decision to remove the member in question, or allow them to continue to serve on the RHSOC.

If the RHSOC membership is unable to resolve the matter, it will be referred to the RHSOC Regional Chairs, who, in closed session, will be empowered to hold a hearing on relevant issues to the allegation, including the presentation of exculpatory evidence by the RHSOC member in question. An affirmative vote of five or more RHSOC Regional Chairs is needed for a final decision to either remove the member in question or allow them to continue to serve on the RHSOC.

If a matter of alleged misconduct is brought to the Homeland Security Advisory Council directly without first being examined by the RHSOC membership, the matter will be referred back to the RHSOC membership for a hearing and recommendation, as described above.

A felony criminal conviction during the period that the member is serving shall result in the immediate and automatic termination from the RHSOC.

ARTICLE 6 - SUNSHINE LAW COMPLIANCE/FREEDOM OF INFORMATION ACT (FOIA)

All meetings will be conducted in a manner that is compliant with Missouri Sunshine Law. Any request for non-public information made to respective RHSOCs from external organizations or individuals must be written by the requestor in accordance with the Sunshine Law/FOIA request format and forwarded to the Missouri Department of Public Safety Custodian of Records for action. The requestor must certify/disclose their identity and specify the information, record or proceeding being requested to include date, meeting or location of recorded action. There are statutory exemptions that authorize the withholding of information of a sensitive nature. FOIA request will be handled in compliance with governing state and federal law.

ARTICLE 7 - MEMBERSHIP/COMMITTEES

Membership must include, but not be limited to, one Primary Voting Member plus one Alternate Voting Member from each of the fourteen-(14) Core Disciplines listed below. *If a region does not have an identified Homeland Security Response Team (HSRT), membership must include, but not be limited to, one Primary Voting Member and one Alternate Member from each of the thirteen-(13) core disciplines listed below.* In the absence of a Primary Voting Member at an RHSOC meeting, the Alternate Voting Member may cast a vote to represent their Core Discipline. Each Primary Voting Member will establish a Core Discipline Working Group within their region to facilitate a broad-based discussion on the RHSOC issues. The Core disciplines are identified as follows:

Emergency Management Director
Police Chief
Sheriff
Fire Chief
County Health
Homeland Security Response Team (HSRT) *
City or County Public Works
Mayor or City Administrator
County Commissioner
Private Industry/Public Utility
Emergency Medical Service
911
Volunteer Organization
Schools

With a majority vote of the RHSOC members, an individual RHSOC may add one or more disciplines to better represent their region.

To further support the RHSOCs, one representative from the following designated agencies will serve as a non-voting, ex-officio member and will actively work with the committee serving as a liaison to their respective region. Additional non-voting, ex-officio members may be added to a specific RHSOC as deemed appropriate by a majority vote of the RHSOC.

Missouri State Emergency Management Agency (SEMA) Area Coordinator
Missouri Department of Natural Resources (DNR)
Missouri State Highway Patrol (MSHP)
Missouri Department of Health and Senior Services (DHSS)
Missouri Division of Fire Safety (DFS)
Missouri Department of Agriculture (MDA)
Missouri Department of Transportation (MODOT)
Missouri Department of Conservation (MDC)

The Missouri Office of Homeland Security Coordinator will support and work with the RHSOCs and their elected leadership in a non-voting, ex-officio manner.

ARTICLE 8 – MEETINGS

Meetings will be conducted in an orderly and business-like manner. Robert's Rules of Order will guide all meetings of the RHSOC. The Committees will decide matters related to the regional administration of State Homeland Security plans, grants, programs and services.

RHSOC meetings will be held a minimum of four-(4) times a year on a quarterly basis. Additional meetings may be called as needed by the Homeland Security Coordinator, HSAC or individual RHSOCs to seek input and guidance on time sensitive issues or conduct other business.

A quorum is required to convene a meeting in which a vote will be taken. A quorum is defined as one more than half the voting members on the committee.

Acceptable ways to attend meetings shall include: email, conference call, webinar and in person.

In the RHSOC Chair's absence, the Vice Chair will assume the role as Chair, and the alternate of the Vice Chair's discipline will become the Primary Voting Member.

ARTICLE 9 - ELECTION AND TERM LIMITS

At the first meeting of the RHSOC, after the start of a new year (October 1), the RHSOC will elect a Chair and Vice Chair for the RHSOC from their membership. In order to be considered eligible for either of the positions, nominees must have served a discipline for a period of no less than one year.

Additionally, the Presiding Chairman of the RHSOC Chairs will be elected at the first meeting of the new year (October 1). The RHSOC Chairs will elect a Presiding Chairman, from one of

the nine current Chairs, to represent them. In order to be considered eligible for the position, nominees must be currently serving as the Chair of RHSOC. The Presiding Chairman of the Regional RHSOC is a voting member of the HSAC.

A year is defined as October 1st thru September 30th of the following year. A term is defined as two years unless otherwise noted. Specific seat terms are as follows:

- Chair Two-(2) year term
- Vice Chair Two-(2) year term
- Primary Discipline Representative Two-(2) year term
- Alternate Discipline Representative Two-(2) year term
- Presiding Chairman of RHSOC Chairs One-(1) year term

If the Primary Voting or Alternate Voting Member is no longer a member of their discipline or no longer works within the region for whatever reason, they will resign their position on the RHSOC. If the Primary Voting Member leaves and more than one year remains in the term, the Alternate will take their place, completing the term and the working group for that discipline will elect a new Alternate. If the Primary Voting Member leaves and less than one year remains in the term, the Alternate will take their place, complete the remaining term and then serve as the Primary Voting Member for a full term. If the Alternate leaves and there is no second Alternate to take on the position, the working group for that discipline will elect a new Alternate. All Primary and Alternate members shall attend at least fifty-(50) percent of the RHSOC meetings during the year.

If for any reason the RHSOC Chair leaves their position, the Vice Chair will take their place, completing the term and the RHSOC will elect a new Vice Chair for the remainder of the term. At the first meeting of the RHSOC, after the start of a new year (October 1), the RHSOC will elect a new Chair and Vice Chair for the RHSOC from their Members.

ARTICLE 10 – SUPPLEMENTAL REGIONAL BY-LAWS

Any issue, when not specifically addressed in these By-laws, yet which are in the interest of “regionalization”, are left to the discretion of the individual RHSOC to establish and adopt.

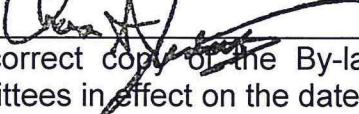
ARTICLE 11 – BY-LAW MODIFICATIONS

These By-laws will not be altered, amended, or repealed except by a two-thirds vote by the Homeland Security Advisory Council, after a hearing on the proposed change. A vote on a proposed change to these By-laws will not take place at the Homeland Security Advisory Council meeting at which it is proposed, to allow input and study of any proposed change(s). Additionally, the Chairman of the HSAC or his designee must notify all Chairpersons and Vice-Chairpersons of the RHSOCs of the proposed change(s).

Notifications to the RHSOCs of proposed changes to these By-laws will be by mail or email, as soon as reasonably possible after the proposed change is brought to the attention of the Homeland Security Advisory Council, and not less than 5 working days prior to the date of the regular meeting at which the proposed changes will be brought to a vote by the HSAC. The

RSHOC leadership will advise their membership of the proposed changes as soon as reasonably possible. This allows RHSOC members to provide input to their leadership prior to the next scheduled HSAC meeting.

CERTIFICATION

I,  HEARBY CERTIFY that foregoing is a true, complete, and correct copy of the By-laws of the Missouri Regional Homeland Security Oversight Committees in effect on the date hereof.

IN WITNESS WHEREOF, I hereunto set my hand this **3rd** day of **November, 2017**.