

**Bylaws of “Volusia Prepares”
The Volusia County Local Mitigation Strategy Task Force**

ARTICLE I. PURPOSES OF THE TASK FORCE

The purpose of the Volusia County Local Mitigation Strategy Task Force, otherwise known as “Volusia Prepares”, is to decrease the vulnerability of the citizens, governments, businesses and institutions of Volusia County to the future human, economic and environmental costs of natural, technological, and societal disasters. The Task Force will develop, monitor, implement, and maintain a comprehensive plan for hazard mitigation which will be intended to accomplish this purpose.

ARTICLE II. MEMBERSHIP

Participation in Volusia Prepares is voluntary by all entities. Membership in Volusia Prepares is open to all jurisdictions, organizations and individuals supporting its purposes

ARTICLE III. ORGANIZATIONAL STRUCTURE

The organizational structure of Volusia Prepares shall consist of a Steering Committee, three permanent subcommittees, and other temporary subcommittees as deemed necessary by the Steering Committee.

A. *The Steering Committee*

Volusia Prepares shall be guided by a Steering Committee consisting of designated representatives of the following:

- One representative from the government of Volusia County and each participating incorporated municipality,
- One representative from organizations and associations representing key business, industry, and community interest groups of Volusia County, and
- Other such individuals appointed by a majority vote of the Steering Committee.

Members of the Steering Committee will be designated by formal resolution, appointment or other action to serve as the official representative and spokesperson for the jurisdiction or organization regarding the activities and decisions of Volusia Prepares. To maintain good standing, members of the Steering Committee must not have more than two unexcused absences from meetings during the course of a year.

B. *Subcommittees*

Volusia Prepares shall have three permanent subcommittees: Government Agency Group, Business Sustainability Group, and Community Based & Individuals Group. Membership of the permanent subcommittees is unlimited and is open to all interested jurisdictions, organizations and individuals.

Temporary subcommittees may be established at any time for special purposes by the chair of the Steering Committee, and their membership designated at that time.

Membership in the subcommittees is not restricted. There are no requirements for individuals to maintain good standing as members of a permanent or temporary subcommittee.

C. Program Staff

Volusia County, or other agency as so designated by the Steering Committee, will serve as the program staff for Volusia Prepares, and assist in the coordination and support of Volusia Prepares activities.

ARTICLE IV. OFFICERS

Any member in good standing of the Steering Committee is eligible for election as an officer. The Steering Committee will have a chair elected by a majority vote of a quorum of the members. The Steering Committee will also elect by majority vote a vice chair. Representatives of both local government and any participating private sector organizations will be eligible for election as an officer. Each will serve a term of one year, and be eligible for re-election for an unlimited number of terms. The chair and vice chair of the Steering Committee are also considered to be chair and vice chair of Volusia Prepares.

The chair of the Steering Committee will preside at each meeting of the Steering Committee, as well as establish temporary subcommittees and assign personnel to them. The vice chair will fulfill the duties and responsibilities of the chair in his or her absence.

The chair of each permanent or temporary subcommittee will be designated from the members in good standing of the Steering Committee by its chair, and will serve at the pleasure of the chair of the Steering Committee.

ARTICLE V. RESPONSIBILITIES

A. Steering Committee

The Steering Committee will be responsible for oversight and coordination of all actions and decisions by the Task Force, and is solely responsible for formal actions in the name of Volusia Prepares, including the release of reports, development of resolutions, issuance of position papers, and similar activities. The Steering Committee makes assignments to the subcommittees, coordinates their work, and takes action on their recommendations. Their goal is to make Volusia County disaster resistant by preventing or reducing the personal and economic loss from natural or man-made hazards through a partnership between government, businesses, organizations, associations, and citizens.

Objectives:

1. Keep the Volusia County Local Mitigation Strategy (LMS) document current (incorporating new projects, objectives, and goals).
2. Develop and maintain overall policies and procedures and integrate priorities of mitigation efforts.
3. Facilitate comprehensive effectiveness by coordinating with subcommittees.
4. Vote on proposed action plans and initiatives.
5. Develop a strategy to constantly identify and recruit new partners.
6. Develop a systematic method to share knowledge and market the need for being disaster resistant.
7. Promote accomplishments to elected officials and community.

B. Subcommittees

The permanent subcommittees have the following responsibilities:

Government Agency Subcommittee – to identify, analyze, and monitor the hazards threatening Volusia County and the vulnerabilities of the community to those hazards, as well as to assist in the definition of actions to mitigate the impacts of those hazards; to define structural and non-structural actions needed to decrease the human, economic and environmental impacts of disasters, and to prepare for consideration and action by the Steering Committee a strategy for implementation of those initiatives in both the pre- and post-disaster time frame; to define the general financial vulnerability of the community to the impacts of disasters; to assist with identification of initiatives to minimize vulnerabilities; and to seek funding sources for all priority mitigation initiatives identified in the mitigation strategy developed by the Task Force.

In addition, to secure public input and comment on the efforts of the Task Force; to inform the public about the activities of the Task Force; to conduct public information and education programs regarding hazard mitigation; to assist with the conduct of public hearings; and, to promote public acceptance of the strategy developed by the Task Force.

Objectives:

1. Utilize the LMS document to identify recent risk assessment data and mitigation priorities.
2. Regularly update the countywide risk assessment to accommodate new areas of vulnerability.
3. Inventory current mitigation projects and initiatives, develop a tracking mechanism for project follow-through, and establish evaluation criteria to measure the success of mitigation projects initiated.
4. Identify incentives for individuals and organizations to implement mitigation strategies (financial, regulatory, insurance, etc.)

Business Sustainability Subcommittee– to incorporate the business sector's mitigation needs into the "Volusia Prepares" vision and LMS document.

Objectives:

1. Assess the most at risk businesses and pursue businesses for participation in the development of a small to medium-sized business emergency preparedness mentoring program.
2. Promote business continuity planning by presenting the Volusia County Disaster Planning Workshop.
3. Encourage development of employer/employee emergency operations plans.
4. Encourage businesses to mitigate current hazards by supplying them with a business disaster plan template and information, performing an energy audit/hazard analysis, and allowing them to tour other businesses that have reduced risk in the workplace.
5. Incorporate mitigation initiatives into long-term business planning by providing guidance to prospective businesses on choosing a disaster resistant location and mitigating possible hazards.

6. Work with local financial institutions and/or insurance companies to provide low or no interest loans or premium reduction for homeowners committed to mitigating their house/property.
7. Identify incentives for individuals and organizations to implement mitigation strategies (financial, regulatory, insurance, etc.)

Community Based/Individuals Subcommittee - to promote disaster preparedness and mitigation at the community/individual level through partnerships and volunteerism

Objectives:

1. Utilize existing disaster resistant construction literature to market the advantages of building a disaster resistant home.
2. Provide low to no cost mitigation to low – moderate income homeowners and special needs populations.
3. Identify incentives for individuals and organizations to implement mitigation strategies (financial, regulatory, insurance, etc.).
4. Participate and support volunteerism through community groups such as Citizen Corps and Community Emergency Response Teams (CERT).

The responsibilities of temporary subcommittees will be defined at the time they are established by the chair of the Steering Committee.

C. *Program Staff*

Technical, clerical and other types of support activities to the Steering Committee and subcommittees will be provided through Volusia County or other agency or organizational staff as designated by the Steering Committee. The Steering Committee will also designate an agency of Volusia County to serve as the legal representative and agent of Volusia Prepares, and to be empowered under County statutes to accept and disburse funds, enter into contracts, hire staff, and take such other actions as necessary in support of, or for the benefit of, the Task Force. Other jurisdictions and organizations may also provide such services on a voluntary basis upon request of the chair of the Steering Committee.

ARTICLE VI. ACTIONS BY THE TASK FORCE

A. *Authority for Actions*

Only the Steering Committee has the authority to take final actions in the name of Volusia Prepares. Actions by subcommittees or program staff are not considered as final until affirmed by action of the Steering Committee.

B. *Meetings, Voting and Quorum*

Meetings of the Steering Committee and its subcommittees will be conducted in accord with Robert's Rules of Order, if and when deemed necessary by chair of the meeting. Regular meetings of the Steering Committee will be scheduled at least quarterly with a minimum of 10 working days' notice. Subcommittees will meet at least quarterly prior to Steering Committee meetings, or more frequently as deemed necessary, at the discretion of their chairperson.

All final actions and decisions made in the name of Volusia Prepares will be by affirmative vote of a quorum of the Steering Committee. A quorum shall be 50 percent of the members of the Steering Committee in good standing at the time of the vote. Each member of the Steering Committee will have one vote. Voting by proxy, written or otherwise, is permitted.

C. Special Votes

Special votes may be taken under emergency situations or when there are other extenuating circumstances that are judged by both the chair and vice chair of the Steering Committee to prohibit scheduling of a regular meeting of the Steering Committee. Special votes may be by telephone, email and/or first class mail, and shall be in accord with all applicable statutes for such actions.

D. Public Hearings

When required by statute or the policies of Volusia County, or when deemed necessary by the Steering Committee, a public hearing regarding actions under consideration for implementation by Volusia Prepares will be held.

E. Documentation of Actions

All meetings and other forms of action by the Steering Committee and permanent subcommittees will be documented and made available for inspection by the public.

ARTICLE VII. ADOPTION OF AND AMENDMENTS TO THE BYLAWS

The Bylaws of Volusia Prepares may be adopted and/or amended by a two-thirds majority vote of the members in good standing of the Steering Committee. All proposed changes to the bylaws will be provided to each member of the Steering Committee not less than ten working days prior to such a vote.

ARTICLE VIII. DISSOLUTION OF THE TASK FORCE

The Task Force may be dissolved by affirmative vote of 100% of the members in good standing of the Steering Committee at the time of the vote, by order of a court of competent jurisdiction, and/or by instruction of the Volusia County governing body. At the time of dissolution, all remaining documents, records, equipment and supplies belonging to the Task Force will be transferred to Volusia County for disposition.