



BY-LAWS OF THE CENTRAL REGION HOMELAND SECURITY ADVISORY COUNCIL

Adopted: February 11, 2014

Amended: November 1, 2016, June 6, 2017, June 5, 2018, September 1, 2020

ARTICLE I - NAME AND PURPOSE

Section 1 – This organization shall be known as the Central Region Homeland Security Advisory Council (hereinafter “Council”).

Section 2 – The purpose of this Council is to serve as the policy making body for the Central Homeland Security Planning Region, as defined by the current State Homeland Security Strategy developed by the Massachusetts Executive Office of Public Safety and Security (EOPSS). The Council is also responsible for developing and guiding the implementation of annual regional homeland security plans (see Article IV, Section 3) using federal grant funding provided by EOPSS.

ARTICLE II - MEMBERSHIP

Section 1^{i ii} - The membership of the Council shall consist of the following: 4 representatives from law enforcement (1 from the City of Worcester Police Department, and 3 from throughout the Central Region); 4 representatives from the fire services (1 from the City of Worcester Fire Department, 1 from a fire department within Fire District 7, 1 from a fire department within Fire District 8, and 1 from a fire department within Fire District 14); 1 representative from emergency management; 1 representative from public health; 1 representative from hospitals; 1 representative from emergency medical services; 1 representative from public safety communications; 1 representative from local government administration; 1 representative from public works, 1 representative from regional transportation authority, 1 representative from correctional services, 1 representative from education administration, 1 representative from cybersecurity/information technology administration. Members may appoint permanent designees, with full voting privileges, subject to a majority vote of the Council. Members or their designees must be active, policy-making members of their respective disciplines in the region.

Section 2 - Vacancies shall be filled by appointment from EOPSS. There are no term lengths to appointments, though members can be removed at the sole discretion of EOPSS.

Section 3 – The Council shall include a liaison from the Homeland Security Division of EOPSS. This liaison will serve as advisor to the Council on all grant-related issues. The EOPSS advisor shall be a non-voting advisory member of the Council, but will participate in Executive Sessions of the Council.

Section 4 – The Council shall name liaisons from the following state agencies to provide technical assistance on matters pertaining to their respective disciplines: MA Emergency



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Management Agency, MA State Police, MA Department of Fire Services, MA National Guard, MA Department of Correction, MA Department of Public Health, MA Department of Transportation. The state agency liaisons shall be non-voting advisory members of the Council.

ARTICLE III - DUTIES OF THE COUNCIL OFFICERS

Section 1 - A Chair shall be elected from among the Council membership by a majority vote of the Council. The Chair shall preside at all meetings of the Council, preserve decorum, and decide questions of order. The Chair shall create committees and ad hoc working groups as well as appoint and remove related chairs and members subject to a majority vote of the Council. The Chair shall determine the agendas for meetings of the Council.

Section 2 - A Vice-Chair shall be elected from among the Council membership by a majority vote of the Council. The Vice-Chair shall assist the Chair in every possible way. In the absence of the Chair, the Vice-Chair shall perform all the duties of that office.

Section 3ⁱⁱⁱ - A Second Vice-Chair shall be elected from among the Council membership by a majority vote of the Council. The Second Vice-Chair shall assist the Chair and Vice Chair in every possible way. In the absence of the Vice-Chair, the Second Vice-Chair shall perform all the duties of that office. In the absence of both the Chair and Vice-Chair, the Second Vice-Chair shall perform all the duties of the Chair.

Section 4^{iv} – The Chair, Vice-Chair and Second Vice-Chair shall not all be from the same discipline as defined in Article II - Membership, Section 1.

ARTICLE IV – POWERS AND RESPONSIBILITIES

Section 1 – Oversee all State Homeland Security Grant Program expenditures for the Central Homeland Security Planning Region, complying with the financial and administrative requirement set forth by the U.S. Department of Homeland Security (DHS) and EOPSS. The Council may be asked to oversee the expenditure of other state and federal grant funds by EOPSS.

Section 2 – Assist EOPSS to identify a Fiduciary Agent to receive and administer all grant funding assigned to the region. An eligible Fiduciary Agent is defined as either a regional planning agency or another regional/local entity defined by EOPSS. The Fiduciary Agent shall keep a true and correct record of all Council proceedings and have available said record no later than thirty (30) days after each meeting. The Secretary shall ensure the Council meets all of its reporting requirements to DHS and EOPSS as well as complies with the Commonwealth's Open Meeting and State Ethics Laws. The



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Fiduciary Agent shall perform such other duties as directed by the Chair and as allowed for under its contract with EOPSS.

Section 3 - Develop an annual Regional Homeland Security Plan to enable the region to prevent, protect against, mitigate, respond to, and recover from man-made and natural disasters in the region, state, and nation.

Each annual plan must be approved by EOPSS as well as align with the current State Homeland Security Strategy and the investments of the Commonwealth's Homeland Security Grant Program application to DHS for that related federal fiscal year. It will be developed based on guidance from EOPSS and will be cross-disciplinary, multi-jurisdictional, and reflect input from all affected municipalities.

The Council will also develop and keep updated for the region a Communications Interoperability Plan and a Training & Exercise Plan. These plans must align with related state plans and be approved by EOPSS. These plans will be developed based on guidance from EOPSS and will be cross-disciplinary, multi-jurisdictional, and reflect input from all affected municipalities.

Section 4 - The Council will use its funding for planning, equipment, training and exercises expenditures allowed for under the related grant funding provided by EOPSS. Detailed information on allowable expenditures will be provided by EOPSS. On an annual basis the Council and EOPSS will agree on a percentage of the Council's grant funding that will be retained by EOPSS to pay for the planning as well as the management and administration costs of the Fiduciary Agent.

Section 5 - Submit timely and accurate reports required by EOPSS and participate in EOPSS-sponsored surveys. Cooperate with DHS and EOPSS monitoring, including site visits and desk reviews.

ARTICLE VI – MEETINGS

Section 1 - The Council shall meet not less than eight (8) times each year or when convened by the Chair or EOPSS under special circumstances. Meetings of the Council shall be called by the Chair, who shall designate the date and place of such meetings.

Section 2 - A simple majority of the Council shall constitute a quorum for the transaction of business at any meeting of the Council, but at least two members of the council must be present for a committee/working group meeting to have a quorum

Section 3 - All meetings shall be conducted in an orderly manner and by the Chair. Whenever a question of procedure arises, "Robert's Rules of Order, Newly Revised" shall be used as a guide.

ARTICLE VII - AMENDMENTS, EFFECT and SEVERABILITY



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Section 1 – These By-Laws shall be subject to the provisions of state and federal law. If any provision of this document is inconsistent with state or federal law, the provisions of the law shall govern.

Section 2 - These By-Laws must be adopted by a two-thirds vote of the membership of the Council and with the approval of EOPSS. A two-thirds vote of the Council shall be necessary for the adoption of proposed amendments to the By-Laws. Proposed amendments to the By-Laws must be submitted in writing to each Council member and to EOPSS 30 days in advance of any motion to amend. All amendments to the By-Laws shall become effective immediately following their adoption and subsequent approval by EOPSS unless otherwise provided.

Section 3 - If any provision of these By-Laws shall be held invalid, such invalidity shall not affect the other provisions of the By-Laws which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of the By-Laws, and to that end the provisions of these By-Laws are declared to be severable.

The Central Region Homeland Security Advisory Council voted to accept these By-Laws on February 11, 2014 – acceptance voids any previous acceptance of By-Laws and acknowledges this is the latest and most current version.

Acceptance vote is recorded in the Minutes of February 11, 2014.

ⁱ Article II, Section 1 amended by a unanimous vote of the Council at a regular meeting on June 6, 2017

ⁱⁱ Article II, Section 1 amended by a unanimous vote of the Council at a regular meeting on June 5, 2018 to add two seats; one for K-12 administration (superintendent and/or assistant superintendent), one for Post-Secondary administration, to take effect upon approval/appointment of seat holder to said positions by EOPSS.

ⁱⁱⁱ Article III, Section 3 adopted by a unanimous vote of the Council at a regular meeting on November 1, 2016

^{iv} Article III, Section 4 adopted by a unanimous vote of the Council at a regular meeting on November 1, 2016

^v Article 11, Section 1 amended by a unanimous vote of the Council at a regular meeting on September 1, 2020