

NEVADA HAZARD MITIGATION PLANNING COMMITTEE

BYLAWS

I. Authority

The Nevada Hazard Mitigation Planning Committee ("Committee") was established through the authority contained in Nevada Revised Statutes ("NRS") Chapter 414, which authorizes the Chief of the Nevada Division of Emergency Management ("NDEM") to carry out the emergency management program for the State of Nevada.

II. Purpose and Mission

The purpose of the Committee is to advise the NDEM concerning hazard mitigation assistance ("HMA"), which includes planning, projects, and policies. All hazards, including natural and man-made, may be considered, and the Committee should adhere to the State Hazard Mitigation Plan prepared in accordance with the federal Disaster Mitigation Act of 2000. Specific charges to the Committee are to:

1. Implement the State Hazard Mitigation Plan, through the following actions:
 - a. Encourage local and region, multi-jurisdictional governmental agencies and the private sector to prepare their own hazard mitigation plans;
 - b. Initiate the preparation of appropriate proposals from state agencies and encourage local and regional, multi-jurisdictional governmental agencies to submit proposals for HMA in Nevada;
 - c. Review proposals submitted for HMA and make recommendations to NDEM for priorities for funding;
 - d. Assist NDEM in the preparation of formed proposals to FEMA for HMA;
 - e. Promote activities that contribute toward building disaster-resistant communities throughout Nevada; and
 - f. Assess risks from natural hazards in Nevada, and use risk assessments in the development of Hazard Mitigation Plans and in the evaluation of proposals for HMA.
2. Review and revise the State Hazard Mitigation Plan, as required by federal law or as needed.

III. Membership

Committee members will serve a three (3) year term. There is no limit to the number of terms a member can serve on the Committee.

Members will be appointed by, and serve at the pleasure of, the Chief of NDEM. The Chief will appoint membership to meet the following minimum representation:

1. The Nevada State Hazard Mitigation Officer;
2. Emergency Management in Clark County or any incorporated city or agency within the county;
3. Emergency Management in Washoe County or any incorporated city or agency within the county;
4. Emergency Management from a rural county or any incorporated city within a rural county in Nevada;
5. Any local or multi-jurisdictional agency within Nevada;
6. Floodplain Management, either local or multi-jurisdictional, in Northern Nevada;
7. Floodplain Management, either local or multi-jurisdictional, in Southern Nevada;
8. Nevada Bureau of Mines and Geology;
9. Nevada Department of Conservation and Natural Resources/Division of Forestry;
10. Nevada Department of Conservation and Natural Resources/Division of Water Resources;
11. Nevada Department of Transportation;
12. Nevada Earthquake Safety Council;
13. Private Sector; and
14. A member of the public.

All Members are expected to attend every Committee meeting in person, via teleconference, or via video conference. If a Member is unable to attend three consecutive meetings, the Chief of NDEM will conduct appropriate membership actions, up to and including, removal from the Committee.

VI. Officers and Duties

The Officers of the Committee shall consist of the Chair and Vice Chair.

- a) Chair – The Chair is elected by the membership of the Committee. The Chair will serve a one year term starting on January 1st. The Chair is the leader of the Committee and will be the presiding officer at all of the meetings.

The Chair shall provide reports to the Chief of NDEM on or before June 30 and December 31 of each year detailing the activities of the Committee.

- b) Vice Chair – The Vice Chair is elected by the membership of the Committee. The Vice Chair will serve a one year term starting on January 1st. The Vice Chair will automatically assume the position of Chair of the Committee for a one year term at the expiration of the Chair’s term on December 31st.

In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chair.

In the event that both the Chair and the Vice-Chair are unable to perform their duties, the Chief of NDEM will appoint an Interim Chair.

There is no limit to the number of terms that a member can serve as the Chair or Vice Chair. Only members of the Committee are eligible to serve as the Chair or Vice Chair of the Committee.

V. Meetings

Committee meetings will be called quarterly. Special meetings of the Committee may be called by the NDEM, the Chair of the Committee or the Vice Chair of the Committee.

All committee meetings are subject to the Nevada Open Meeting Law contained in Chapter 241 of the Nevada Revised Statutes.

VI. Subcommittees

Subcommittees may be established during a Committee meeting by the Chair, or the Vice Chair if the Chair is not available, to assist with the business of the Committee. The Chair will appoint a Subcommittee Chair from the Committee membership. Members of the subcommittee are not required to be members of the Committee. An appointment to a subcommittee may be made by the Chair, by the Vice-Chair if the Chair is not available, or by majority vote of the Members. All subcommittees will provide quarterly status reports to the Chair.

Subcommittee meetings are subject to the Nevada Open Meeting Law contained in Chapter 241 of the Nevada Revised Statutes.

VII. Voting

A simple majority of voting members constitutes a quorum for the transaction of business pursuant to the Nevada Open Meeting Law.

Proxies are not recognized by the Nevada Open Meeting Law. Proxies do not count towards quorum and cannot vote.

VIII. Administrative Support

The Chief of NDEM will appoint a Secretary to the Committee. Non members of the Committee are eligible to be appointed as the Secretary. The Secretary will be responsible for maintaining the current membership list, the attendance records of the Members, and the distribution of the Committee agendas to the Committee members and other individuals who specifically request notification of meetings.


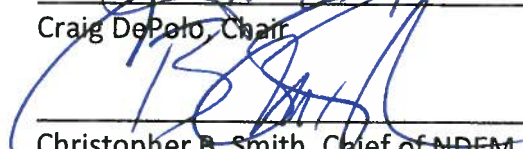
The Nevada Division of Emergency Management shall provide administrative support to the Committee.

IX. Adoption and Amendment to the Bylaws

The Bylaws shall be adopted by a majority vote of the Members present at a Committee meeting, with the approval of the Chief of NDEM.

The Bylaws may be amended by a majority vote of the Members present at a Committee meeting, with the approval of the Chief of NDEM.

These Bylaws were adopted by the Nevada Hazard Mitigation Planning Committee on _____, 2012, by majority vote of the Committee.

 _____	7/18/11
Craig DePolo, Chair	Date
 _____	7/23/12
Christopher B. Smith, Chief of NDEM	Date