

DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

BYLAWS

ARTICLE I. PURPOSE:

By Joint Cities-County Emergency Management Resolution (Douglas County, Kansas Resolution #25-05; Baldwin City, Kansas Resolution #2025-09; Eudora, Kansas Resolution #2025-03; Lawrence, Kansas Resolution #7851; and Lecompton, Kansas Resolution #327), a single body known as the Douglas County Emergency Management Board (the "Board") was established to serve as an advisory board to the Douglas County Emergency Management Department ("DCEM"), as established in Chapter 5 of the Douglas County Code, and to Cities of Baldwin, Eudora, Lawrence, and Lecompton (the "Cities"); and also to serve as the local emergency planning committee for the Douglas County emergency planning district, as contemplated by K.A.R. 56-2-2, K.S.A. 65-5703, and K.S.A. 65-5722.

The purpose of the Board is as follows:

- A. to support the DCEM, Douglas County, and the Cities in an advisory capacity and facilitate close cooperation among them, the first response agencies, and the citizens of Douglas County in all matters relating to the mitigation and prevention of, the preparedness for, the response to, and the recovery from emergencies or disasters in Douglas County; and
- B. to serve as the local emergency planning committee for the emergency planning district of Douglas County and to fulfill all responsibilities of such a committee, as specified in K.S.A. 65-5701, *et seq.* and the Federal Emergency Planning and Community Right-to-Know Act of 1986.

ARTICLE II. MEMBERSHIP:

Board members serve without compensation.

Section 1. Core members:

- The Douglas County Sheriff or designee
- The City of Lawrence Police Chief or designee
- The Baldwin City Police Chief or designee
- The City of Eudora Police Chief or designee
- The University of Kansas Police Department Chief or designee
- The Lawrence-Douglas County Fire Medical Chief or designee
- The Douglas County Emergency Communications Director or designee

- The Douglas County Public Works Director or designee
- The City of Lawrence Municipal Services and Operations Director or designee

Section 2. Appointments: The Board's Executive Committee, after consultation with emergency management staff for Douglas County, shall appoint the following members:

- A member representing an emergency management organization or otherwise serving an emergency support function, to serve for a term of one year
- A member serving a disaster mass care function, to serve for a term of one year
- A member serving a public information function, to serve for a term of one year
- A member representing a community group or social service agency with an interest in emergency management, to serve for a term of one year
- A member representing a transportation organization, to serve for a term of one year
- Owners and operators of facilities subject to the provisions of the Federal Emergency Planning and Community Right-to-Know Act of 1986, each to serve for a term of one year
- A member with a background or experience in chemistry and an interest in chemical emergency preparedness, to serve for a term of one year

Appointed by other entities: The following additional members shall be appointed to the Board, as indicated:

- A member of the Board of County Commissioners of Douglas County ("BOCC") or such individual's designee, as appointed by that body, for a term of one year
- A member of each of the governing bodies of Baldwin City, Eudora, Lawrence, and Lecompton, or such individual's designee, as appointed by each such body, each for a term of one year
- A fire chief selected by the Douglas County Fire Chiefs Association, for a term of one year
- The chief administrative officer of LMH Health, or such individual's designee, for a term of one year
- The Director of Lawrence-Douglas County Public Health, or such individual's designee, for a term of one year
- An official of the University of Kansas with an interest in emergency preparedness, as appointed by the Provost of the Lawrence Campus of the University of Kansas, for a term of one year
- An individual appointed by the Superintendent from the Lawrence public school district, for term of one year
- An individual appointed by the Superintendent from the Baldwin public school district, for term of one year
- An individual appointed by the Superintendent from the Eudora public school district, for term of one year
- An individual appointed by the Superintendent from the Lecompton public school

district, for term of one year

- An individual with an interest in emergency preparedness, as appointed by the President of Haskell Indian Nations University, for a term of one year
- An individual appointed by a private, local utility provider, for a term of one year

Note: The Board may appoint other members as deemed necessary. Board members may also designate personnel to attend meetings as appropriate.

Section 3: Approval of Board:

The CEPR has divided the state into local emergency planning districts and is responsible to appoint a local emergency planning committee for each such local emergency planning district. Because the Board will serve, in part, as the local emergency planning committee for the Douglas County emergency planning district, by July 31st of each year, the Board will submit its proposed membership list to the BOCC for approval. Following BOCC approval, the membership list will be submitted to the CEPR.

ARTICLE III. MEETINGS

Section 1. FULL BOARD MEETINGS. Full Board meetings of the Board shall occur four (4) times each year. Special meetings may be called by the Chairperson. Board members will be provided notice of each meeting at least seven (7) calendar days in advance.

Section 2. ATTENDANCE AT FULL BOARD MEETINGS. All members of the Board shall be required to attend at least fifty percent (50%) of all meetings of the Board held in any twelve (12) consecutive months, unless excused. A Board member may be excused upon request to the Chairperson or Vice Chairperson.

Section 3. QUORUM. The powers of the Board shall be vested in the Board. Fifty percent (50%) of the total Board shall constitute a quorum for the purpose of opening a meeting. Action may be taken upon an affirmative vote by the majority of the quorum.

Section 4. BOARD ORGANIZATIONAL MEETING. The Board shall hold an annual organizational meeting on or before July 31st of each year. At such an organization meeting, the Board shall elect the Chairperson, Vice Chairperson, and three (3) additional members of the Executive Committee to serve during the ensuing year and may conduct such other business as may come before the Board. See Article IV, below, for more information concerning Board Officers and Executive Committee members.

Section 5. EXECUTIVE COMMITTEE MEETINGS. Executive Committee meetings shall be subject to the call of the Chairperson. Committee members will be provided

with notice of each meeting at least seven (7) calendar days in advance. The Executive Committee shall meet as necessary. Sixty percent (60%) of the Executive Committee shall constitute a quorum for the purpose of opening a meeting. Action may be taken upon an affirmative vote by the majority of the quorum.

Section 6. MINUTES OF MEETINGS. Accurate minutes of all meetings shall be kept by staff of the Douglas County Office of Emergency Management. Minutes shall include, but not be limited to, a record of all votes, a record of attendance, and a summary of discussions. Minutes of the Board meetings and Executive Committee meetings shall be provided to all Board members.

Section 7. PUBLIC PARTICIPATION. Members of the public may attend all regular and special meetings of the Board. An opportunity will be provided for the public to address the Board on issues relating to local emergency management. The Chairperson may limit the amount of time any member of the public is allowed to address the Board. Members of the public may submit written opinions and information to the Chairperson of the Board in care of the Douglas County Emergency Management Department.

ARTICLE IV. BOARD OFFICERS / EXECUTIVE COMMITTEE DUTIES

Section 1. NOMINATIONS. The Executive Committee will prepare nominations for each of the three (3) membership positions on the Executive Committee, and for the position of Chairperson and Vice Chairperson. Nominations will be presented to the Board at the annual organization meeting in July of each year.

Section 2. VICE CHAIRPERSON. The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the event of the resignation or death of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson until the Board elects a new Chairperson.

Section 3. OFFICER VACANCIES. Should the positions of Chairperson or Vice Chairperson or other Executive Committee members become vacant, the Board shall elect a successor or successors, as necessary, from its membership at the next Board meeting. Any successor elected shall serve for the remaining term of the office.

Section 4. REMOVAL OF MEMBERS. The Executive Committee will review Board attendance records and recommend to the Board the removal of members who do not fulfill the attendance requirements.

Section 5. ADDITIONAL DUTIES. The Officers of the Board shall perform other duties and functions as may be required by the Board or by the Bylaws, laws, or

rules and regulations governing the Board.

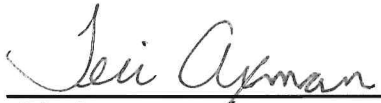
ARTICLE V. BYLAWS & AMENDMENTS

Section 1. BYLAWS ANNUAL REVIEW. The Bylaws of the Board shall be reviewed annually by the Board Executive Committee.

Section 2. AMENDMENTS TO THE BYLAWS. The Bylaws of the Board may be amended by an affirmative vote of the majority membership of the Board. Proposed Bylaw amendments shall be presented in writing to the Board.

Section 3. FILING OF BYLAWS AND AMENDMENTS. A copy of the Bylaws and any amendments thereto shall be provided to the BOCC; to the CEPR; to the Director of the DCEM, and to any other person who requests a copy.

**ADOPTED BY THE DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD,
this 2nd day of July, 2025.**

A handwritten signature in cursive script, reading "Teri Ayman", is written over a horizontal line.

Chairperson