

NAPERVILLE COMMUNITY EMERGENCY RESPONSE TEAM BOARD BYLAWS

ARTICLE I – Name

The name of this organization shall be Naperville Community Emergency Response Team, or to be known as NCERT.

ARTICLE II – Purpose

The purpose of the NCERT Board is to make recommendations to ensure the expansion and continuance of the NCERT organization. The Board shall also provide training programs with appropriate content and methods to promote disaster and emergency preparedness.

ARTICLE III – Board Organization and Election Procedure

Section 1.

The Board shall be chosen from the NCERT membership and voted into office by a majority vote of NCERT members in attendance at the annual meeting. The Board members shall decide amongst themselves who will do the specific functions.

The Board shall consist of:

- one (1) Chair
- one (1) Vice Chair
- one (1) Secretary
- one (1) Treasurer
- at least one (1) Director

Section 2. The Board shall perform the duties described in these by-laws.

Section 3. Length of term is two (2) years and commences on the date of the annual meeting. Half of the Board members will be elected in even numbered years and the other half of the Board members will be elected in odd numbered years. No Board member shall serve more than two (2) consecutive terms on the Board; however, they may hold that position again after an interval of at least one (1) year. The term limits may be amendable by a two thirds majority vote of the NCERT membership in attendance at the annual meeting.

Section 4. Officer selection shall be made by ballot of the elected Board members within two (2) weeks following the annual meeting.

Section 5. If a Board Member is unable to fulfill their term, the Board shall appoint a member of NCERT to complete the term.

Section 6. Nominations for Board membership shall be solicited from the NCERT membership by email at least one (1) month prior to the annual meeting. Interested volunteers shall respond to this call with a written synopsis of their qualifications and be placed on the ballot for election of Board members. One (1) week prior to the annual meeting, a ballot of candidates will be sent by email to the NCERT membership for consideration. The nominees must be current active members in good status of the Naperville Community Emergency Response Team, as defined by the current Naperville CERT Organizational and Operational Guidance Document.

Section 7. A ballot of nominees for the Board shall be presented at the annual meeting.

Section 8. The term for duly elected Board members begins at the conclusion of the annual meeting.

Section 9. The Board may create Standing Committees and assign duties, as necessary, during the course of the year. The Board will appoint a Director for each Standing Committee. Each newly appointed Director will stand for election to the Board at the next annual meeting. The Board will determine whether newly appointed Directors will serve for a one or two year initial term.

Section 10. Board members may be removed by unanimous vote of all other Board members.

Section 11. Standing Committees may be disbanded by majority vote of the Board at any time. The Director's position will be eliminated at the next annual meeting.

ARTICLE IV – Meetings

Section 1. A regular meeting of the Naperville Community Emergency Response Team Board shall be at least quarterly or more often at their discretion, exact date and time will be determined by the Board.

Section 2. The regular meeting in April shall be known as the Annual Meeting and shall be for the purpose of electing Board members, receiving annual reports, and conducting any other business that may arise.

Section 3. A special meeting of the NCERT membership may be held upon the call of the Board. The purpose of the meeting shall be set forth in the notice. Notice of a special meeting shall be given at least seven (7) days in advance.

ARTICLE V - Parliamentary Authority

Section 1. A majority of the Board members shall constitute a quorum.

Section 2. The rules contained in the Modern Edition of *Robert's Rules of Order* shall govern the Board in all cases, except where they are not consistent with these bylaws or any special rules of order the Board may adopt. Use of the Rules shall not be mandatory in meetings, but may be called for by any Board member if they feel an issue is getting out of hand or to restore order.

ARTICLE VI – Amendments

The By-Laws may be amended at the discretion of the Board at the annual meeting or a special meeting by a majority vote of all NCERT members of good status in attendance, provided that notice of the amendment change has been given to all NCERT members at least seven (7) days in advance of the meeting. Amendments take effect upon acceptance.

ARTICLE VII – Officer Duties

Section 1. Chair

The Board Chair shall preside at Board Meetings and shall be ex-officio member of all committees. The Chair will conduct all board meetings according to Article V.

Section 2. Vice Chair

The Vice Chair shall have all the powers and duties of the Chair in the absence of the Chair and completes the term of Chair in case of a vacancy. The Vice Chair shall, at the direction of the Chair, assist the Chair as an ex-officio member of specific committees.

Section 3. Secretary

The Secretary shall

- keep and record minutes from meetings and all other appropriate records.
- be responsible for all NCERT membership communication.
- send minutes to Board members via email at least five (5) days prior to meetings.
- prepare the annual meeting election ballot.

Section 4. Treasurer

The Treasurer shall manage and record all financial transactions, provide financial reports at meetings, and prepare all grant requests.

Section 5. Director(s)

The Director(s) shall serve at the direction of the Board.

Approval Signatures

The Naperville Community Emergency Response Team Bylaws were voted on and approved by the Board on the _____ day of _____, 2009.

Board Chair: _____

Board Secretary: _____

Naperville, IL CERT Program Manager: _____