

Bylaws of the Homeland Security Task Force of the Capital Area Council of Governments

Article I – Name, Purpose, Responsibilities

The Homeland Security Task Force (Task Force) was created as a voluntary, unincorporated association of the Capital Area Council of Governments (CAPCOG) on December 11, 2002.

The mission of the CAPCOG Homeland Security Task Force is to facilitate regional homeland security activities among local jurisdictions, including, but not limited to: planning, training, funding, and mutual aid consistent with the State of Texas Emergency Management Plan and to maximize effective and efficient use of resources.

Subject to CAPCOG’s Executive Committee specifying otherwise, the Task Force’s specific responsibilities are:

1. To review and comment for the CAPCOG Executive Committee on applications requesting state or federal funds.
2. To advise CAPCOG’s member cities, counties, and special districts, directly or through the CAPCOG Executive Committee, on matters within their jurisdiction pertaining to homeland security and emergency management.
3. To prepare and submit for CAPCOG Executive Committee approval regional plans and procedures for dealing with homeland security and emergency management issues that require cooperation and coordinated activity by multiple CAPCOG jurisdictions.
4. To conduct training workshops.

Article II - Membership

Number

The Task Force shall be composed of the following members appointed by the CAPCOG Executive Committee and other ex-officio members:

Table 1. Task Force Composition

Category	Number
The Emergency Management Coordinator (EMC) from each of the ten counties (ex-officio)	10
One EMC each from one metro, one large, and one small city	3
One representative from one metro, one large, and one small law enforcement department	3
One representative from one metro, one large, and one small fire department	3
One representative each from one metro, one large, and one small emergency medical service (EMS)	3
A Texas Department of Emergency Management District Chief representing the CAPCOG region (ex-officio, non-voting, does not count towards quorum)	1
One Public Health Representative	1
One Capital Area Trauma Regional Advisory Council (CATRAC) Representative (ex-officio)	1
One Public School Representative	1
One Executive Committee Liaison (non-voting, does not count towards quorum)	1
Total	27 total 25 voting

CAPCOG’s Director of Homeland Security shall serve as Task Force staff liaison and shall attend each Task Force meeting.

Qualifications

Task Force members must reside in or be employed in Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, or Williamson Counties. Task Force members representing a city or county must reside in or work in that local government. Members must possess experience and/or training in disaster planning and/or response. Selection criteria must consider previous service to CAPCOG's regional committees or subcommittees; support of regional mutual aid and geographic balance of the Task Force. "Small" jurisdictions are cities or counties with populations below 25,000; "large" jurisdictions are cities or counties with populations of 25,000 to 899,999; "metro" jurisdictions are cities or counties with populations of 900,000 and above. Populations are based on the most recent U.S. Census Bureau estimate prior to the member's appointment.

Term

1. Except for ex-officio members, the term of appointment for a member of the Task Force shall begin on the date of appointment by the CAPCOG Executive Committee, and be through the first Executive Committee meeting of each even-numbered year.
2. A member may be reappointed by the CAPCOG Executive Committee.
3. In the case of a vacancy, the CAPCOG Executive Committee shall appoint a replacement to serve for the remainder of the unexpired term.
4. A member may be removed for good cause by the CAPCOG Executive Committee.

Vacancy

A vacancy occurs when

1. A member dies;
2. A member's term expires and the member is not reappointed; or
3. A member resigns in writing to the CAPCOG staff liaison and the Committee Chair with notification to the Executive Committee at its next regular meeting; or
4. A member is removed; or
5. A member no longer satisfies the qualification requirements.

Attendance

1. Members are expected to attend all meetings.
2. Attendance records documenting Task Force member absences will be maintained by the staff liaison. If a Task Force member is unable to attend a scheduled meeting, notification must be made to the staff liaison at least five business days prior to the meeting for an absence to be excused in order to allow sufficient time to ensure there will be a quorum. If a member is unable to attend a meeting, the member may send a representative who assumes all but the voting rights and responsibilities of the member.
3. A member is no longer considered in good standing and is subject to removal when, within one calendar year, he or she has unexcused absences for more than 50 percent of the actual number of meetings held. The staff liaison shall notify a member in writing if they become subject to removal due to this policy.
4. If the staff liaison decides to remove a member due to attendance, he or she will notify the committee member in writing.
5. Members so removed may appeal in writing to the CAPCOG Executive Committee within two (2) weeks of the date of notification. Appeals will be dealt with in a timely manner and the member will be notified in writing of the decision.

Article III - Officers

Election

The Task Force shall elect a Chair and Vice-Chair from among its members. Election of a Chair and Vice-Chair will occur at the first meeting of each even-numbered calendar year.

Term

1. Officers serve a two-year term that expires on the date of the first meeting of the next even-numbered year following their election.
2. Officers may serve a maximum of two (2) consecutive terms.

Vacancy

In the event either officer is unable to complete his/her term, the Committee will elect a replacement at the next meeting to serve the remainder of the term.

Duties

1. The Chair shall preside at all meetings of the Task Force.
2. In the case of a tie during a vote at which a quorum is present, the Chair will be deemed to have the authority to break the tie.
3. The Vice-Chair shall perform all the duties of the Chair in the case of absence or disability and such other duties as may arise, from time to time, when required or requested by the Task Force.
4. In case the Chair and Vice-Chair are absent or unable to perform their duties, the Task Force may appoint a Chair pro tem.

Other Officers

The Task Force may elect other Officers from time to time to carry out its responsibilities. This may be done by a simple majority vote of the Task Force members at any regularly scheduled meeting where a quorum is present.

Article IV - Meetings

Regular

1. The Task Force shall meet at least every other month on a day, time and place specified by the staff liaison.
2. Written notice, including an agenda, of each regular meeting shall be prepared by the CAPCOG Task Force liaison and electronically transmitted to each Task Force member at least 72 hours prior to the scheduled meeting start time.

Special

1. The Task Force shall meet specially if called by the CAPCOG Executive Director, the CAPCOG Task Force liaison, the Task Force Chair or requested in writing by at least one-third of the membership of the Task Force, excluding vacancies.
2. A request by the membership for a special meeting must be in writing, addressed to the Chair, and describe the purpose or purposes of the meeting. Only that business reasonably related to the purpose or purposes described in the request may be conducted at a special meeting.
3. Notice of any special meeting shall be given at least 72 hours prior to the special meeting.

Quorum and Action

1. A majority of the total voting membership, excluding vacancies, constitutes a quorum for conducting Task Force business.
2. A majority vote of the members present at a meeting at which a quorum is present is necessary for action by the Task Force. During a meeting at which a quorum has been established, and then subsequently lost due to members leaving, all remaining business items requiring a Task Force vote or action must be postponed until the next scheduled meeting at which a quorum is established.
3. A Task Force member may not transfer voting rights by proxy.

Open Meetings and Records

1. Any meetings of the Task Force in which grant funding recommendations or the process for developing

grant funding recommendations pursuant to CAPCOG's contract with the Office of the Governor shall be considered subject to the Texas Open Meetings Act (Chapter 551 of the Texas Government Code). All other meetings are not considered subject to the Texas Open Meetings Act.

2. Meetings that are not considered subject to the Texas Open Meetings Act shall still be open to the public except when discussing security-sensitive issues are being discussed, in which case the staff liaison may close the meeting to the public.
3. Minutes of Committee meetings, documents distributed, and other records are property of CAPCOG and shall be maintained in accordance with CAPCOG's Records Retention Schedule. These materials are available for public view at CAPCOG's offices or upon receipt of a written request by the interested party.
4. Except where these bylaws require otherwise, Robert's Rules of Order shall govern the conduct of Task Force meetings.

Conflict of Interest

1. A Task Force member is considered to have a conflict of interest regarding a grant application to the Office of the Governor under review by CAPCOG if the member or an individual related to the member within the third degree of consanguinity or within the second degree of affinity:
 - a. Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded;
 - b. Serves on any governing board that oversees the unit or division that would administer the grant, if awarded;
 - c. Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities within the applicant agency; or
 - d. Receives any funds, or a substantial amount of tangible goods or services, from the applicant agency as a result of the grant, if awarded.
2. If a Task Force member has a conflict of interest regarding a particular grant application to the Office of the Governor under review by CAPCOG, that member must abstain from voting, commenting, or otherwise influencing the prioritization process for that application.
3. A vote cast in violation of this section is not counted.

Professional Conduct

Committee members should maintain objectivity and professionalism when carrying out business of the Committee. Committee members will not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or age. In the event that a Committee member acts in a manner which brings the work of the Committee into question or controversy, it shall be the responsibility of the CAPCOG Executive Director to address the incident with the appointing member of the Executive Committee and if appropriate, to recommend removal from the committee to the Executive Committee.

Article V – Subcommittees

Ad Hoc

1. Ad hoc subcommittees may be created by the Chair of the Task Force or the staff liaison with the approval of the Task Force and shall serve for special purposes to comply with special needs.
2. Membership on ad hoc subcommittees shall be set by the Chair of the Task Force and established to achieve the purpose for which the committee was created. Members of the Task Force that are not in good standing are not eligible to appointment to ad-hoc subcommittees.
3. The method for calling ad hoc subcommittee meetings shall be the same as that for calling Task Force meetings or at the discretion of the ad hoc subcommittee membership to discharge their responsibility.
4. Chairs of the ad hoc subcommittees shall be appointed by the Chair of the Task Force.
5. Unless delegated authority by the Task Force to carry out a function related to the Office of the Governor grant funding recommendation process, ad-hoc subcommittee meetings are considered strictly advisory and not subject to the Texas Open Meetings Act.

Standing

1. There will be six (6) standing subcommittees that will focus on integrated planning. They are:
 - a. Technology and Communications,
 - b. Regional Planning,
 - c. Regional Response Coordination,
 - d. Public Health and Medical,
 - e. Recovery and Resiliency, and
 - f. Regional Education and Outreach.
2. These subcommittees are strictly advisory and are their meetings are therefore not subject to the requirements of the Texas Open Meetings Act.
3. Each subcommittee may divide its responsibilities among one or more workgroups. The staff liaison will appoint a member of the HSTF to chair each subcommittee.
4. Each subcommittee shall meet on a regularly scheduled basis or on other occasions as needed at CAPCOG, subject to the call of the staff liaison.
5. The Subcommittee Chair will report on the activities of the committee and subcommittees to the Task Force at each meeting.
6. Responsibilities of the standing subcommittees include, but are not limited to:
 - a. Technology and Communications— Focus on issues, policies and planning related to regional data sharing (CAD, 911, EOC to EOC), cybersecurity, regional communications planning and radio interoperability, WebEOC and the regional emergency notification system Provide recommendations on investments to enhance regional communications.
 - b. Regional Planning— Focus on issues, policies and planning related to multi-jurisdictional coordination, regional planning, regional response, mutual and automatic aid, catastrophic incident planning and related regional homeland security planning issues.
 - c. Regional Response Coordination— Focus on issues, policies and planning related to regional equipment standardization and placement, response protocols and standards for special response teams, facilitating and coordinating the preparedness activities of the disciplines that are involved in the operation of the CBRNE (Chemical, Biological, Radiological, Nuclear and Explosive) Strike Teams and discipline specific issues. The committee consists of: one representative each from each of the CBRNE Teams (City of Austin, Travis County, Williamson County, Hays County); two representatives from the Fire/Rescue subcommittee; two representatives from the Law Enforcement subcommittee; and two representatives from the Medical subcommittee. Subcommittees include:
 - i. Fire/Rescue—focuses on regional hazardous materials response, urban search & rescue, and other fire department based issues;
 - ii. Law Enforcement—focuses on regional law enforcement strike teams and other law enforcement issues;
 - iii. Medical—focuses on pre-hospital issues.
 - d. Public Health & Medical (also known as the Capital Area Public Health and Medical Preparedness Coalition)—cooperating with the Capital Area Trauma Regional Advisory Council (CATRAC), the Texas Department of State Health Services and other groups to ensure that regional public health and medical preparedness activities are coordinated.
 - e. Recovery and Resiliency— Focus on issues and planning related to disaster recovery, economic recovery and resiliency, and mitigation.
 - f. Regional Education and Outreach— Focus on issues and planning related to individual and organizational preparedness, regional public information/social media, multi-year training and exercise scheduling.
7. Membership on each subcommittee and work group shall be established by the staff liaison to achieve the purpose for which the subcommittee was created. Members of subcommittees and work groups can include individuals who are not members of the HSTF.

8. Each Subcommittee Chair is an ex officio member of each workgroup.
9. The six (6) Subcommittees will meet as needed or as determined by the staff liaison.
10. The method for calling subcommittee meetings shall be the same as that for calling Task Force meetings or at the discretion of the subcommittee membership to discharge their responsibility.
11. Chairs and Vice Chairs of the subcommittees shall be appointed by the Chair of the Task Force or by another method approved by the Task Force. Chairs are not required to be existing Task Force members.
12. Members of the committees are reviewed by the Task Force chair and subcommittee Chair for conflicts of interest.

Article VI - Amendments

By CAPCOG Executive Committee

The CAPCOG Executive Committee may amend these bylaws at a regular or special meeting. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered.

Bylaws History

Adopted 12/11/2002
Revised 12/8/2004
Revised 1/11/2006
Revised 5/13/2009
Revised 5/9/2012
Revised 2/13/2013
Revised 10/8/2014
Revised 8/9/2017
Revised 12/12/2018
Revised 3/13/2019
Revised 9/11/2019
Revised 12/13/2023