

**CUYAHOGA COUNTY EMERGENCY
SERVICES ADVISORY BOARD
BYLAWS**

**ADOPTED
April 20, 2023**

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BYLAWS REVISION AUTHORITY

Version	Date	Description/Changes
1.0	04/27/2004	Board of County Commissioners established the Cuyahoga County Emergency Services Advisory Board (CCESAB) by Resolution No. 04167; Journal 282.
2.0	02/26/2009	CCESAB Executive Board supports the reorganization of the CCESAB and its committees into the Urban Area Working Group (UAWG) 12/03/2008; Board of County Commissioners approved the dissolution of the Cuyahoga County Emergency Services Advisory Board and Bylaws; re-establishing the Public Safety Urban Area Working Group (UAWG) and approving its Bylaws in accordance with Ohio Revised Code Sections 5502.25 and 307.15, effective 02/26/2009 Resolution 090868; Journal 301.
3.0	10/11/2012	Cuyahoga County Council enacted Ordinance No. O2012-0027, Journal CC007 on 09/25/2012; Authorizing the renaming of the UAWG to the CCESAB, and amendment of the Bylaws to comply with Ohio Revised Code (ORC) 5502.26 mandates effective immediately; and subject to open meeting laws per ORC 121.22. CCESAB Bylaws and Rule of the CCESAB & Conduct of its Members adopted by the Board on 10/11/2012 by unanimous vote.
3.1	2015/2016	Presented to CCESAB at 10/8/2015 meeting. County Law Department changes under sections: Article 3 – Meetings; 3.6 Meeting Agenda; 3.9 Emergency Meeting and Voting. Approved by full CCESAB vote at the Organizational Meeting 2/18/2016.

3.2	10/12/17	Addition of Emergency Management Subcommittee language.
4.0	10/11/2018	Complete revision of bylaws via Ad Hoc Committee. Initially proposed 8/9/18. Adopted by CCESAB at the 10/11/2018 meeting by unanimous vote. Cuyahoga County Executive approval signed on 1/5/2019.
4.1	4/20/2023	<ul style="list-style-type: none"> -Remove Health & Medical Committee and Public Works Committee -Add agencies to liaison report -Modified language regarding grant fund process to reflect updates in Ohio EMA process -Added ability for appointing authorities to review and change appointees upon change in appointing authorities

ARTICLE 1

PURPOSE

1) Purpose

- a) The Cuyahoga County Emergency Services Advisory Board, “CCESAB”, formerly the Public Safety Urban Area Working Group, was established by the government of the County of Cuyahoga, Ohio, hereinafter referred to as the County Executive, pursuant to Section 5502.26 of the Ohio Revised Code.
- b) To advise the County Executive for the County of Cuyahoga on Homeland Security, Public Safety and Emergency Management matters to enhance the prevention, protection, mitigation, response, and recovery capabilities of the County of Cuyahoga and to make this improved capacity available to municipal corporations and townships pursuant to Section 307.15 of the Ohio Revised Code.
- c) Pursuant to Section 205.04 of the Cuyahoga County Code, “The Cuyahoga County Emergency Services Advisory Board (CCESAB) shall be an independent advisory board with the ability and authority to establish and amend its bylaws that are consistent with its stated mission and purpose, ORC 5502.26, and not inconsistent with general law. Any amendment to the bylaws that alter the membership of the board shall require the approval of the County Executive.”

ARTICLE 2

MEMBERSHIP

2) Membership

- a) The membership of the Cuyahoga County Emergency Services Advisory Board shall consist of seventeen (17) members. Members shall constitute a broad spectrum of Cuyahoga County representation.
 - i) The 17 voting members of the Cuyahoga County Emergency Services Advisory Board shall be as follows:
 - (1) One (1) member appointed by the Cuyahoga County Executive who is an employee of Cuyahoga County.
 - (2) Three (3) members appointed by the Cuyahoga County Mayors and City Managers Association.
 - (3) One (1) member that is a Cuyahoga County Township Trustee.
 - (4) One (1) member appointed by the Cuyahoga County Sheriff's Office.
 - (5) One (1) member of the Cuyahoga County Office of Emergency Management
 - (6) Three (3) members appointed by the Mayor of the City of Cleveland.
 - (7) One (1) member appointed by the Cuyahoga County Fire Chiefs Association who is a Fire Chief in the County of Cuyahoga.
 - (8) One (1) member appointed by the Cuyahoga County Police Chiefs Association, who is a Police Chief in the County of Cuyahoga.
 - (9) One (1) member appointed by the Greater Cleveland Regional Transit Authority.
 - (10) The Chair of the Communications Committee.
 - (11) The Chair of the Fire Service Committee.
 - (12) The Chair of the Law Enforcement Committee.
 - (13) The Chair of the Emergency Medical Services Committee.
 - ii) The appointing authority/agency shall designate the name of the member being appointed in writing (E-mail is acceptable) to the Chair and the Clerk of the CCESAB. Such written notification of the name of the appointee shall be submitted no later than one (1) week prior to the annual Organizational Meeting of the Board.

- iii) Upon change in appointing authority, the appointing authority shall have the opportunity to review and modify their designated member(s).
- iv) This requirement of written notice (E-mail is acceptable) applies in cases of changes in member representation, as well.

b) Membership Responsibilities

- i) Members shall represent their appointing authority and/or agency. Members shall attend all scheduled meetings and, if unable to do so, their designated alternate (See Section F) shall attend.
- ii) Members or designated alternates that fail to attend a majority of the meetings scheduled in the calendar year may be subject to removal from their CCESAB position for non-compliance.
- iii) It is expected that members will report back to their appointing authority and/or agency after CCESAB meetings regarding issues and/or actions pertinent to the appointing authority and/or agency.

c) Multiple Representations

- i) No single person shall represent more than one (1) member authority/ agency at a CCESAB meeting or CCESAB Executive meeting. Each voting member may cast only one vote for each motioned item.

d) Term of Membership

- i) The term of Membership on the main CCESAB, the Executive Board, or a Committee Chair, shall be for two (2) years, beginning every even-numbered year. The term of Membership for the Vice-Chair shall be for two (2) years, beginning every odd numbered year. If a vacancy occurs and is subsequently filled prior to an annual Organizational meeting, the newly appointed individual will complete the original term.

e) Vacancies

- i) A vacancy on the CCESAB shall be filled by the original appointing authority in accordance with Article 2 (a).

f) Alternates

- i) An alternate is an individual designated by the member, upon the member's appointment to the Cuyahoga County Emergency Services Advisory Board, to attend in the member's absence.

(1) Upon appointment, a member is expected to designate in writing (E-mail is acceptable), to the Chair and the Clerk of the main CCESAB, an alternate to represent the member at CCESAB meetings. Such alternate designation shall be

submitted no later than one (1) day prior to the annual Organizational Meeting of the Board.

(2) This requirement of written notice applies in cases of changes in alternate representation, as well.

(3) An alternate shall have all privileges of the member that he/she is representing, except in the case of the CCESAB Chair and Vice-Chair.

g) Compensation

i) No member shall receive any form of additional compensation in addition to normal wages from an appointing authority for participation in CCESAB meetings or for attendance at any other activity of the CCESAB.

h) Conflict of Interest

i) No member or alternate shall deliberate or vote on a matter in which he or she has a direct or indirect personal or pecuniary interest, nor shall that member participate in the discussions of the matter (see also Cuyahoga County Ethics Ordinance). All members of the main CCESAB, as well as the member's appointed alternate, must sign a Conflict of Interest statement within six (6) months of appointment.

ARTICLE 3

MEETINGS

3) Meetings

a) Categories of Meetings

- i) Regular meetings are official meetings held on a routine basis to consider Board business, including, but not limited to project prioritization, funding allocation recommendations, coordination of regional public safety planning initiatives, and other matters.
- ii) An Annual Organizational Meeting is held by the CCESAB in February of each year. At the Organizational Meeting, the CCESAB officers shall be elected pursuant to Article 4 (c). In even-numbered years, the Vice-Chair shall preside at the Organizational Meeting until the Chairperson is elected pursuant to Article 4 (c). Should there not be a quorum in attendance at an Organizational Meeting, the Vice-Chair shall reschedule the meeting and shall continue to do so until a quorum is in attendance.

iii) Emergency Meetings

- (1) No CCESAB or any Committee of CCESAB meeting may be held with less than twenty-four (24) hours' notice. However, the CCESAB Chairperson, with concurrence of two other members of the CCESAB, may call an emergency meeting¹ of the CCESAB. This will be documented on the form provided in Appendix A.
- (2) The CCESAB Chairperson shall attempt to notify all members by telephone, email, text, or mail of any emergency meeting and will ensure that public notice and other requirements of Section 121.22 of the Ohio Revised Code regarding such meetings are complied with appropriately. Media outlets will be notified by a posting on the website.

b) Number of Meetings

- i) The CCESAB shall hold a minimum of one (1) meeting per quarter, each calendar year. Each CCESAB Committee must meet a minimum of once per quarter, each calendar year.

¹ **Emergency Defined.** An "emergency" is defined as "circumstances that could not have been reasonably foreseen which require immediate attention and possible action by the board, and which of necessity make it impracticable to provide notice" to the membership. (ORC121.22, OAC 101-1-02D, OAC 102-1-05)

c) Meeting Call

- i) CCESAB meetings shall be called at the request of the CCESAB Chairperson. Regular meeting dates for the upcoming year shall be set at the organizational meeting.
- ii) The CCESAB Chairperson shall also call a meeting of the CCESAB upon receiving a written request signed by five (5) members of the CCESAB. This will be documented on the form provided in Appendix B.

d) Public Meetings

- i) CCESAB and each of its Committees are public bodies and are required to conduct open meetings pursuant to ORC 121.22. All voting and decision making shall be done in an open public meeting. Votes will be taken by voice vote (i.e ayes and nays). At the Chair's discretion or the request of any member, a roll call vote will be conducted by the Clerk . The CCESAB is required to give public notice of its meetings. CCESAB or its Committees may hold closed executive sessions for discussion and information gathering purposes when:

(below taken from ORC 121.22 Section G. All references in parentheses in section below are referring to internal sections) as of May 5, 2022, check for updates to ORC prior to any meetings.

“(G) Except as provided in divisions (G)(8) and (J) of this section, the members of a public body may hold an executive session only after a majority of a quorum of the public body determines, by a roll call vote, to hold an executive session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters:

(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office. If a public body holds an executive session pursuant to division (G)(1) of this section, the motion and vote to hold that executive session shall state which one or more of the approved purposes listed in division (G)(1) of this section are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at the meeting.

(2) To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit- for-use property in accordance with section [505.10](#) of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the

general public interest. No member of a public body shall use division (G)(2) of this section as a subterfuge for providing covert information to prospective buyers or sellers. A purchase or sale of public property is void if the seller or buyer of the public property has received covert information from a member of a public body that has not been disclosed to the general public in sufficient time for other prospective buyers and sellers to prepare and submit offers.

If the minutes of the public body show that all meetings and deliberations of the public body have been conducted in compliance with this section, any instrument executed by the public body purporting to convey, lease, or otherwise dispose of any right, title, or interest in any public property shall be conclusively presumed to have been executed in compliance with this section insofar as title or other interest of any bona fide purchasers, lessees, or transferees of the property is concerned.

(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action;

(4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;

(5) Matters required to be kept confidential by federal law or regulations or state statutes;

(6) Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office;

(7) In the case of a county hospital operated pursuant to Chapter 339. of the Revised Code, a joint township hospital operated pursuant to Chapter 513. of the Revised Code, or a municipal hospital operated pursuant to Chapter 749. of the Revised Code, to consider trade secrets, as defined in section 1333.61 of the Revised Code;

(8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:

(a) The information is directly related to a request for economic development assistance that is to be provided or administered under any provision of Chapter 715., 725., 1724., or 1728. or sections 701.07, 3735.67 to 3735.70, 5709.40 to 5709.43, 5709.61 to 5709.69, 5709.73 to 5709.75, or 5709.77 to 5709.81 of the Revised Code, or

that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project.

(b) A unanimous quorum of the public body determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.

If a public body holds an executive session to consider any of the matters listed in divisions (G)(2) to (8) of this section, the motion and vote to hold that executive session shall state which one or more of the approved matters listed in those divisions are to be considered at the executive session.

A public body specified in division (B)(1)(c) of this section shall not hold an executive session when meeting for the purposes specified in that division.

ii) The decision to conduct a closed executive session must be made in a public open meeting. If a meeting is conducted in executive session, the Committee must memorialize the statutory exception used to conduct an executive session. Individuals who are not members of the voting body holding an executive session may attend a closed executive session if:

(1) His or her participation in that session is necessary to achieve the goals stated in the agenda and

(2) The individual is invited by the Chairperson or other voting members (See Organizational Rules).

e) Meeting Notification

i) The CCESAB Chairperson shall provide reasonable notification of the CCESAB meeting time, date, and location to all members and designated alternates. This notification shall be sufficient if sent via electronic mail or regular U.S. Mail, but must be received at least (7) business days in advance of the scheduled meeting date.

ii) Anything short of the seven (7) days notice shall be considered an emergency meeting and must follow the procedures outlined in Article (3) (a) (iii).

f) Meeting Agenda

i) Meetings should be conducted in a manner outlined in Robert's Rules of Order

Any questions of procedure not expressly outlined in these bylaws should default to Robert's Rules of Order for final determination.

ii) Development of the Meeting Agenda for each regularly scheduled meeting should, at a minimum, consist of the following order of business:

- (1) Roll Call to determine Quorum
- (2) Reading/ Approval of previous meeting's minutes
- (3) Public Comment
- (4) Special Orders
 - (a) To be utilized for the nominations of Chairperson/ Vice-Chairperson or removals of either and/or general CCESAB members as outlined in Article 4 (c)
- (5) Standing Committee Reports
 - (a) Committees included in this section are outlined in Article 5 (g)
- (6) Grants Report
- (7) Ad Hoc Committee Report(s)
- (8) Agency Liaison Report(s)
 - (a) NEORAMS (Northeast Ohio Regional Area Maritime Security Committee)
 - (b) JTTF (Joint Terrorism Task Force)
 - (c) BioWatch
 - (d) NEOHCC (Northeast Ohio Healthcare Coalition)
 - (e) LEPC (Local Emergency Planning Committee)
 - (f) NEORFC (Northeast Ohio Regional Fusion Center)
- (9) Old Business
 - (a) During this section any motions that were tabled will be completed. Second readings of proposed amendments and votes tied to previous motions will be conducted.
- (10) New Business
 - (a) This section of the meeting is reserved for all business that is not included in Old Business. This includes, but is not limited to: decisions on grant allocation, determination of an Ad Hoc Committee's relevancy, etc.
- (11) Adjourn

- iii) The agenda for the meetings shall be set by the CCESAB Chairperson or Vice-Chairperson. The agenda shall include all items presented to the CCESAB Chairperson by the individual Chairpersons of each Functional Committee submitted at least forty-eight (48) hours before the meeting time. In addition, any item put forth by a member at a meeting shall be acted upon at the meeting during the period of Special Orders or New Business as appropriate.
 - iv) Meeting Agendas are public records and will be made available for public inspection. An agenda is made sufficiently available to the public when it is posted on the CCESAB website, at least twenty-four (24) hours in advance of the scheduled meeting date.
- g) Minutes Distribution and Content
- i) The minutes of the CCESAB meetings shall be sent to all CCESAB members, designated alternate, and to the County Executive. The minutes shall include a summary providing an overview and itemization of the meeting's proceedings. The summary shall indicate those members in attendance at the meeting.
 - ii) Minutes from CCESAB meetings shall be disseminated to members and alternates within one (1) month of the scheduled, or emergency, meeting; and again with the Agenda for the next meeting.
- h) Quorum and Voting
- i) The CCESAB shall conduct business only if the majority of voting members are present as outlined in Article 2 (a).
 - ii) The clerk shall determine and announce initial quorum as well as changes to quorum as dictated by changes in attendance during the meeting.
 - iii) In the event of a tie vote of members present, a majority vote of the Executive Committee will break the tie pursuant to Article 5 (b) (ii).

ARTICLE 4

OFFICERS

4) Officers

a) Designated Officers

- i) The officers of the CCESAB shall be the Chairperson and the Vice Chairperson.
- ii) There shall also be a Clerk of the CCESAB per Article 4 (i). This position will not have a vote.

b) Officer's Standing

- i) All officers of the CCESAB must be members.

c) Election of Officers

- i) The officers of the CCESAB shall be elected at the Organizational Meeting of the CCESAB, as defined in Article 3 (A) (ii). The Chairperson shall be elected at the Organizational Meeting of every even-numbered year, and the Vice-Chairperson shall be elected at the Organizational Meeting of every odd-numbered year. Open nominations for the officers shall be put forth and the election held at the Organizational Meeting. A quorum shall be required to elect an officer, and the nomination and voting process shall be repeated as many times as necessary until a nominated member receives a majority vote of the members in attendance.

d) Term in Office

- i) The term in office for an officer shall be for two (2) years, beginning from the Organizational Meeting said officer was so elected. If a vacancy occurs and is subsequently filled prior to an annual Organizational meeting, the officer elected shall complete the term of office they filled.
- ii) There is no limit to the number of terms an officer may hold a position

e) Officer Removal

- i) The CCESAB may remove any officer by a two-thirds (2/3) vote of the members present at a regular or emergency CCESAB meeting. The meeting must have a quorum in attendance as outlined in Article 3 (h).

f) Vacant Officer Positions

- i) An officer position, as defined by Article 4 (a) (i), that becomes vacant shall be filled in the manner specified in Article 4 (c), however the nomination and voting process

may occur at any CCESAB meeting and the officer elected shall complete the existing term of office.

- ii) Vacant offices shall be filled at the meeting immediately following the identified vacancy.
- iii) If both an Executive member seat and a Main Board member seat are vacant simultaneously, the Board member seat will be filled first.

g) Chairperson's Duties

- i) The duties of the CCESAB Chairperson shall be as follows:
 - (1) Call and preside at all meetings of the CCESAB.
 - (2) Chair the Executive Committee.
 - (3) Serve as the CCESAB liaison with the Public Safety and Homeland Security community.
 - (4) Determine the need for an Ad Hoc Committee and present it to the general CCESAB for majority vote of approval. If approved, name Chairperson and Vice-Chairperson.
 - (5) Provide a written annual report to the CCESAB utilizing the form in Appendix C.
 - (6) Attend a majority of meetings.
 - (a) Failure to attend a majority of meetings as defined in Article 3 (b) shall result in Executive Board review of eligibility to serve as Chair by the Executive Committee members not under review.

h) Vice-Chairperson's Duties

- i) The CCESAB Vice-Chairperson's duties shall be as follows:
 - (1) Assume the responsibilities and duties of the CCESAB Chairperson in the absence of the CCESAB Chairperson.
 - (2) In the vacancy of the Chairperson's seat, the Vice-Chairperson will immediately assume the position as Chairperson for the completion of the original term and a new Vice-Chairperson shall be elected at the next meeting to finish the remainder of the vacated term.
 - (3) Attend a majority of meetings.
 - (a) Failure to attend a majority of meetings as defined in Article 3 (b) shall result in Executive Board review of eligibility to serve as Vice-Chair by the Executive Committee members not under review.

- i) Clerk of the CCESAB
 - i) The Clerk shall be designated by the Director of the Cuyahoga County Department of Public Safety & Justice Services.
 - ii) The Clerk shall maintain records of the members' attendance at the CCESAB meetings.
 - iii) The Clerk shall maintain and distribute the minutes and the Bylaws, as well as maintain copies of the Bylaws of the CCESAB Committees.
 - iv) The Clerk shall provide notice of meetings and post agendas.
 - v) The Clerk will perform other administrative duties as assigned by the Director of the Department of Public Safety and Justice Services.
- j) The following order of succession will be utilized to ensure proper order of business is maintained:
 - i) Chair
 - ii) Vice Chair
 - iii) County Executive Appointee
 - iv) Mayor of Cleveland Appointee
 - v) Mayors & City Manager's Association Appointee

ARTICLE 5
COMMITTEES

5) Committees

a) Executive Committee

- i) The CCESAB shall have an Executive Committee, consisting of the following five (5) CCESAB general members

(1) The CCESAB Chairperson.

(2) The CCESAB Vice-Chairperson.

(3) The CCESAB member appointed by the County Executive of the County of Cuyahoga.

(4) A CCESAB member appointed by the Cuyahoga County Mayors and City Managers Association.

(5) A CCESAB member appointed by the Mayor of the City of Cleveland.

b) Responsibilities and Authorities of the Executive Committee

- i) The Executive Committee's responsibilities include the following:

(1) Preparation of intergovernmental matters for the consideration of the CCESAB.

- ii) Submission of recommendations to the County Executive or his/her designee(s), on taxes, operating budgets, and procurement awards. In the event of a tie vote by the CCESAB membership, the CCESAB Executive Committee shall break the tie through a simple majority vote.

- iii) In the event that the Executive Committee cannot reach a majority, the matter shall be tabled to the next meeting's Old Business.

- iv) Membership in the Functional Committees is subject to the approval of the CCESAB Executive Committee.

- v) The Executive Committee shall have final approval of all proposed rules and procedures submitted by each of the Functional Committees.

c) Executive Committee Term

- i) The term of membership for the appointed Members of the Executive Committee shall be two (2) years from Organizational Meeting to Organizational Meeting of the CCESAB.

d) Executive Committee Member Removal

- i) The Executive Committee may remove an appointed or elected member from the Executive Committee only through a unanimous vote of Executive Committee members not considered for removal. The appointing authority of the member so removed shall appoint a replacement within one month of said removal.
- e) Executive Committee Member Vacancies
- i) Vacancies in the appointed membership of the Executive Committee shall be filled by the appointing authority of the respective members.
- f) Executive Committee Rules and Procedures
- i) The Executive Committee shall determine its own rules and procedures for the conduct of its activities and the activities of the CCESAB so long as such rules and procedures advance the purposes of the CCESAB and do not conflict with these Bylaws.
- g) Functional Committees:
- i) The CCESAB shall have the following Functional Committees:
 - (1) Communications
 - (a) The Communications Committee shall be responsible for all communications matters.
 - (2) Fire Service
 - (a) The Fire Service Committee shall be responsible for matters relating to major emergency incidents involving Fire Service responsibilities (i.e. hazardous materials, confined space rescue, rope rescue, trench rescue and water and ice rescue, etc).
 - (b)
 - (3) Law Enforcement
 - (a) The Law Enforcement Committee shall be responsible for matters relating to a major emergency incident involving Law Enforcement responsibilities (i.e. SWAT, Bomb, K-9, etc).
 - (4) Emergency Medical Services
 - (a) The Emergency Medical Services Committee shall be responsible for all matters relating to emergency medical services.
 - (5) Emergency Management
 - (a) The Emergency Management Committee shall be responsible for all matters relating to Emergency Management not covered by the other Functional

Committees, including, but not limited to the coordination of volunteer and Community Based Organizations Active in Disaster (COAD), public health, healthcare, cybersecurity, and public works.

h) Agency/ Advisory Board Liaisons

i) While not serving as a functional subcommittee of the CCESAB, it is understood that multiple other bodies exist that cross both jurisdictional boundaries and functional groups. As a result, their work may be relevant to the mission of the CCESAB and coordination with these groups should occur. The following Agency/ Advisory Board Liaisons will be invited to be regular participants to both disseminate and collect relevant data.

(1) NEORAMMS: The Northeast Ohio Region Area Maritime Security Committee (NEORAMSS) is expressly exempt from all functional Committee requirements stated in these Bylaws. However, the NEORAMSS may collaborate and share information with the CCESAB membership. The Chair of the NEORAMSS, or their designee, shall serve as a liaison between the two entities to enhance regional collaboration and information sharing.

(2) JTTF: The Joint Terrorism Task Force (JTTF) provides information regarding terrorist activities, as they enable a shared intelligence base across many agencies. They create familiarity among investigators and managers before a crisis. Perhaps, most importantly, they pool talents, skills, and knowledge from across the law enforcement and intelligence communities into a single team that responds together.

(3) BioWatch: BioWatch is a program to detect the release of pathogens into the air in major US cities. The local committee is a multi-disciplinary group that meets to discuss procedures and system status.

(4) NEOHCC: The Northeast Ohio Healthcare Coalition (NEOHCC) is a regional Healthcare Coalition of Public Health, Hospitals, CMS Medical Facilities, EMS, Emergency Management, and Law Enforcement.

(5) LEPC: The Cuyahoga County Local Emergency Planning Committee (LEPC) is a coordinated planning group comprised of individuals who have knowledge and awareness to the planning and response to incidents involving hazardous materials.

(6) NEORFC: The Northeast Ohio Regional Fusion Center's (NEORFC) mission is to facilitate and enhance the level of inter-agency communications, criminal and intelligence analysis, and information sharing among Federal, State and local stakeholders

i) Responsibilities and Authorities of the Functional Committees

i) The Functional Committees are responsible for building local capabilities through planning, equipment, training and exercise activities. Planning within these

Committees and the main CCESAB is of primary importance. The Committees shall support the work of Emergency Management and Public Safety at all levels, including the Countywide Emergency Operations Plan and all other planning documents and initiatives.

- (1) The goal of the committees is to support the mission areas of Homeland Security – prevent, protect, mitigate, respond, and recover – and address all the national priorities and the target capabilities outlined by the Federal Government.
- ii) Functional Committees shall meet at least once per quarter each calendar year. The fourth (4th) quarter meeting of each committee should be reserved to review the Threat Hazard Identification Risk Assessment / Stakeholder Preparedness Report (THIRA/SPR).
- j) Ad Hoc Committees
 - i) Creation of Ad Hoc Committees
 - (1) The CCESAB may establish Ad Hoc Committees as necessary for the CCESAB to conduct its business. Any Ad Hoc Committee may be abolished through a majority vote of the CCESAB. The Chair of the CCESAB can establish Ad Hoc Committees, as needed. In the absence of the Chair, the Vice-Chair may fill this function.
 - ii) Ad Hoc Committee Membership
 - (1) Membership in any Ad Hoc Committee is subject to the approval of the CCESAB Executive Committee.
 - (2) The CCESAB Chairperson shall appoint individuals to serve as the Chairperson and Vice Chairperson of the Ad Hoc Committees.
 - (3) The Chairperson of any Ad Hoc Committee shall invite any and all subject matter experts in the County to serve on the respective committees. Each Ad Hoc Committee Chairperson shall strive to select members from diverse agencies.
 - (4) Ad Hoc Committees shall consist of at least five (5) members. Due to the specificity of subjects which may result in the creation of an Ad Hoc Committee, the rule requiring at least four (4) of the eight (8) Cuyahoga County Planning Regions being represented shall not apply unless specifically designated by the CCESAB Chairperson.
 - iii) Ad Hoc Rules & Procedures
 - (1) Ad Hoc Committees shall determine their own rules and procedures for the conduct of their activities so long as such rules and procedures advance the purposes of the CCESAB and do not conflict with these Bylaws or rules established by the County Executive.

- (2) The Executive Committee shall have final approval of all proposed rules and procedures submitted by any Ad Hoc Committee.
- iv) Quorum for Ad Hoc Committees
 - (1) Ad Hoc Committees may only conduct business if a majority of the committee members are in attendance.
- v) Ad Hoc Chair Removal
 - (1) The CCESAB members may remove any Ad Hoc Committee Chairperson by a quorum roll call vote of the members in attendance at a CCESAB meeting.
- k) Committee Chairpersons
 - i) Pursuant to Section 4 (g) (i) (2), the CCESAB Chairperson shall chair the Executive Committee.
 - ii) The CCESAB Functional Committee Chairpersons and Vice-Chairpersons will be elected by representatives from the respective disciplines except the Emergency Management Committee, whose Chairperson shall be the Cuyahoga County Office of Emergency Management Manager and the Vice-Chair shall be the Cleveland Emergency Manager.
 - iii) Functional Committee chairpersons will be elected every even-numbered year. Functional Committee Vice- Chairpersons will be elected every odd-numbered year. If a vacancy occurs, the Chair of the main CCESAB can appoint a new Chair or Vice Chair within a reasonable amount of time, or until an election from the respective Committee can occur.
- l) Functional Committee Membership
 - i) The Chairpersons of the Functional Committees shall invite subject matter experts in the county to serve on the respective committee. Each Functional Committee Chairperson shall strive to select members from diverse agencies.
 - ii) Functional Committees shall consist of at least seven (7) members, but no more than twenty-one (21). Multiple Cuyahoga County Planning Regions shall be represented by Functional Committee members. Exceptions may exist as approved by the Executive Committee. Composition of Membership in the Functional Committees is subject to review by the Executive Committee.
- m) Quorum for Functional Committees
 - i) Functional Committees shall conduct business only if at least a majority of the committee members are in attendance.
- n) Functional Committee Chair Removal

- i) The CCESAB members may remove any Functional Committee Chairperson by a quorum roll call vote of the members in attendance at a CCESAB meeting.
- o) Functional Committee Rules and Procedures
 - i) The various Functional Committees shall determine their own rules and procedures for the conduct of their activities so long as such rules and procedures advance the purposes of the CCESAB and do not conflict with these Bylaws or rules established by the County Executive. The Chairpersons of the Functional Committees shall submit in writing their respective rules and procedures to the Executive Committee which shall have final approval of all proposed rules and procedures.
 - ii) Functional Committees shall review their rules and procedures at least every 3 years and submit updated copies to the Executive Committee every 3 years or when changes are made.
 - iii) Functional Committee Chairpersons will provide an annual report at the organizational meeting each year utilizing the form in Appendix D.

ARTICLE 6

CUYAHOGA COUNTY EMERGENCY SERVICES ADVISORY BOARD DUTIES AND RESPONSIBILITIES

6) CCESAB Duties and Responsibilities

a) Non-Assumption of Duties

- i) The CCESAB shall not assume any duty, responsibility or authority granted to the County Executive by the Ohio Revised Code.

b) Cuyahoga County Emergency Services Advisory Board

- i) In general, the CCESAB shall recommend those actions necessary to improve the quality of Emergency Management, Public Safety, and Homeland Security services in the areas of prevention, protection, mitigation, response and recovery from a major emergency incident within the County of Cuyahoga, and to promote the development of such services on a county-wide basis within the scope of the County Executive's available resources and authority.

c) Cuyahoga County Emergency Services Advisory Board Organization

- i) The CCESAB may submit recommendations to the County Executive on priorities and policies for the operation of public safety in Cuyahoga County.

d) Representation Recommendation

- i) The CCESAB may recommend to the County Executive what action, if any, should be taken in connection with those appointing authorities who have not maintained the level of representation at the CCESAB meetings as deemed appropriate by the CCESAB. All such recommendations shall require approval by a quorum of the members.

e) Funding Recommendation

- i) Funds should not be distributed to agencies that do not incorporate interoperable communications, equipment, and training.
- ii) The CCESAB shall make all funding recommendations pursuant to the process below and in alignment with gaps or sustainment needs identified in the THIRA/ SPR process. Sustainment of regional response teams and capabilities shall be prioritized. This includes but is not limited to the Region 2 USAR, Region 2 Water Rescue, Type I HazMat, and 4 SWAT/Bomb/MFF teams.

(1) Urban Area Security Initiative (UASI) Grant Process

- (a) Funding requests from agencies shall be made to the appropriate Functional Committee.

- (b) The Functional Committee shall prioritize and approve those requests to present at the next CCESAB meeting. Funding requests must be approved by a Functional Committee to be presented to the general CCESAB for funding consideration.
 - (c) The Executive Committee shall hold a breakout meeting (an open meeting, NOT an Executive Session) to review all requests presented at the CCESAB meeting and provide a recommendation back to the CCESAB at the same meeting.
 - (d) The CCESAB shall then vote on the Executive Committee's recommendation.
 - (e) If the CCESAB does not approve the Executive Committee's recommendation, the CCESAB shall enter into an open forum to discuss the reasons for the disapproval of the proposed funding allocation, after which the Executive Committee shall reconvene to revise the funding proposal. This process shall continue until the general CCESAB approves the funding proposal as set by the Executive Committee.
 - (f) The CCESAB's recommendation for UASI Grant Funding shall be provided to the County Executive or his/her designee.
- (2) State Homeland Security Grant Program (SHSGP)
- (a) Funding requests from agencies shall be made to the appropriate Functional Committee.
 - (b) The Functional Committee shall prioritize and approve those requests to present at the next CCESAB meeting. Funding requests must be approved by a Functional Committee to be presented to the general CCESAB for funding consideration.
 - (c) The Executive Committee shall hold a breakout meeting (an open meeting, NOT an Executive Session) to review all requests presented at the CCESAB meeting and provide a recommendation back to the CCESAB at the same meeting.
 - (d) The CCESAB shall then vote on the Executive Committee's recommendation.
 - (e) If the CCESAB does not approve the Executive Committee's recommendation, the CCESAB shall enter into an open forum to discuss the reasons for the disapproval of the proposed funding allocation, after which the Executive Committee shall reconvene to revise the funding proposal. This process shall continue until the general CCESAB approves the funding proposal as set by the Executive Committee.
 - (f) When applicable, the CCESAB's recommendation for State Homeland Security Grant Program-Law Enforcement (SHSGP-LE) Funds shall be made to the Law Enforcement Terrorism Prevention Program (LETPP) Committee

by the County Sheriff or designee. Any modifications made at the LETPP meeting shall be reported back to the CCESAB at the next general meeting.

(g) If and when applicable based on guidance from the State of Ohio, The CCESAB's recommendation for State Homeland Security Grant Program (SHSGP) Funds shall be made to the Cuyahoga County Office of Emergency Management (CCOEM) Manager and City of Cleveland Emergency Manager.

(h) If and when applicable based on guidance from the State of Ohio, The CCOEM Manager and Cleveland Emergency Manager shall utilize the CCESAB's recommendation when meeting with the Ohio Homeland Security Region 2 Emergency Management Directors.

(i) If and when applicable based on guidance from the State of Ohio, The CCOEM Manager and Cleveland Emergency Manager shall have discretion to modify funding requests/ priorities on the list provided by CCESAB at the Region 2 Directors' Meeting as needed. Any modifications made at the Director's meeting shall be reported back to the CCESAB at the next general meeting.

(3) The CCESAB's recommendation for any other grant funds that may become available shall follow the UASI process above unless the specific grant guidance dictates a different process.

f) Funding Reallocation

i) Definitions

(1) Reallocation of funds: the directing of funds from one project to another..

(2) Releasing of funds: Returning the amount to the CCESAB and/or Region 2 Emergency Management Directors for reallocation.

ii) Once a project is complete, any unspent funds for that project will be released back to the CCESAB, Region 2 Emergency Management Directors, or other appropriate body as applicable for the grant, for reallocation.

g) Funding Updates

i) The Fiscal Agent will be responsible for providing semi-annual updates to the CCESAB as to spend down occurring on approved projects for each open grant

(1) Closed grant spend down should be presented at the next semi-annual update and then be removed from future grant updates

ARTICLE 7
AMENDMENTS

7) Amendments

a) Recommendations

- i) Any member of the CCESAB may propose amendments to these Bylaws. Once seconded, the CCESAB shall vote to consider the amendment.
- ii) A majority vote to consider the amendment shall automatically place the amendment on the agenda for a second reading and vote at the subsequent CCESAB meeting.
 - (1) Upon second reading in Old Business, the Executive Committee shall review the amendment and make their recommendation to the CCESAB prior to the third reading/ vote taking place at the next scheduled meeting in Old Business.
 - (2) Upon third reading, the Executive Committee shall provide their recommendation to the CCESAB and a vote shall be called for during the Old Business portion of the meeting.
- iii) At no time can an amendment be approved prior to the third reading unless a unanimous vote in favor is obtained by the voting members present.

Article 8

Bylaws Maintenance and Revision

8) Bylaws Maintenance and Revision

- a) These Bylaws will be reviewed and/or revised every 4 years or as required by mandate, policy, directive, or order. These Bylaws may be revised based on instances including, but not limited to: best practices, changes in government structure, changes in equipment, changes in infrastructure, or any other changes determined by the CCESAB membership.