

**SAVANNAH HERITAGE
EMERGENCY RESPONSE
(SHER) GROUP**

BY-LAWS

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**BY-LAWS OF THE SAVANNAH
HERITAGE EMERGENCY RESPONSE (SHER) GROUP**

ARTICLE I – NAME

The Savannah Heritage Emergency Response, hereinafter referred to as “SHER,” is a local Chatham County, Georgia cultural heritage group of representatives consisting of natural, cultural and historical (NCH) institutions and agencies, as well as first responder and emergency management staff from county and municipal governments.

ARTICLE II – PURPOSE AND FUNCTIONS

SHER shall exist to promote and facilitate the emergency preparedness and emergency response of the natural, cultural and historical community throughout Chatham County with respect to the potential exposure and or threat of major emergencies and disasters both natural and/or manmade.

The functions and duties of SHER are to engage in at least the following activities:

1. Conduct regular meetings to address pertinent issues;
2. Provide needed information to CEMA for maintaining a county-wide master database of community based natural, cultural and historical institutions including non-SHER members. This information will also be included in the county-wide GIS database;
3. Provide needed information to CEMA for development and update of a Natural, Cultural and Historical Coordination Plan in support of the County’s Emergency Operations Plan and Emergency Support Function system;
4. Identify private/public sector resources available to assist with emergency mitigation and or response;
5. Provide, promote and facilitate information, training, exercises and educational opportunities-related to natural, cultural and historical preparedness, mitigation, emergency response, recovery and continuity of operations;
6. Provide input and feedback to CEMA on emerging legislation and/or regulations related to natural, cultural, and historical heritage and emergency preparedness and response. Collaborate with CEMA on dissemination of information about and implementation of requirements and opportunities from emerging legislation and/or regulations. Assist CEMA in information gathering, research, and survey on the impact of legislation and/or regulations on the local NCH constituency.
7. Provide collegial assistance to other natural, cultural and historic communities developing or refining their disaster planning capabilities.

ARTICLE III – MEMBERSHIP

SECTION 1 Application for membership into SHER shall be made with submission of an application form to the Executive Committee. Membership shall consist of as many Agencies as deemed necessary by the Executive Committee to be natural, cultural, historical and/or first responder or emergency management in nature; the Executive Committee's recommendation of such to the membership; and, an approval vote by the membership at a regular or special called meeting. Non-member representatives of NCH, first responder, and emergency management entities may attend SHER meetings and education and training functions as non-voting colleagues.

SECTION 2 Each Member Agency as defined at application shall appoint a Full Voting Representative and at least one Associate Representative(s) to act on the behalf of the Agency while serving on the SHER.

Full Voting Representative: The Member Agency shall appoint one Full Voting Representative to speak and vote for the Agency. This appointment shall be made in writing to the SHER Chairperson at the time the Agency requests membership or anytime the assigned Full Voting Representative is no longer able to serve in that capacity.

Associate Representative: The Member Agency shall appoint no more than two Associate Representatives to serve in SHER. One Associate Representative at a time serves in the absence of the Full Voting Representative. This appointment shall be made in writing to the SHER Chairperson at the time the Agency requests membership or anytime the assigned Associate Representative(s) are no longer able to serve in that capacity.

SECTION 3 The term of membership in SHER shall be continuous from year to year or as defined by other provisions of these by-laws.

SECTION 4 Full Voting Representatives of each Member Agency are encouraged to serve on one SHER Committee. Associate Representatives shall serve on the same Committee and act in the absence of the Full Voting Representative.

SECTION 5 Each SHER Member Agency serves at the discretion of the SHER body. Member Agencies, Full Voting Representatives and Associate Representatives may be removed from membership by a vote of the SHER during a regularly scheduled or a special called meeting of the SHER body.

Member Agencies who are not represented at three regular SHER membership meetings during a calendar year may be removed from membership by recommendation of the Executive Committee to the membership and confirming vote of the membership at a regular or special called meeting.

ARTICLE IV – COMMITTEES

The three standing Committees of SHER shall be the Executive Committee, the Planning Committee, and the Training and Education Committee. Each Agency's Representative and Associate Representative(s) shall agree on, and shall request upon becoming members, participation in either the Planning Committee or the Training and Education Committee, or some other subsequently adopted standing committee. Additional standing committees shall be created, upon recommendation of the Executive Committee, by simple majority vote of a quorum of the SHER membership, as needed.

For each term cycle, or the creation of a new standing committee, the Executive Committee shall appoint each Committee Chairperson, and the SHER Chairperson shall provide objectives for the Committee to the Committee Chairperson within thirty (30) days.

Ad hoc sub-committees may be formed from within Standing Committees at any time for special purposes or assignments. Such ad hoc sub-committees shall cease to function when their specific task is completed. Committee Chairpersons shall appoint ad hoc sub-committees and shall specify their sunset date or condition.

SECTION 1 EXECUTIVE COMMITTEE: The Executive Committee shall be composed of the Chairperson, Vice-Chairperson and Secretary. Each member of the Executive Committee must be a Full Voting Representative of a Member Agency in good standing. The Executive Committee will determine goals and duties of the other subcommittees.

1.1 Term: The term of office for each Executive Committee officer shall be two calendar years. Each term begins on the first month of each even numbered calendar year and continues through the last month of each odd numbered calendar year.

1.2 Election: Two meetings prior to the end of a current term cycle, SHER shall appoint three persons to the Nominating Committee with a charge to select persons interested in serving as an officer on the Executive Committee for the upcoming term.

One meeting prior to the end of the current term cycle, the Nominating Committee will present proposed nominations to the SHER body for consideration.

Election of the Executive Committee officers shall take place by voting during the last meeting of each term cycle. Nominations from the floor shall be offered as required by Robert's Rules of Order.

If a quorum does not exist, the previous term Chairperson shall schedule a special election to select the SHER Executive Committee.

1.3 Removal: An Executive Committee officer may be removed from office at any time by a vote of the Member Agencies.

1.4 Vacancies: An officer vacancy shall be filled as soon as possible through a special election or the next regularly scheduled meeting. The selected candidate shall serve the remainder of the term cycle in which they were elected.

1.5 Eligibility: Executive Committee Officers must be Full Voting Representatives of a Member Agency. The Agency and the Representative must be in good standing with SHER at the time of nomination.

SECTION 2 PLANNING COMMITTEE: The Planning Committee is responsible for leading the effort to ensure community wide planning for the group. This committee shall serve at the discretion of the Executive Committee and focus planning efforts on those activities deemed topical and prudent by the Executive Committee.

SECTION 3 TRAINING AND EDUCATION COMMITTEE: The Training and Education Committee is responsible for development and implementation of appropriate information, training, exercises, and/or educational opportunities for the natural, cultural, and historical SHER membership, and other entities with whom SHER interacts and collaborates, when appropriate. This committee also promotes SHER knowledge of and participation in statewide, regional, and/or national training and education endeavors related to NCH emergency and disaster activity.

ARTICLE V – DUTIES OF THE EXECUTIVE COMMITTEE OFFICERS

SECTION 1 CHAIRPERSON: The Chairperson shall preside over meetings of SHER, preserve order during the meetings, appoint committee chairpersons, have signature authority for minutes, records, vouchers, or other documents connected with the work of SHER and include the following duties:

- Will determine the frequency, dates, times, locations and agendas of Committee meetings not specified elsewhere in these By-Laws.

- Will appoint the chair and members of each Committee.
- Will conduct meetings according to Robert's Rules of Order.
- May delegate powers and duties to the Vice-Chair, consistent with other provisions of the By-Laws.

SECTION 2 VICE-CHAIRPERSON: In the absence of the Chairperson, or in the event the Chairperson is unable to serve, the Vice-Chairperson shall perform the duties of the Chairperson, and assume all powers of the Chairperson when acting in that capacity. The Vice-Chairperson shall also perform such other duties as assigned by the Chairperson.

- Will perform or exercise any duty or power delegated by the Chair.
- Will perform the duties of the Chair at meetings in the absence of the Chair.
- Will succeed as Chair upon removal or resignation of the Chair for the remainder of the Chair's term.

SECTION 3 SECRETARY: The Secretary shall maintain the membership list and the attendance and minutes of SHER meetings; prepare SHER correspondence; and, assist NCH liaison staff at CEMA in compiling NCH information, statistics, and other input from the SHER membership as needed. The Secretary will also receive and distribute attendance and minutes of SHER Committee (and, when in existence, sub-committee) meetings to the entire SHER membership in a timely manner. The Secretary shall also perform such other duties as may be assigned by the SHER Chairperson.

ARTICLE VI – MEETINGS

SECTION 1 FREQUENCY: SHER shall meet quarterly for regular meetings unless otherwise specified by the Chairperson.

SECTION 2 SPECIAL MEETINGS: The Chairperson may schedule a Special Meeting when necessary to carry out the duties of SHER. Additionally, upon formal request of at least four (4) members, the Chairperson shall schedule a special meeting within ten (10) business days and ensure meeting notices are distributed to the SHER body in accordance with the provisions listed in the By-Laws.

SECTION 3 COMMITTEE MEETINGS: Committees shall meet by any method at least once quarterly. Additional meetings may be scheduled by the Committee Chairperson as necessary to complete projects.

SECTION 4 QUORUM: A quorum for all regularly scheduled and special called meetings shall consist of one-third of all Member Agencies Full Voting

Representative or Associate Representative. Business of SHER will not be conducted without satisfying the quorum requirement.

SECTION 5 LOCATION: The Committee meetings will be held at the location specified by the Committee Chair.

SECTION 6 AGENDA: Any member may request an item to be placed on the Agenda during the next regularly scheduled meeting of SHER. If the Chairperson should decline to do so, a member may have the item placed on the Agenda by submitting it in writing to the Chairperson with supporting signatures of three (3) members.

During a scheduled SHER meeting, matters not appearing on the printed Agenda may be added with a favorable vote.

SECTION 7 RULES OF ORDER: The deliberations of all SHER meetings shall be governed by Robert's Rules of Order, newly revised.

SECTION 8 NOTICE OF MEETING DATES AND TIMES: Meeting dates and times will be distributed to the membership body for the entire year during the first month of the calendar year, along with tentative meeting locations, if possible. Notices regarding regularly scheduled meetings, special meeting and committee meetings shall be distributed to the body at least seven (7) business days prior to the scheduled meeting. The meeting notice will identify the date, time, location and agenda of the meeting for which the announcement is intended. In the event of a meeting cancellation, the body must be notified of the cancellation.

ARTICLE VII – VOTING

SECTION 1 ONE VOTE: Each Member Agency, including the Chairperson, shall be entitled to one vote. Associate Members shall not vote except when the Full Voting Representative is not present.

SECTION 2 PROXIES: One Associate Representative of the Member Agency shall be allowed to vote by proxy only in the absence of the Agency's Full Voting Representative. No other proxy votes shall be allowed.

SECTION 3 ABSTENTIONS: Member Agencies may register their abstention on any vote and shall be reflected in the minutes. Abstentions are encouraged on matters which pose a conflict of interest.

SECTION 4 DETERMINATION OF ACTIONS: All final actions or policy recommendations shall require the simple majority approval of a quorum of the membership present at a scheduled meeting.

ARTICLE VIII – AMENDMENTS

These By-Laws may be amended or replaced upon a favorable vote of the SHER body during any scheduled meeting and provided that any proposed changes have been circulated to the body at least seven (7) business days prior to the scheduled meeting.

ARTICLE IX – RATIFICATION PROVISIONS

The Bylaws are duly adopted by SHER this **28th** day of **April, 2010** in Chatham County, Georgia. The signatures of those subscribing to these bylaws are set forth below.

Chairperson, SHER	Date
Beth Reiter, Green-Meldrim House	

Vice Chairperson, SHER	Date
Dennis Jones, Chatham Emergency Management Agency	

Secretary, SHER	Date
Sherryl Lang, Julliette Gordon Lowe Birthplace	