

Business Disaster Preparedness Council CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be: **Business Disaster Preparedness Council** hereafter referred to as BDPC.

ARTICLE II: MISSION

The mission of BDPC is to provide a forum for business and government to share information, expertise and experiences in order to enhance disaster preparedness, mitigation, response and recovery for all members.

ARTICLE III: OBJECTIVES

1. Create public-private business partnerships and assist local county and municipal governments, businesses and industry to establish and maintain an effective emergency preparedness programs.
2. Coordinate the presentation of disaster preparedness training and provide disaster recovery resource management guidance.
3. Provide forums for sharing lessons learned from disasters.

ARTICLE IV: MEMBERSHIP

Membership in BDPC is open to those public and private sector organizations interested in promoting the mission of BDPC. This includes but is not limited to:

- Business and/or Industry
- Trade Groups and/or Associations
- Chambers of Commerce and Related Organizations
- Governmental Agencies Charged with Promoting Economic and/or Community Development
- Emergency Management Agencies
- Emergency Response Agencies

A large, diverse membership is desirable and small businesses are encouraged to join. Requests for membership shall be made by submitting a completed application to any member. Applications will be reviewed and approved or rejected by a majority vote of the members present at any general meeting.

ARTICLE V: MEETINGS

There will be a minimum of four regular meetings annually. Meeting site and date may be set as the final act of business at each meeting or delegated to the Officers if no consensus is reached.

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ARTICLE VI: MEETING PROCEDURES

Section 1 - Procedure within the Meetings

Conduct during meetings will be courteous and professional. Procedural formality will be minimized with issues resolved by consensus when possible. Robert's Rules of Order, Amended, will be used to resolve procedural matters not resolved by consensus.

Section 2 - Agendas

The members will prepare an agenda for the next meeting at the close of each meeting. Members may add items to the agenda by providing them via email at least three (3) working days before a meeting. The agenda will be flexible and allow other items of business as time allows.

Section 3 - Minutes

Minutes will be kept for all meetings. Recording of minutes is a shared responsibility. Duty will be rotated, alphabetically based on member last name, at each meeting. The exact language of matters that are voted upon will be entered into the minutes.

ARTICLE VII: VOTING

Section 1 - Quorum

A quorum shall consist of fifty-percent (50%) of the membership, plus one (1) member. When a quorum is present, a majority of those present may take action on matters properly presented at the meeting.

Section 2 – Voting

Each member organization is entitled to one vote, to be cast by the organization representative. However, to encourage participation and the open exchange of ideas, each member organization may have unlimited participation in meetings.

ARTICLE VIII: TERMINATION OF MEMBERSHIP

Failure to attend three (3) consecutive, scheduled meetings without advanced notice, places a member in delinquent status. The member may be notified in writing and requested to participate regularly or be subject to removal. If no response is received within seven (7) business days or no improvement is noted, the member may be removed by a two-thirds (2/3) vote of the members present at any general meeting.

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ARTICLE IX: OFFICERS

To maintain the broad, business focus of BDPC, no more than one officer may be from a government agency or any single member organization. The officers shall perform the duties prescribed herein or as directed by majority vote of the membership. There will be three (3) officers:

- **Chairperson** -- The Chairperson will preside over meetings and carry out other duties as approved by the membership. The Chairperson may appoint subcommittees as needed to accomplish the goals of BDPC. These subcommittees will serve until the completion of the requested action.
- **Vice-Chairs** -- There shall be two (2) Vice-Chairpersons. A Vice-Chairperson will act as an alternate in the absence of the Chairperson.

NOTE: At its discretion, the staff of the Lee County Emergency Operations Center will provide limited administrative support to the BDPC.

The term of office is one (1) year. Elections will be held annually in November. New officers will take office in January. Officers may be elected for multiple terms provided they do not exceed four (4) consecutive years in the same office. No member shall hold more than one office at a time.

ARTICLE X: RESPONSIBILITIES AND AUTHORITY

Members shall not be reimbursed for meal and travel expenses to committee meetings, but will be reimbursed for expenses experienced for undertaking business of the BDPC, to the limit of available resources.

In general, and excepting cases where formal action is being undertaken, the BDPC will operate with as few procedural constraints as practical.