



Northwest Tribal Emergency Management Council
A consortium of Northwest Tribes

Charter

ARTICLE I – NAME

The name of this organization shall be the Northwest Tribal Emergency Management Council, herein referred to as the “Council.”

ARTICLE II – PURPOSE

Provide guidance for member tribes to develop sustainable and all-hazard comprehensive approaches to Terrorism and Homeland Security initiatives, and an all hazard emergency management approach that emphasizes both inter and intra jurisdictional cooperation to maximize resources in mutual aid, training, exercises, planning, and equipping. In addition, the Council shall assist member tribes with regulatory requirements as mandated in various federal programs, without liability for compliance attached thereto.

ARTICLE III – MEMBERSHIP

Initial membership shall be comprised of all Federally Recognized Tribes in the States of Washington, Oregon and Idaho. It is the responsibility of the Chief Elected Official from each tribe to appoint a representative to the Council. These members shall have voting authority.

To ensure broad representation on the council, additional membership may include representatives from applicable federal, state, regional, county, and other organizations as appropriate. These members are by invitation and shall be advisory only and not permitted to vote in official Council business.

Other tribes are encouraged to and may petition to join the Council as members at any time. The requirements for admission are set forth in the bylaws Article I - Members.

ARTICLE IV – OFFICERS

At the first meeting of the calendar year the Council shall elect a Chair, Vice Chair and Secretary. It shall be the responsibility of the Chair to preside over the meetings and assist in developing agendas and minutes of the council meetings. The Vice Chair shall perform these duties in the absence of the Chair. The Northwest Tribal Emergency Management Executive Director shall report to the Council.



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ARTICLE V – MEETINGS

The Council shall meet monthly or as needed, to make decisions, provide guidance and propose policy; the Council can meet via teleconference or other electronic means available, but must meet face to face at least quarterly.

The presence of a simple majority of members shall be required to conduct official business;

Minutes shall be kept and made available to all members and appropriate entities requesting such;

Although the Northwest Tribal Emergency Management Executive Director will provide oversight and conduct day-to-day business required to achieve Council goals, objectives and deliverables, any policies and proposals requiring Council decisions will be decided by a majority vote of members present.

Emergency meetings are occasionally necessary, and if the need arises, the Northwest Tribal Emergency Management Executive Director shall make every effort to schedule a meeting to have as many members present, as is possible, to vote or render a decision as needed. If the meeting is not possible, as dictated by the emergency, the NWTEMC Executive Director can request a vote by (fax) or email with the provision that the decision rendered is subject to revision at the next regular council meeting. The email vote and emergency meeting shall follow the outlined procedure in the Bylaws Article II - Meetings. An emergency is defined as, but not limited to, unanticipated funding opportunities and deadlines, compliance issues, member concerns requiring action, etc.

ARTICLE VI – VOTING

Members of the Council with voting authority may vote in person. Members may also vote electronically or by proxy up to 24 hours prior to a scheduled Council meeting in which an agenda item indicates a vote is needed.

ARTICLE VII – AMENDMENTS

This Charter and attached Bylaws may be amended by a two-thirds majority of the voting membership present at a regular or special meeting of the Council, provided the amendment(s) are approved by the appointed subcommittee and a copy provided to each member at least 30 days prior in advance of such meeting, and attached to the meeting notice for that meeting.

ARTICLE VIII – SUBCOMMITTEES

Subcommittees are to be formed by a majority vote of members present at the Council meeting. The subcommittee shall be permanent or temporary as needed to address the specific need the subcommittee will address. The subcommittee shall make monthly



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reports, both verbal and written, to the Council. The report shall provide the progress and minutes of each meeting held by the subcommittee.

ARTICLE IX - PROGRESS REPORTS

The Northwest Tribal Emergency Management Executive Director, in coordination with the Council, will make biannual progress reports to all member tribes and other agencies as appropriate.

ARTICLE X – RECORDS

Minutes, agendas, email, and other written communications to and from the Council shall be kept and maintained by the NWTEMC Executive Director's office for a period of time no less than three years.

ARTICLE XI – DISSOLUTION

The dissolution of the Council shall be majority consensus of the governing body at a time that is determined by the body once the purpose and the ability of the Council no longer are justified or feasible. When dissolution is approved by majority vote any assets, contracts, obligations, liabilities, liens, or other legal encumbrance upon the Council shall be resolved per majority vote of the Council members.