

# **CHAPTER FIVE**

## **LOCAL MITIGATION WORKING GROUP ORGANIZATION**

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## **Background and Purpose**

The local governments, community groups, and private sector interests in Marion County, Florida, have initiated a comprehensive and coordinated effort to decrease the vulnerability of the communities to natural, technological and societal hazards. To do this, a multi-agency planning organization has been established and given the title, "The Marion County Hazard Mitigation Working Group for Disaster Mitigation and Recovery," or hereinafter, the Working Group. Representatives of the participating local jurisdictions and organizations have been assigned to the Working Group's Steering Committee and subcommittees. The mission of the Working Group is to: identify the hazards that threaten the County; determine the vulnerabilities of the communities to those hazards; and define initiatives that could, if implemented, reduce those vulnerabilities. The findings of this process are expressed in a single, coordinated Local Mitigation Strategy for the promulgation and/or implementation by the participating jurisdictions and organizations. The Working Group is also responsible for updating and maintaining the Local Mitigation Strategy in future years.

The Working Group has adopted bylaws to guide and control its managerial and policy actions such as its charter, methods for representation, voting processes, and similar actions. This document defines the operational procedures by which the Working Group will conduct and maintain the planning process itself.

The Working Group, its Steering Committee and subcommittees require standardized operational procedures to accomplish their responsibilities and to strive for achievement of the following objectives in any action it may take, including but not necessarily limited to the following:

- To ensure all participants in the Working Group, as well as the community at large when appropriate, have an adequate opportunity to review and comment upon any proposal for action by the Working Group;
- To avoid premature, unwarranted or illegal adoption of any proposal for action in the name of the Working Group and/or one of the participating organizations;
- To provide a mechanism for any participant in the Working Group to offer proposals, recommendations and suggestions for further consideration;
- To promote effective coordination and consultation between the Steering Committee and its subcommittees, as well as among the subcommittees themselves;

- To create a procedure to resolve conflicts between governmental entities during the mitigation strategy development and to rectify inconsistencies in policies and regulations in mitigation programming by governmental entities;
- To provide a mechanism for evaluation of the implementation of the strategy and to provide for its continued updating;
- To establish procedures for coordination of local government mitigation activities with those of the business community; and
- To establish a consistent basis to prioritize mitigation initiatives sponsored by members of, or advocated for implementation by, the Working Group.

## **Procedure for Introducing and Processing a Proposal for Consideration**

Any member of the Working Group, or the community at large, is encouraged to develop and justify proposals for consideration and possible action by the Steering Committee or any of its subcommittees. This procedure anticipates that subcommittees, through a procedure for cooperation and consultation (described below) will generate many proposals or requests for their own consideration and/or for consideration by other subcommittees. Nevertheless, this procedure also anticipates receipt of proposals or other requests for consideration from sources independent of a subcommittee, including, but not necessarily limited to, the following:

- Identification of specific hazards, vulnerabilities or risks to be considered in the Mitigation Strategy;
- Proposals or concepts for structural and/or non-structural mitigation strategies to be incorporated into the Strategy;
- Endorsements and/or criticisms of priorities assigned to mitigation initiatives, endorsements given to initiatives, or actions to reject initiatives;
- Needs for and approaches to public information and education programs;
- Requests for endorsement of immediate mitigation and/or post-disaster redevelopment actions for specific geographic areas or sectors of the community;
- Requests for specific actions or endorsements that may or may not be consistent with the mission of the Working Group.

It can be expected that such requests could originate from a range of sources and in a variety of formats. Requests are also likely to be actively solicited from members of the subcommittees and the Working Group. Requests will be processed in the following manner:

Step 1) A request received outside of a meeting of the Steering Committee or a subcommittee would be transferred to the Working Group's staff for action. A request received during a meeting of the Steering Committee or a subcommittee would be processed in accord with the instructions of the chairperson of the Steering Committee.

Step 2) The Working Group's staff will prepare a brief written description of the request which would document the origin of the request, and record the date and method of disposition of the request by staff.

Step 3) The Working Group's staff would, if necessary, consult with the chair of the Steering Committee regarding its disposition and, if appropriate, prepare the request in the form of a draft resolution for action by the Steering Committee.

Step 4) In most cases, this procedure anticipates that the staff would transmit the request to the lead agency representative of the most appropriate subcommittee to address the nature of the request.

Step 5) The subcommittee's lead agency representative would be responsible for considering the request by the subcommittee and taking further action for its disposition.

Step 6) If warranted, the subcommittee could incorporate the request into the anticipated planning process by the subcommittee itself, refer the request to another subcommittee, or propose the request as suitable for formal action by the Steering Committee.

## **Procedures for Formal Action by the Steering Committee**

Formal actions in the name of the Working Group will only be taken upon an affirmative vote of the Steering Committee. Formal actions include, but are not necessarily limited to, the following:

- Approval and transmittal of any formal document in the name of the Working Group requesting funding for any plan, mitigation initiative or other purpose from an organization external to the Working Group;
- Endorsement by the Working Group of any proposal or request for funding by any jurisdiction or public or private organization of a structural or non-structural hazard mitigation initiative;
- Publication or issuance of a substantive, final document under the name of the Working Group;

- Issuance of any request or instruction having the intended purpose of initiating actions for hazard mitigation or post-disaster redevelopment controls by organizations or jurisdictions within Marion County;
- Publication of a final Mitigation Strategy prepared pursuant to state guidelines and/or under state funding, as well as any subsequent final modification or updating of the Strategy;
- Issuance of any final recommendations in the name of the Working Group regarding post-disaster redevelopment controls or guidelines for the County and/or its municipalities; and
- Any other formal action which, in the opinion of the chair of the Steering Committee, warrants the endorsement and/or concurrence of the Steering Committee.

The determination of whether an action by the Steering Committee is a formal action and subject to this procedure is within the discretion of the chair of the Steering Committee.

It is anticipated by these the Working Group's procedures that formal actions by the Working Group itself will take the form of recommendations for local governments, business interests, and other sectors of the community to utilize their own authorities, responsibilities and resources to implement the Working Group's recommendations and the strategy developed.

As a voluntary community-based public- private organization, the Working Group has no authority in law to independently adopt and enforce any recommendation, plan or strategy. Its strength is in the willing cooperation of the organizations and jurisdictions represented on its Steering Committee to implement the provisions of the Local Mitigation Strategy.

Formal actions taken by the Working Group will occur in the following manner:

Step 1) A proposal for the action is prepared by the sponsor in the form of a draft resolution for action by the Steering Committee. The draft resolution has attached any document(s) to be issued in the name of the Working Group and/or supporting documentation to further explain the intents and purposes of the draft resolution for Working Group action.

Step 2) The draft resolution and attached documentation are provided to the Working Group's staff for recording. The staff will consult with the chair of the Steering Committee to identify if the County Attorney or other designated individual should review the proposal for comment prior to its circulation to the Steering Committee.

Step 3) The Working Group's staff will copy the draft resolution for distribution to the Steering Committee. In the event that the attached documents are very large in

volume or size, a reference copy for inspection by Steering Committee members and other interested individuals will be made available at the offices of Marion County Office of Emergency Management.

Step 4) The Working Group's staff will circulate a copy of the draft resolution to members of the Steering Committee. Except for the case of an emergency meeting, the draft resolution and attachments must be received by the Steering Committee members two weeks prior to the meeting at which discussion and action on the draft resolution and proposed action is planned.

Step 5) Prior to final action, in cases deemed warranted by the chair of the Steering Committee, the action may be postponed until a decision by the County Attorney regarding a need for a public hearing on the proposal. If there is a need, the matter will be referred to the Public Affairs Subcommittee to prepare for and conduct the public hearing in accord with County requirements and prior further action by the Steering Committee.

Step 6) In the absence of a public hearing or after its conclusion, the Steering Committee will take action on the proposal at the next meeting using one of the following options:

- Adopt the original proposal as a formal resolution by affirmative majority vote;
- Reject the original proposal through failure to achieve an affirmative majority vote;
- Modify the proposal in some manner prior to voting on its adoption;
- Instruct a subcommittee to analyze the matter further and advise the Steering Committee of a course of action;
- Delay action on the proposal until the next regularly scheduled meeting of the Steering Committee; or
- By majority affirmative vote, circulate the proposal to the Working Group for review and solicit comment during the next Working Group meeting prior to formal action by the Steering Committee.

Step 7) When formal action by the Steering Committee has been completed, the Working Group's staff will archive a copy with supporting documentation in the project files. The staff will provide a final copy of the resolution, without supporting documentation, to each member of the Steering Committee and if appropriate, and under the signature of the chair of the Steering Committee, distribute the final resolution to the individuals, agencies, or organizations for whom it was intended.

## **Procedure for Coordination of Committee Activities**

The Steering Committee is responsible for ensuring that the planning process undertaken by the Working Group and its subcommittee, as well as the actions to be taken, are effectively coordinated within the management structure of the Working Group as well as with jurisdictions and organizations outside of the Working Group. Coordination of actions will be accomplished through the following mechanisms:

- Coordination mechanisms will be built into the routine functioning of the Working Group, and will include distribution of meeting summaries and minutes to members of the Steering Committee, summation of subcommittee activities at each Steering Committee meetings, periodic release of public information regarding the activities of the Working Group, involvement of the Working Group's staff in subcommittee meetings and similar mechanisms;
- The Steering Committee is responsible for assuring the overall coordination of activities among the remainder of the Working Group, working primarily through the assignment of tasks and activities to the subcommittees and resolving coordination issues during the summation reports in meetings;
- Coordination with outside organizations and the community at large will be achieved by assuring that the Public Affairs Subcommittee is the sole source for information released to the media, and by having the chair of the Steering Committee be designated as the only official spokesperson for the Working Group;
- Coordination of new assignments for subcommittee attention will be achieved by having all such assignments made by the chair of the Steering Committee either directly during a meeting of the Steering Committee, or by conferring with the Working Group's staff prior to making such an assignment;
- Assignments that originate within a subcommittee that warrant the attention and consideration of another are to be coordinated by the designated lead agency representative of the subcommittee through referral to or consultation with the lead agency representatives of the other subcommittees whose involvement is being sought.

## **Procedures for Resolving Conflicts between Governmental Entities**

This procedure recognizes that many of the statutory or regulatory mechanisms for promoting hazard mitigation and post-disaster redevelopment activities are based in the powers and responsibilities of local government. Further, it is recognized that, with five participating county and municipal jurisdictions in Marion County, conflicts and inconsistencies in regulations,



statutes, policies and programs regarding disaster mitigation and recovery will arise. Therefore, one of the primary functions of the Working Group is to identify where such conflicts or inconsistencies exist, and to provide mechanisms to address and resolve the associated problem areas.

The Working Group's organizational structure is intended to incorporate representation from each participating local jurisdiction on the Steering Committee, providing a forum to identify, deliberate and resolve conflicts among governmental entities. This organizational structure is anticipated to enhance identification and resolution of conflicts between governmental entities by providing an organized managerial framework supportive of the information exchange, technical analysis, and cooperation necessary to address and resolve such conflicts. Nevertheless, beyond the organizational structure, Marion County's Working Group for Disaster Mitigation and Recovery will utilize the following sequential actions to identify, address and seek to correct conflicts and inconsistencies between governmental entities:

The Mitigation Planning Subcommittee, in cooperation with the Working Group's staff, will develop an initial "baseline" of existing statutes, regulations, policies and procedures of all of the local government jurisdictions in Marion County. This baseline will accomplish the following:

- Inventory each governmental entity;
- Catalogue their statutes, plans and policies related to hazard mitigation and post-disaster redevelopment controls;
- Describe and assess the initially apparent shortfalls, conflicts and inconsistencies of and between governmental entities;
- Offer recommendations for the Working Group to consider on modifications and/or corrective actions to reduce the number and scope of such shortfalls, conflicts and inconsistencies.

To the extent feasible, the Mitigation Planning Subcommittee, with the support of the Working Group's staff, will further identify the regulations, standards and/or industry and business criteria utilized for disaster mitigation and recovery by the key elements of the private sector of Marion County. These will be assessed in relationship to the mitigation and recovery programming currently being implemented by the governmental entities of Marion County. This assessment may also indicate shortfalls, conflicts and/or inconsistencies between the public and private sector, warranting further attention from the Working Group as it develops its Local Mitigation Strategy.

As the Mitigation Planning Subcommittee develops the proposed Local Mitigation Strategy for consideration and adoption by the Steering Committee, or during one of the biannual updates, this procedure anticipates that definition of mitigation initiatives, and assignments of priority thereto, will further uncover inconsistencies and contradictions between the desired or needed

programming by governmental entities. When such issues are so identified, they will become the responsibility of the Mitigation Planning Subcommittee to identify a resolution to the problem area by using the following steps:

Step 1) The Mitigation Planning Subcommittee will be responsible for identification and precise definition of the inconsistency, contradiction or conflict in mitigation or recovery programming or control among governmental entities or between governmental entities and the private sector.

Step 2) In the event the subcommittee is unable to resolve such conflicts in a timely manner through discussion at its regularly scheduled meetings, and at the discretion of the designated lead agency representative of the Mitigation Planning Subcommittee, a number of individuals from within or outside of the subcommittee will be assigned to serve on a special, temporary task force to further assess the conflict. The number of individuals so assigned will be at the discretion of the lead agency representative, as will the need to request the Working Group's staff to support the task force in the evaluation. In all cases, the assigned individuals will include both representatives of the jurisdictions or private sector elements with direct interests in the outcome of the evaluation, and other individuals with no direct interest in the outcome of the evaluation, if at all feasible.

Step 3) The assigned task force will assess the situation and formulate a recommendation for corrective action for consideration and action by the Mitigation Planning Subcommittee. This recommendation will be prepared in writing and provide a complete description of the characteristics and importance of the conflict, define the feasible options available for resolution of the conflict, as well as the basic advantages and disadvantages of each. The recommendation will also identify the option preferred by the task force and the underlying reasons for this preference.

Step 4) The entirety of the Mitigation Planning Subcommittee will review the recommendation of the task force and vote for concurrence. The lead agency representative will then relay the task force's recommendation, with the results of the vote of the Mitigation Planning Subcommittee on the preferred option, to the chair of the Steering Committee.

Step 5) The recommendation and vote of the Mitigation Planning Subcommittee will then be presented by the chair of the Steering Committee to that group at its next regularly scheduled meeting. Formal action on the recommendation will then be taken in accord with the procedures given above, and/or if appropriate, the Mitigation Planning Subcommittee will be requested to incorporate the action into the Mitigation Strategy.

The initial baseline will be utilized by the Subcommittee to recommend to the Steering Committee one or more proposed actions by governmental entities to correct inconsistencies

and address conflicts and, with the concurrence of the Steering Committee, these would be included in the Working Group's overall Local Mitigation Strategy for Marion County.

## **Procedures for Evaluating and Updating the Mitigation Strategy**

Once prepared, the Working Group's Local Mitigation Strategy will be evaluated and updated on a continuing basis. The Mitigation Planning and Risk Assessment Subcommittees will be responsible for this process.

On no less than a biannual basis, the following steps will be taken by the Working Group to accomplish this procedure:

Step 1. The Mitigation Planning Subcommittee will conduct the following tasks:

- Consult with the Financial Issues Subcommittee to determine the current status of funding and implementation of the priority mitigation initiatives as defined in the current edition of the Local Mitigation Strategy, as well as to determine if any new federal, state, local or private sources for funding of mitigation initiatives have become available to the Working Group, local government or key elements of the private sector;
- Review the records of the meetings of the Steering Committee and Working Group from the preceding two-year period to identify any proposals for new mitigation initiatives;
- Review the status of federal, state and local legislation related to hazard mitigation programming promulgated during the preceding two year period and identify any regulations, requirements or guidelines pertinent to the Working Group's mission or the contents and format of the Local Mitigation Strategy;
- Request the Public Affairs Subcommittee to assess the community's current attitudes and perceptions regarding implementation of the hazard mitigation strategy to date, and the types of modifications and/or enhancements that would likely be acceptable to the community at large;
- Prepare a written description of the status of the each of the priority mitigation initiatives, new legislation and/or new funding sources for mitigation initiatives, as well as comments on the public acceptability of likely changes to the Strategy. Transmit the report to the chair of the Steering Committee and each of the Working Group's then existing subcommittees;

- Review all post-event assessments of disasters and emergencies occurring in the intervening two year period to identify the effectiveness of any mitigation initiatives involved, as well as to identify any new vulnerabilities or risks indicated by the events;
- Research any new information regarding hazards threatening the County, the vulnerabilities to those hazards, and the risks associated with the vulnerabilities;
- Review the predicted effectiveness of any mitigation initiatives being initiated at the time of the assessment, but not yet completed;
- Prepare a written report regarding the results of the assessment, emphasizing the judged effectiveness of the mitigation initiatives in place and defining any new risks to the community becoming apparent during the preceding two-year period;
- Provide the written report to the chair of the Working Group's Steering Committee and the lead agency representative to each of the subcommittees.

Step 2) Concurrently with Step 1, the Risk Assessment Subcommittee will accomplish the following tasks:

Step 3) Using the results of Steps 1 and 2, the Mitigation Planning Subcommittee will identify those portions of the current edition of the local mitigation strategy that necessitate expansion, enhancement or updating. The lead agency representative will then identify to the chair of the Steering Committee the scope, schedule and resources required to develop a revision of the Local Mitigation Strategy.

Step 4) Upon instruction from the chair of the Steering Committee, and with the cooperation of the Working Group's staff, the Mitigation Planning Subcommittee will prepare a draft of the update and circulate copies to all members of the Steering Committee.

Step 5) The Steering Committee members will individually review the draft of updated Strategy and provide comments to the Mitigation Planning Subcommittee for consideration. Following a reasonable time period for review, the Mitigation Planning Subcommittee will revise the draft as needed, and submit it to the Steering Committee for review and release as a draft.

Step 6) Pursuant to the procedure given above, the Steering Committee will take a formal action to release the draft of the updated Local Mitigation Strategy for public review. Upon an affirmative vote, the draft will be released publicly for a request for comments, or, if not affirmed, the draft will be returned to the Mitigation Planning Subcommittee for further revision.

Step 7) The Public Affairs Subcommittee will prepare media releases and legal notices regarding the availability of the draft for review by the public. The subcommittee would take additional steps to encourage all members of the Working Group to review the draft in detail prior to the meeting in order to comment more effectively on the document.

Step 8) The Steering Committee and Working Group's staff would prepare a public presentation summarizing the findings and conclusions reached by the Working Group in the preceding steps, as well as highlighting the proposed changes in the Strategy.

Step 9) At the meeting of the Working Group, the presentation prepared in Step 8 will be given to the members, and comments will be received and recorded for further consideration. The record of the meeting will remain open for 15 days after the conclusion of the Working Group's meeting in order to receive any further written comments.

Step 10) As needed, following the close of the comment period, the Mitigation Planning Subcommittee will modify the draft of the strategy and submit a final edition to the Steering Committee for formal adoption in accord with the procedures for such action given above.

## **Procedures for Coordination of Public and Private Mitigation Initiatives**

A major purpose to be achieved in establishing the Working Group is to provide an ongoing forum for cooperative efforts, information exchange and continuing consultation between the public and private sectors of Marion County. As such, the presence of representatives of all local government jurisdictions as well as key elements of the County's private sector on the Steering Committee and its subcommittees are expected to provide for coordination of public and private sector mitigation initiatives.

In addition to the organizational structure, however, the following responsibilities and provisions will be followed by each of the Working Group's Subcommittees in the conduct of their activities:

All Subcommittees: Each subcommittee's lead agency will have a responsibility to strive to achieve an appropriate balance in representation from the local government, private enterprise and community interest groups. If difficulty is encountered in maintaining a balanced representation, the subcommittee's lead agency may request assistance from the Public Affairs Subcommittee in recruiting additional members from other sources.

The Risk Assessment Subcommittee: In all of the analytical efforts conducted by this subcommittee, the risk exposure of both local government and the business community to the hazards threatening the County will be considered.

The Mitigation Planning Subcommittee: In all of the planning efforts, including identification of structural and non-structural mitigation initiatives, this subcommittee will include

consideration of initiatives applicable to local government, business and industry, as well as the general public, whether such initiatives would affect only one of these sectors of the community or all of them.

The Financial Issues Subcommittee: A major focus of this subcommittee's efforts will be on the financial vulnerability of the community to disasters, and the need for effective capabilities in disaster recovery. This subcommittee will work with the Risk Assessment Subcommittee, and the Mitigation Planning Subcommittee to ensure that the financial concerns of the private sector, as well as the public sector, are fully considered in the development, implementation and evaluation of the Local Mitigation Strategy. This subcommittee, in fulfilling its responsibility to seek sources of funding for planning and implementation of mitigation initiatives, will pursue available opportunities for private sector funding of mitigation initiatives as well as governmental sources.

The Public Affairs Subcommittee: It is the responsibility of this subcommittee to engage all sectors of the community in the activities of the Working Group, including the business community. As such, the subcommittee will be available to assist other subcommittees on maintaining the involvement of the private sector and an awareness of the mitigation initiatives undertaken by this component of the community.

## **Procedure for Identification of Potential Mitigation Initiatives**

The Mitigation Planning Subcommittee is responsible for identification and definition of potential mitigation initiatives for inclusion in the Local Mitigation Strategy. Input for this definition process may come from a variety of sources, including but not limited to:

- The Risk Assessment and Financial Issues, based on the results of the vulnerability assessment and risk analysis;
- From local input gained through interaction with all members of the Working Group;
- From analysis of the inconsistencies or conflicts among the statutes and policies of local jurisdictions and/or the mitigation programming of the private sector in relation to the public sector;
- A proposal from any source for a mitigation initiative received and processed by the Working Group in accord with procedures given above;

To facilitate evaluation of each proposed mitigation initiative, the Mitigation Planning Subcommittee will define each separate initiative, using the best information readily available at the time, by providing the following:

Item 1: The general type of initiative –

Non-structural initiatives:

- Code, statute or policy development/enforcement
- Plan or procedure development
- Land purchase and restriction
- Training or education
- Research, investigation or analysis
- Other

Structural initiatives:

- Retrofitting of existing vulnerable structures
- Demolition and removal of vulnerable structures
- Construction of new mitigation initiatives
- Reconstruction of existing mitigation initiatives

Item 2: The hazard(s) addressed:

All hazards

- Water hazards
- Wind hazards
- Fire hazards
- Hazardous materials
- Other technological hazards
- Societal hazards
- Agricultural hazards
- Other hazards

Item 3: Risk/loss category affected

- Demonstrated repetitive loss
- Predicted loss
- Level of risk (High, medium, low, uncertain, etc.)

Item 4: The geographic area benefited and/or impacted

- Size (square miles)
- Jurisdiction(s)

Item 5: The estimated population benefited

- Number of people
- Special characteristics or concerns (e.g., special needs)
- Item 6: For structural initiatives:
  - Preferred project sponsor
  - Alternative project sponsor
  - Estimated cost
  - Predicted benefits (Value of damage avoided, environmental resource protected, deaths and injuries avoided)
  - Schedule for initiation and completion
  - Complexity of approval/permitting
  - Most likely funding source
  - Other possible funding sources
  - Probability of community acceptance

Item 6: For non-structural initiatives:

- Alternative implementing agency/organization
- Probable implementing agency/organization
- Estimated costs for implementation
- Proposed schedule for implementation
- Estimated cost impact in the target area
- Predicted benefits (Value of damage avoided, environmental resource protected, death and injuries avoided)
- Complexity of approval/adoption
- Probability of community acceptance

It is the intention of this procedure that this information be preliminary estimates, and that the level of data gathering to support this activity be commensurate with the resources and time available for the analysis. It is not intended that highly detailed, design-level information be gathered in order to define the proposed mitigation initiatives.

## **Bylaws of the Marion County, Florida, Hazard Mitigation Working Group**

### **ARTICLE I. PURPOSES OF THE WORKING GROUP**

The purpose of the Marion County Hazard Mitigation Working Group is to decrease the vulnerability of the citizens, governments, businesses and institutions of Marion County, Florida, to the future human, economic and environmental costs of natural, technological, and



societal/manmade disasters. The Working Group will develop, monitor, and maintain a local strategy for hazard mitigation and post disaster redevelopment which will be intended to accomplish this purpose.

## **ARTICLE II. MEMBERSHIP**

Participation in the Marion County Working Group for Hazard Mitigation is voluntary by all participating entities. Membership is established in accord with the following provisions:

- Membership in the Working Group is open to all jurisdictions, organizations and individuals supporting its purposes; and
- The membership and participation of local governments in the Working Group is controlled by contractual agreements between the Florida Department of Community Affairs, Marion County, and the participating municipalities, which are listed in Attachment A. These contractual agreements are incorporated hereto by reference, and their provisions are controlling.

## **ARTICLE III. ORGANIZATIONAL STRUCTURE**

The organizational structure of the Working Group shall consist of a Steering Committee and permanent and/or temporary subcommittees.

### **A. The Steering Committee**

The Working Group shall be guided by a Steering Committee of not more than fourteen members, consisting of designated representatives of the following:

- One representative from the government of Marion County and each participating municipality,
- One representative from organizations and associations representing key businesses, industry, and community interest groups of Marion County, and
- Other such individuals appointed by a majority vote of the Steering Committee.

Members of the Steering Committee will be designated by formal resolution, appointment or other action to serve as the official representative and spokesperson for the jurisdiction or organization regarding the activities and decisions of the Working Group. To maintain good standing; members of the Steering Committee must have un-excused absences of more than three consecutive meetings.

## B. Subcommittees

The Working Group shall have four permanent subcommittees: Risk Assessment, Mitigation Planning, Public Information, and Financial Issues. Membership of the permanent subcommittees is unlimited and is open to all interested jurisdictions, organizations and individuals.

Temporary subcommittees may be established at any time for special purposes by the chair of the Steering Committee, and their membership designated at that time.

Membership in the subcommittees is not restricted. There are no requirements for individuals to maintain good standing as members of a permanent or temporary subcommittee.

## C. Program Staff

The Marion County Community Services Department, or other county agencies as may be subsequently designated, will provide and/or coordinate individual and organizations serving as the program staff for the Working Group.

## **ARTICLE V. OFFICERS**

Any member in good standing of the Steering Committee is eligible for election as an officer. The Steering Committee will have a chair elected by a majority vote of a quorum of the members. The Steering Committee will also elect by majority vote a vice-chair. One of these positions will be elected from the representatives of local government and the other from the representatives of the private sector. Each will serve a term of one year, and be eligible for re-election for an unlimited number of terms. The chair and vice-chair of the Steering Committee are also considered to be chair and vice-chair of the Working Group.

The chair of the Steering Committee will preside at each meeting of the Steering Committee, make assignments of Steering Committee members to the permanent subcommittees, as well as establish temporary subcommittees and assigned personnel to them. The vice-chair will fulfill the duties and responsibilities of the chair in his or her absence.

The chair of each permanent or temporary subcommittee will be designated from the members in good standing of the Steering Committee by its chair, and will serve at the pleasure of the chair of the Steering Committee.

## **ARTICLE VI. RESPONSIBILITIES**

### A. Steering Committee

The Steering Committee will be responsible for oversight and coordination of all actions and decisions by the Working Group, and is solely responsible for formal actions in the name of the Working Group, including the release of reports, development of resolutions, issuance of position papers, and similar activities. The Steering Committee makes assignments to the subcommittees, coordinates their work, and takes action on their recommendations.

### B. Subcommittees

The permanent subcommittees have the following responsibilities:

1. Risk Assessment - to identify, analyze, and monitor the hazards threatening Marion County and the vulnerabilities of the community to those hazards, as well as to assist in the definition of actions to mitigate the impacts of those hazards.
2. Mitigation Planning - to define structural and non-structural actions needed to decrease the human, economic and environmental impacts of disasters, and to prepare for consideration and action by the Steering Committee a strategy for implementation of those initiatives in both the pre- and post- disaster time frame.
3. Financial Issues - to define the general financial vulnerability of the community to the impacts of disasters, to assist with identification of initiatives to minimize that vulnerability; and seek funding sources for all priority mitigation initiatives identified in the mitigation strategy developed by the Working Group.
4. Public Information - to secure public input and comment on the efforts of the Working Group; to inform the public about the activities of the Working Group; to conduct public information and education programs regarding hazard mitigation; to assist with the conduct of public hearings; and, to promote public acceptance of the strategy developed by the Working Group.

The permanent subcommittees may be combined or further divided into small groups at the discretion of the chair of the Steering Committee, and their duties and responsibilities altered accordingly. The responsibilities of temporary subcommittees will be defined at the time they are established by the chair of the Steering Committee.

### C. Program Staff

Technical, clerical and other types of support activities to the Steering Committee and subcommittees will be provided through the Marion County Growth Services Department and other county agencies as assigned. The Growth Services Department will also serve as the legal

governmental representative of the Working Group, and is empowered under County statutes to accept and disburse funds, enter into contracts, hire staff, and take such other actions as necessary in support of, or in the name of, the Working Group. Other jurisdictions and organizations may also provide such services on a voluntary basis upon request of the Growth Services Department and/or the chair of the Steering Committee.

#### A. Authority for Actions

Only the Steering Committee has the authority to take final actions in the name of the Working Group. Actions by subcommittees or program staff are not considered as final until affirmed by action of the Steering Committee.

#### B. Meetings, Voting and Quorum

Meetings of the Steering Committee and its subcommittees will be conducted in accord with Robert's Rules of Order, when deemed necessary by chair of the meeting. Regular meetings of the Steering Committee will be scheduled with a minimum of 10 working days notice. The scheduling of meetings of a subcommittee is at the discretion of its chair.

All final actions and decisions made in the name of the Working Group will be by affirmative vote of a quorum of the Steering Committee. A quorum shall be fifty percent of the members of the Steering Committee in good standing at the time of the vote. Each member of the Steering Committee will have one vote. Voting by proxy, written or otherwise, is not allowed.

#### C. Special Votes

Special votes may be taken under emergency situations or when there are other extenuating circumstances that are judged by both the chair and vice-chair of the Steering Committee to prohibit scheduling of a regular meeting of the Steering Committee. Special votes may be by telephone, email and/or first class mail, and shall be in accord with all applicable statutes for such actions.

#### D. Public Hearings

When required by statute or the policies of Marion County, or when deemed necessary by the Steering Committee a public hearing regarding actions under consideration for implementation by the Working Group will be held.

#### E. Documentation of Actions

All meetings and other forms of action by the Steering Committee and permanent subcommittees will be documented and made available for inspection by the public.

### **VIII. ADOPTION OF AND AMENDMENTS TO THE BYLAWS**

The Bylaws of the Working Group may be adopted and/or amended by a two-thirds majority vote of the members in good standing of the Steering Committee. All proposed changes to the bylaws will be provided fourteen (14) days prior to such a vote.

### **IX. DISSOLUTION OF THE WORKING GROUP**

The Working Group maybe dissolved by affirmative vote of 100% of the members in good standing of the Steering Committee at the time of the vote, by order of a court of competent jurisdiction, and/or by instruction of the Marion County Board of Commissioners. At the time of dissolution, all remaining documents, records, equipment and supplies belonging to the Working Group will be transferred to the Marion County Office of Emergency Management for disposition.