

**TEXOMA COUNCIL OF GOVERNMENTS
HOMELAND SECURITY ADVISORY
COMMITTEE BYLAWS**
Adopted October 19, 2016

ARTICLE I
NAME

The name of this body shall be the Texoma Council of Governments Homeland Security Advisory Committee (“HSAC”).

ARTICLE II
AUTHORITY

The Homeland Security Advisory Committee is created by the Texoma Council of Governments [“TCOG”].

ARTICLE III
ACTIVITIES

The primary function of the HSAC is to provide planning and project funding guidance to the TCOG Governing Body as needed on homeland security matters.

ARTICLE IV
MEMBERSHIP

The membership of the HSAC shall be composed of the Emergency Management Directors and Emergency Management Coordinators as defined under the Texas Disaster Act (Government Code Chapter 418) of Cooke, Fannin and Grayson Counties and the Cities of Bonham, Denison, Gainesville and Sherman. Members who fail to meet the definition of an Emergency Management Director or Emergency Management Coordinator shall immediately lose their Membership.

TCOG Criminal Justice & Emergency Planning Coordinators shall serve as ex-officio Members and provide staff support.

The HSAC shall request the TCOG Governing Body to appoint a liaison from the members of the Governing Body to serve as an ex-officio member of the HSAC to facilitate communications between the entities.

Officers of the HSAC shall consist of a Chairperson and a Vice-Chairperson.

1. Officers will be elected by the Members and will serve for a two (2) year period. Elections for Chairperson and Vice-Chairperson will take place every two years at a regularly scheduled HSAC meeting held in fall provided that a quorum of the membership is present.
2. Officers so elected must be approved by the TCOG Governing Body before assuming office.
3. No person can be appointed as Chair or Vice-Chair for more than two consecutive terms.
4. Officers shall begin their term of office on January 1.
5. The first election of officers shall take place in Fall of 2004. An Interim Chair shall be chosen by the Members at their first meeting and shall serve until the first duly elected Chair has been approved for office by the TCOG Governing Body.

The following constitute the duties of HSAC officers:

1. The Chairperson shall:
 - a. Preside at all meetings of the HSAC;
 - b. Call meetings of the HSAC;
 - c. Appoint persons to complete terms of Members who leave the HSAC before their term of office is completed; and,
 - d. Create temporary sub-committees as the need arises to perform specific tasks related to the business of the HSAC.
2. The Vice-Chairperson shall, during the absence or incapacity of the Chairperson, act as Chairperson of the HSAC, and when so acting, shall have all the duties, responsibilities, powers, and privileges of the Chairperson.

ARTICLE V
GRANT APPLICATION/REVIEW

The following policies and procedures are established for the purpose of defining the rules and regulations that will govern the application process in all funding streams controlled by the Office of the Governor's Homeland Security Grant Division (HSGD) as outlined in the Interagency Agreement by and between HSGD and TCOG as it relates to the TCOG/HSAC.

- A. Eligibility.
Applicants shall follow posted OOG, HSGD Request for Application and TCOG HSAC Policies to determine eligibility.
- B. Training.
 1. Applicants for HSGD funding in the Texoma Region are required to attend a mandatory grant application or grant administration workshop on an annual basis. Applicants are required to present a synopsis of the project and be available to answer questions at the HSAC application prioritization meeting.
Exception:
If attendance at the regularly scheduled workshop/meeting is not possible for an applicant, the applicant must contact the TCOG Public Safety Program Manager prior to the workshop/meeting to secure the required training in another manner.
- C. Pre-Application.
 1. TCOG shall notify current grantees and other requestors in the region of the availability of current HSGD grant applications.
 2. TCOG shall inform current grantees and other requestors of the availability of relevant TCOG policies and bylaws, and shall provide such policies and bylaws to current grantees and requestors upon request.
- D. Review Process.
 1. All HSGD applications received in the Texoma Region will be prioritized by the HSAC according as related to Homeland Security issues and needs within the region.
 2. All recommendations of the HSAC will be reviewed by the TCOG Governing Body. If the Governing Body approves the recommendation of the HSAC, the TCOG Governing Body will make recommendation to HSGD for funding.
- E. Notification
 1. All grant applicants shall be notified by email within ten working days of the prioritization meeting of the rank for their grant application and the final rankings for all applications reviewed at the HSAC meeting.

ARTICLE VI
VOTING RIGHTS/CONFLICT OF INTEREST

Each Member, but not ex-officio Members, shall have one vote on business coming before the HSAC. Proxies shall not be allowed. Members must be present to vote on business before the HSAC.

1. HSAC member must abstain from scoring and voting on any grant application, other than a grant application submitted by a COG, during the prioritization process if the member or an individual related to the member within the third degree by consanguinity or within the second degree by affinity:
2. Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded;
3. Serves on any governing board that oversees the unit or division that would administer the grant, if awarded;
4. Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant agency; or
5. Receives any funds, or a substantial amount of tangible goods or routine services, from the applicant agency as a result of the grant, if awarded.

If any applicant, HSAC member, COG personnel or other individual has reason to believe that favoritism or inappropriate actions were displayed during the scoring or prioritization of HSGD projects, the COG shall ensure that the concerns are shared with HSGD as soon as possible.

ARTICLE VII
MEETINGS

The HSAC shall meet as often as necessary to accomplish HSAC business, as determined by the Chairperson. Any Member may create an agenda item by directing a TCOG Criminal Justice & Emergency Planning Coordinator to add the item to the next HSAC agenda.

A quorum of one half of the Members, not including ex-officio Members, shall be present in order for the HJSAC to conduct business.

ARTICLE VIII
GENERAL PROVISIONS

All meetings of the HSAC will be conducted in accordance with the provisions of the Texas Government Code, Chapter 551, and Texas Open Meetings Act, as modified by the provisions of the Texas Government Code, Chapter 418, Emergency Management. The Chair shall determine when the provisions of Chapter 418 shall apply.

ARTICLE IX
BYLAW CHANGE PROCEDURE

These Bylaws can be changed by an affirmative vote of eight (8) members of the current HSAC upon two weeks' notice of the proposed changes. All amendments must be approved by TCOG Governing Body prior to taking effect.