



**2024 - 2025**

***HOMELAND SECURITY ADVISORY COMMITTEE***

***BY-LAWS***

— **Deep East Texas Council of Governments, 1405 Kurth Drive Lufkin, Texas 75904 Office: 936-634-2247** —

Executive Director  
Lonnie Hunt

Program Planners  
Mark Cunningham  
Candy Marcotte

Program Director  
Mike Claude



## **ARTICLE I – NAME**

The Homeland Security Advisory Committee to the Board of Directors of the Deep East Texas Council of Governments (DETCOG) shall be known as the HSAC.

## **ARTICLE II – PURPOSE**

The HSAC shall assist and advise the DETCOG Board of Directors on all appropriate matters relating Emergency Preparedness and Homeland Security in Angelina, Houston, Nacogdoches, Newton, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity, Tyler Counties, and the Alabama Coushatta Tribe of Texas by:

1. Participating as an Advisory Committee and working groups for local, regional, and state planning.
2. Participate in the development to help assess the risks and threats of man-made, technological, and natural hazards and identify gaps in regional capabilities (THIRA and SPR).
3. Participate in the development of the region's annual DETCOG THIRA/SPR & IP for the Texas Department of Emergency Management.
4. Participate in the development and implement a Risk Informed Methodology for prioritization of local jurisdiction projects.
5. Review, prioritize local projects submitted that meet the priorities to sustain and close gaps in capabilities at the direction of the Office of the Governor (OOG) Homeland Security Grants Division (HSGD) and make recommendations to the DETCOG Board of Directors for ratification.
6. Respond to requests for information from Department of Homeland Security (DHS), Texas Division of Emergency Management (TDEM), Office of the Governor / Homeland Security Grant Division (OOG/HSGD), the Texas Office of Homeland Security, Texas



Association Regional Councils (TARC) and/or other homeland security programs, for assistance or information gathering.

7. Assist in identifying shortfalls in local jurisdictions' training and exercise needs and promote, facilitate training and HSEEP-compliant exercises for local jurisdictions, officials, and emergency responders. Participate in TDEM's Training and Exercise Planning Workshops.

8. Assist in developing, reviewing and implementation updates to the Regional Interoperable Communications Plan (RICP)

9. Assist in the planning, devolvement, of interoperable radio communications infrastructure for the DETCOG Region.

### **ARTICLE III – MEMBERSHIP**

1. Members of the HSAC should not exceed 22 voting members.

2. Membership on the HSAC shall be structured to comply with any requirements mandated by Federal Emergency Management Agency (FEMA), the Office of the Governor (OOG) State Public Safety Office (PSO), Homeland Security Grants Division (HSGD) and the Texas Division of Emergency Management (TDEM).

3. Membership on the HSAC shall be broadly multi-disciplinary from throughout the DETCOG Region.

4. There shall be no discrimination in any respect in selection of members or any activity of the HSAC due to age, religion, sex, race, handicap, or political creed.

5. Citizen representation may not hold the position of Chair or Vice Chair, within the HSAC involving the development of or implementation of matters of policy.

6. A member of the HSAC may serve if the individual's professional duties qualify the member to represent the HSAC component for which the appointment was made.

7. Upon the occurrence of a vacancy on the HSAC, the vacating Member's County



Judge or City Manager may recommend a successor member to represent their Jurisdiction.

8. The DETCOG Board President shall make all appointments to the HSAC with the advice of the DETCOG Executive Director and consent of the DETCOG Board of Directors.

#### **ARTICLE IV – REMOVAL FROM OFFICE or COMMITTEE**

1. Resignation or inability to represent the Emergency Preparedness systems component for which the appointment was made automatically removes a member of the HSAC.
2. A member of the HSAC Officer or Member may be removed for failure to attend three (3) consecutive meetings of the HSAC or violation of these Bylaws or RIM.

#### **ARTICLE V – OFFICERS**

1. Officers of the HSAC shall be the Chair and the Vice Chair.
2. Officers shall be appointed by the DETCOG Board President and shall serve for a period not to exceed (4) years and at the discretion of the President of DETCOG.
3. The duty of the Chair is to prepare a tentative agenda for each meeting of the HSAC, and to direct the notification of members of the HSAC of the scheduling of meetings, to serve as presiding officer at meetings of the HSAC, to appoint sub-Committees as necessary of or vested in the Chair of the HSAC.
4. The duty of the Vice-Chairman is to serve in the absence of the Chairman. In the absence of both the Chairman and the Vice-Chair, the HSAC shall designate a member to preside in their absence during the meeting.



## ARTICLE VI – MEETINGS

1. Meetings of the HSAC shall be held as deemed necessary by the Chair or Vice Chair of such time and place as designated.
2. The Chair of the Committee will preside over all Committee meetings. In the absence of the Chair, the Vice Chair will preside. If both the Chair and Vice Chair are absent from a duly called meeting, the Committee Members who are in attendance may, by consensus, select a temporary chair strictly for the purpose of presiding over that meeting.
3. Members of the HSAC shall receive notification of meetings consistent with the statutes of the State of Texas and the Texas Open Meetings Act, in accordance with Chapter 551, Government Code.
4. Meetings of the HSAC shall be public meetings with the tentative agenda posted at the offices of DETCOG consistent with the statutes of the State of Texas and the Texas Open Meetings Act.
5. A simple majority of those present and voting will be enough to decide any questions before the HSAC. A quorum may be constituted by at least (9) voting members of the HSAC in attendance at any meeting.
6. If a quorum is not present the chair may call for a canvass of the members present and the DETCOG Public Safety Staff may “canvass” the entire HSAC Members by electronic communications. The canvass by electronic communications will have a time limit set for members to reply and the results will be posted as well as kept as part of the minutes of the proceedings. The “canvas” will show the votes of those present, those who voted by email and those “not responding”.
7. Each member of the HSAC shall have only one vote but each member of this committee may appoint one individual who may serve as an alternate if that individual is not a current member of this committee.



8. DETCOG Public Safety Program Staff shall document all HSAC proceedings related to HSAC business by recording the HSAC/EPTF proceedings and/or by preparing written minutes of the HSAC proceedings. If written minutes are prepared, the written minutes must be certified with the signature of the HSAC/EPTF Chair, Vice Chair or a member who was in attendance at the meeting and was not disqualified from voting.

9. The HSAC may, at the discretion of the Chair or Vice Chair, hold any regular business meeting via tele-meeting or internet application, which will be provided by the DETCOG Public Safety Program (PSP). The Annual Scoring & Prioritization Meetings should be held in a central location, preferably the DETCOG Regional Headquarters, in Lufkin, Texas or any other location deemed suitable.

10. Any tele-meeting that is audio/video recorded, and a copy of the recording will be stored with the DETCOG Director of Technology, in a manner which complies with the Texas Open Meeting Act.

11. In the event of unforeseen Local, State or Federally Declared Disaster or Emergency or it is unfeasible/unsafe for the HSAC to physically meet, the DETCOG Executive Director is authorized to designate an emergency ad-hoc committee to temporarily act on behalf of the HSAC on any matter, including but not limited to grant application scoring and prioritization, only in the event that virtual or tele-conferencing meeting is impossible.

## **ARTICLE VII – AMENDMENTS**

1. These By-Laws may be amended by majority vote of those HSAC members present.
2. Proposed amendment(s) must be submitted to the members of the HSAC at least five (5) days prior to the meeting at which action is to be considered.
3. Amendment(s) to any one section of the By-Laws does not necessarily invalidate the remainder.
4. The Board of Directors of DETCOG, must approve the By-Laws as well as any revisions thereto.



## **ARTICLE VIII – ADOPTION**

The DETCOG Homeland Security Advisory Committee (HSAC) recommends that the updated 2024-2025 By-Laws should be adopted and become effective at such time as they have been approved and ratified by the DETCOG Board of Directors.

*Prepared & presented by : Mike Claude*

*HSAC Approval : 10.04.2024*

*DETCOG BOD Approval : 10.24.2024*