

# LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL CITIZEN CORPS BY-LAWS

## **ARTICLE I - NAME**

The name of the Committee shall be the Lower Rio Grande Valley Development Council (LRGVDC) Citizen Corps Committee. This committee shall serve citizens of Cameron, Hidalgo, and Willacy Counties.

## **ARTICLE II- AUTHORITY**

The LRGVDC Citizen Corps Committee is hereby created by the citizens of the Lower Rio Grande Valley under the authority of the USA Freedom Corps Initiative in 2002. The Committee shall furnish policy guidance to the local LRGVDC Citizen Corps and sub-programs listed such as Community Emergency Response Team (CERT), Volunteers In Police Services (VIPS), Medical Reserve Corps (MRC), and Neighborhood Watch (NW).

## **ARTICLE III - FUNCTIONS OF COMMITTEE**

The LRGVDC Citizen Corps shall carry out the following:

1. Educate the public on safety; help citizens take an active role in protecting themselves from harm.
2. Spearhead efforts to offer citizens new and existing volunteer opportunities
3. Promote all Citizens Corps programs and activities. This includes Community Emergency Response Training (CERT) program; Volunteers in Police Services (VIPS) program; Medical Reserve Corps (MRC) program; and Neighborhood Watch (NW) program
4. Capture innovative practices and report duplicatable accomplishments
5. Survey the community to assess increases awareness and Citizen Corps participation

## **ARTICLE IV – PROCEDURES, MEMBERSHIP, AND RECORDS**

The following rules shall govern the procedures, membership, and records of the LRGVDC Citizen Corps.

Officers

A Chairman, two (2) Vice-Chairmen, Secretary and Treasurer shall be recommended by the LRGVDC Citizen Corps Membership and approved/ratified by the Lower Rio Grande Valley Development Council (LRGVDC) Board of Directors. One half of the officers will be appointed the first year and then every two years after that. The second half of the membership will be appointed the second year and then every two years after that. Officers will serve a 2-year term of office which will begin October 1<sup>st</sup>. These officers along with two other members shall constitute the Executive Committee for the LRGVDC Citizen Corps. All efforts shall be made to ensure Cameron, Hidalgo, and Willacy Counties have equal representation on this Executive Committee.

Membership

Membership on the LRGVDC Citizen Corps will be composed of emergency management and first responder community; volunteer community service, faith-and community-based organizations; educational institutions; medical facilities; business and industry; and community's neighborhood networks of substantially equivalent proportions that include representatives from Cameron, Hidalgo, and Willacy Counties. Total Council membership shall be 15 persons appointed for three-year terms. The only requirement for membership shall be that members make a commitment to educate the public on safety; help citizens take an active role in protecting themselves from harm; teach citizens what to do in the event of a crisis; and expand volunteer opportunities that contribute to making communities safer. Vacancies *may be* filled by the Chairman to complete an unexpired term if a replacement is not found. All persons nominated by the Council to be approved/ratified by the full Council. They will serve two-year terms which will begin October 1<sup>st</sup>, and end September 30<sup>th</sup>. Membership will be based on the individuals experience and dedication to serving the community. Alternates may be chosen to temporarily represent Council member also based on the same qualifications.

Voting

Each member of the LRGVDC Citizen Corps or his/her alternate shall have one (1) vote. Each member or his/her alternate must be present to cast a vote. An alternate must be associated on a permanent basis with the organization he is representing.

Quorum for Transactions The Quorum for transaction of any business shall be thirty-three (33%) of the total current membership.

Meetings Meetings shall be held at least monthly by the LRGVDC Citizen Corps for the purpose of planning. Additional meetings may be called by the Chairman as needed. Whenever possible, the Chairman shall announce the meeting and provide written notice of the date, hour, place and subject of the meeting. This notice will be mailed and postdated to each member at least seven (7) days in advance of the meeting date. All meetings shall be held in compliance with Article 6252-17, Vernon's Annotated Civil Statutes; commonly known as the Texas Open Meetings Law.

Minutes Minutes of all meetings shall be kept by the Council Secretary.

Task Groups The Chairman of the Citizens Corps Council shall be responsible for the recruitment of membership to the four Task Groups. Those programs will be **the Community Emergency Response Team (CERT), Volunteers in Police Service (VIPS), Medical Response Corps (MRC), and Neighborhood Watch (NW)**. The membership and duties of the sub-programs shall be confirmed by action of the LRGVDC Citizen Corps. The membership of the task groups may be comprised of members other than members of the LRGVDC Citizen Corps.

**ARTICLE V - ADOPTION AND AMENDMENT OF THESE BY-LAWS**

The following rules shall govern the procedures for the adoption and amendments of the Rules of Operation contained herein.

Adoption These Rules of Operation will be adopted by the Board of Directors of the LRGVDC.

Amendments An Amendment to these procedures may be proposed by a majority vote of the LRGVDC Citizen Corps **present and voting**. A **proposed amendment passed** by the committee shall be submitted for approval to the LRGVDC Board one week prior to a regular monthly meeting of the LRGVDC Board.