

Washington State Community and Technical Colleges

Safety, Security and Emergency Management Council

Bylaws

ARTICLE I – Name and Affiliation

The name of this organization shall be the Washington State Community and Technical College Safety, Security and Emergency Management Council, hereafter referred to as “SSEMC” or “Council”.

ARTICLE II – Authority and Capacity

The SSEMC was proposed by the Business Affairs Commission (BAC) Safety and Security Committee, and approved by BAC and the Washington Association of Community and Technical Colleges (WACTC), establishing the SSEMC in 2012. The SSEMC acts in an advisory capacity to the Business Affairs Commission (BAC), on matters related to safety, security and emergency management.

ARTICLE III – Purpose and Objectives

The Council provides a structure which facilitates communication and collaboration amongst Washington State Community and Technical College safety, security and emergency management personnel, in order to:

1. Provide leadership and professional development related to safety, security and emergency management matters within the community and technical college (CTC) system
2. Provide a professional environment of collaboration across the CTC system’s safety, security and emergency management leadership
3. Develop a robust communication and information sharing network designed to identify best practices in the safety, security and emergency management field
4. Work closely with other councils and commissions, and local jurisdiction agencies to further the safety, security and emergency management capabilities of our campuses
5. Serve our students, faculty and staff better through preparedness, mitigation, response and recovery
6. Collaborate and coordinate planning, training and exercises that will foster well-planned, well-coordinated and well-executed responses to various safety, security and emergency management situations and incidents

ARTICLE IV – Membership

Membership in the SSEMC shall include:

1. One voting member appointed by each college within the Washington State Community and Technical College system.

2. An alternate member appointed by each college. Proxy voting by the college alternate representative is allowed.

Member college fees will be established annually, by the SSEMC Executive Council, to cover SSEMC business expenses. Each college will pay the established fee to the SSEMC Treasurer by July 1 of each year.

ARTICLE V – Officers and Elections

The officers and their duties shall include:

1. Chair

- a. Preside over all membership and Executive Council meetings
- b. Set meeting agenda
- c. Represent the SSEMC at other commission, council or other official meetings

2. Chair-elect

- a. Assume duties of the Chair in his/her absence
- b. Coordinate professional development/training programs
- c. Upon election of a new Chair-elect, he/she shall become the Chair.

3. Secretary

- a. Notify SSEMC members of meeting dates, times, locations and agenda
- b. Record and publish minutes of each SSEMC and Executive Council meeting
- c. Maintain records of all correspondence
- d. Maintain a roster of current SSEMC members
- e. Manage and maintain all SSEMC documents

4. Treasurer

- a. Collect and disburse funds as authorized by the SSEMC
- b. Prepare and present income/expense reports at regular SSEMC meetings

The Chair-elect, Secretary and Treasurer shall be nominated first from the floor by any voting member of SSEMC or by the nominating committee named in this Article, and secondly, The nominating committee shall consist of the chair, the immediate past chair and one member at large selected by the other two committee members.

Elections shall be held at the last meeting of each fiscal year or at interim dates to fill vacancies. The term of each office shall be one year, commencing on July 1.

1. Succession plan.
 - a. Once the term of the Chair expires, or is vacated, the Chair elect shall become the Chair and serve the remainder of the terms of the outgoing Chair plus one full term.
 - b. Once the Chair elect position becomes vacated, the Secretary shall become the Chair elect and serve the remainder of the outgoing chair elects term plus one full term.
 - c. Once the Secretary position becomes vacated, the Secretary elect shall become the Secretary and serve the remainder of the outgoing Secretary term plus one full term.

ARTICLE VI – Meetings and Business Practices

1. Regular SSEMC meetings shall be held on a quarterly basis, scheduled to allow for timely reports to BAC.
2. Executive Board meetings shall be called by the Chair, as necessary.
3. The State Board for Community and Technical Colleges will appoint a staff member to attend regular SSEMC meetings, serving as a liaison and supporting the Council.
4. Non-SSEMC members may be invited to attend or present to the SSEMC, on an ongoing basis or an ad hoc basis.
5. Questions and decisions shall be decided by a simple majority vote of the quorum of the voting members or designees. A quorum shall consist of a simple majority of the voting members or designees.
6. The SSEMC shall establish such permanent or ad hoc committees as are necessary to carry on its work. Committee membership shall be established by the Chair, from the membership of the SSEMC.
7. Roberts Rules of Order shall be used during regular meetings.

ARTICLE VII – Amendments and Revisions

These bylaws may be amended or revised by a 2/3 affirmative vote of SSEMC membership and approval of BAC.

Drafted June 4, 2012

Revised draft August 27, 2012

Approved October 4, 2012

Amended by vote 2/10/2016