



# Solano Community Organizations Active in Disaster

Cooperation, Coordination, Communication, Collaboration

## **Executive Committee**

*Red Cross Northern California  
Coastal Region (NCCR)*

*Center for Volunteer and Nonprofit  
Leadership (CVNL)*

*City of Vallejo*

*Community Action Partnership  
of Solano*

*Food Bank of  
Contra Costa & Solano*

*Salvation Army of Solano County*

*Solano Community Foundation*

*Solano County  
Health & Social Services*

*Solano County  
Office of Emergency Services*

## **Bylaws**

### **I. Name and Jurisdiction**

The name of the organization is the Solano Community Organizations Active in Disaster (SCOAD). SCOAD is the vehicle in Solano County for coordinating private sector, non-profit & community-based organizations, the faith community, and government agencies serving human and animal needs following a disaster. The SCOAD covers the entire geographical area of the County of Solano.

### **II. Mission**

The mission of SCOAD is to facilitate partnerships, provide training, and foster effective service delivery to those affected by disasters in Solano County through the collaboration of community agencies throughout the disaster cycle – preparedness, response, and recovery.

The SCOAD accomplishes its mission by adhering to the following principles:

- **Cooperation**: Culture of cooperation among SCOAD partner agencies/ organizations at all levels and in all phases of disaster preparedness, response and recovery
- **Coordination**: Coordination of the development of SCOAD strategies and procedures and the implementation of services among SCOAD partner agencies/organizations. SCOAD serves as advocate and liaison between its partners and the Solano County Emergency Operations Center (EOC) during a disaster.
- **Communications**: Exchange and dissemination of information among SCOAD partner agencies/ organizations including public and government agencies as appropriate.
- **Collaboration**: Dedication to work together to achieve specific goals and to undertake specific projects during disaster response and recovery operations. SCOAD forms partnerships during the disaster preparedness, response, and recovery phases.

### **III. Purpose and Goals**

The purpose of the SCOAD is to be a coalition of agencies and organizations fostering more effective coordination of emergency response and recovery services among its partner organizations and recruiting others to participate in an integrated plan that will ensure an effective and sustainable organization. SCOAD primary goals include:

- Increase communication and coordination among disaster response/recovery organizations before and after a disaster.
- Eliminate duplication of efforts among responding agencies and maximize service delivery.
- Recruit agencies who can commit to collaborate in providing disaster services and resources.
- Support cross-agency disaster response & recovery planning.

# Solano Community Organizations Active in Disaster

- Enhance communication & coordination among private sector, non-profit & community based organizations, the faith community, and government agencies serving human and animal needs following a disaster.
- Participate with partner agencies in promoting individual and organizational disaster preparedness.
- Provide a forum for information exchange and trainings.
- Address the unmet needs of those affected by a disaster, response and recovery.
- Assist with long-term cooperation, coordination, communication, and collaboration of recovery operations following a disaster in Solano County.

## IV. Partnership

The SCOAD should be made up of those agencies that have a role or resources to support a disaster preparedness/response/recovery effort in the community as well as those agencies/organizations that represent vulnerable/specific needs populations. These include nonprofits, faith communities, government agencies and businesses. Partners may be elected to sit on the Executive Committee and will provide guidance, input, and suggestions to the Executive Committee as appropriate. Partners may participate in working groups as needed.

## V. SCOAD Executive Committee

- The Executive Committee members are members of SCOAD who volunteer to serve; no term limits currently apply.
- Officers for the Executive Committee are selected from within the Executive Committee membership and will serve a term of two years in the same position.
- Members of the Executive Committee will be representatives of SCOAD at various Solano County meetings as needed, and are expected to cooperate, coordinate, communicate, and collaborate with the Executive Committee about such meetings.
- Officers:
  - **Chair:** Presides at meetings, leads the development of meeting agendas, acts as a spokesperson and representative, delegates tasks, and provides leadership. The Chair will represent SCOAD on external committees that require a representative; unless otherwise delegated.
  - **Vice-Chair:** Acts on behalf of the Chair in the absence of or at the request of the Chairperson.
  - **Secretary:** Maintains an organizational record, makes notifications as required or requested by the chair, keeps the minutes of meetings, and maintains the partner database.
  - **Treasurer:** May be elected as funding needs are identified. Maintains the financial records of the SCOAD and makes financial reports as requested.
- Membership:
  - No more than thirteen agency members – selected every two years from the general membership.
  - Consists of private sector, non-profit & community based organizations, the faith community, and government agencies serving human and animal needs following a disaster.

# Solano Community Organizations Active in Disaster

- Partners sign a formal acceptance letter for membership.
- There will be regularly scheduled meetings.
- Members shall be authorized one identified alternate from their agency/organization substitute for them in the case of the member's absence. Alternate information must be submitted in writing. Absence of members cannot exceed 30% of called meetings in a year.
- Honorary members to the committee may be selected.
- Termination
  - Membership from the Executive Committee shall terminate with submission of a letter of separation by the member.
  - Termination can result due to action of the Executive Committee following a committee member's excessive non-participation in meetings or a member's consistent failure to meet the conditions and responsibilities of Executive Committee membership. Termination of membership requires a majority vote of the Executive Committee.

## VI. Voting

- General Partnership Meetings
  - Partners present at a properly noticed general meeting, that includes an agenda with action items, may vote on official SCOAD business.
  - General partnership meetings may be in person or via approved technology.
  - Each SCOAD partner agency is entitled to one vote during general meetings.
  - Voting by Proxy is not permitted.
  - All votes as provided for in these guidelines shall pass by simple majority.
  - Votes can be deferred to a subsequent meeting in circumstances requiring additional information.
- Executive Committee Meetings
  - Each Committee member is entitled to one vote.
  - Seven (7) Executive Committee members (or greater than 50%) constitute a quorum at Executive Committee meetings.
  - Votes cannot be taken unless a quorum of the Executive Committee is met.

## VII. Working Groups

**Working Groups may be created to focus on key functional areas, such as: access and functional needs, sheltering, communications, donated goods management, feeding, etc. Working groups will involve agencies/organizations with a direct role or interest in the specific working group focus as directed by members of the Executive Committee. At least one Executive Committee members will be appointed to each working group. Other members of the working group come from the larger SCOAD memberships. Guidelines and protocol for Working Groups include the following:**

- **Selection of Working Group based on pre-identified task**
- **Working Group committal to realistic timeline**

# Solano Community Organizations Active in Disaster

- **Commitment to identified task**
- **Flexibility for Working Groups as necessary**
- **Work Groups assigned with a task will be entrusted to fulfill assignment and produce a finished product to the Executive Committee for review and final approval.**

•

## **VIII. Budget and Finance**

- SCOAD is not a fund-raising or disbursing group.
- Grant and other funding opportunities may be sought to support training, or other projects as identified in order to support the mission and goals of SCOAD.
- Funds collected may also be used to meet the administrative expenses of SCOAD.
- If funds are collected for SCOAD, they will be managed by the Treasurer of the Executive Committee in conjunction with a fiscal agent.

## **IX. Fiscal Year**

- **The Solano COAD fiscal year runs from July 1-June30. This is in line with Solano County and all grant opportunities.**

## **X. Amendments and Dissolutions**

- Amendments to these Bylaws may be made by a majority vote of the Executive Committee. Amendments must be moved and seconded at a properly called regular business or special meeting of the Executive Committee and voted on at the following regular business meeting of the Executive Committee.
- Dissolution of SCOAD may occur by a majority vote of the general membership. Dissolution must be moved and seconded at a properly called regular business or special meeting of the general membership and voted on at the following regular business meeting of the general membership.

These Bylaws were adopted on Friday, October 14, 2011.

By-laws revised on April 30, 2020

### **Officer Signatures**

Chair \_\_\_\_\_

Vice-Chair \_\_\_\_\_

Secretary \_\_\_\_\_