



STANDARD OPERATING PROCEDURE: REGIONAL DISASTER PREPAREDNESS ORGANIZATION (RDPO) POLICY COMMITTEE

I. Background

The Regional Disaster Preparedness Organization (RDPO) is a partnership of government agencies and private and non-profit organizations in the Portland Metropolitan Region (“PMR”) working together to build and maintain regional all-hazards disaster preparedness capabilities through coordinated planning, training and exercising, and investment in technology and specialized equipment. It operates in a geographic region encompassing the City of Portland, Clackamas, Columbia, Multnomah, and Washington counties in Oregon, and Clark County in Washington.

The work of the RDPO is conducted and coordinated through a well-defined structure of committees and work groups, including the Policy, Steering and Program Committees, discipline-specific work groups, and cross-discipline task forces.

II. Purpose

The Policy Committee (Committee) is the governing body of the RDPO and is comprised of elected officials and chief executive officers from Participating Jurisdictions¹ and other member organizations.² The Committee fosters a unified regional vision and strategy for building and maintaining disaster preparedness capabilities. The Committee also provides overall accountability for effective regional disaster preparedness coordination and the systems that support it.

III. Roles and Responsibilities of the Policy Committee

- A. Provides political leadership to develop and promote a unified regional vision and strategy for disaster preparedness and to establish and operate a sustainable regional disaster preparedness organization;
- B. Provides political leadership to promote the development, adoption, and implementation of regional disaster preparedness policies;
- C. Approves selection of the Lead Administrative Agency (LAA)³ and approves the Service Level Agreement between the RDPO and the LAA outlining the rights and obligations of both parties;

¹ Participating jurisdictions are the counties, cities, regional governments, and special districts within Clackamas, Columbia, Multnomah, and Washington Counties in Oregon and Clark County in Washington that sign the RDPO Intergovernmental Agreement (IGA).

² Other member organizations are organizations that participate on RDPO committees and/or work groups or in RDPO activities but are either not eligible to sign (e.g., non-profit and private sector organizations) or elect not to sign the IGA.

³ The Lead Administrative Agency is the Participating Jurisdiction selected to support the organization’s personnel, administrative, and fiscal operations.

- D. Approves budget, grant, contracting and other financial procedures, which define organizational roles, responsibilities, and authorities for management of funds contributed to the RDPO or awarded to the Region and managed by the RDPO;
- E. Adopts such other policies and procedures as are necessary to ensure effective Committee and organizational operations and administration; and
- F. Reviews the efficacy of the RDPO and the RDPO IGA on an ongoing basis.

IV. Membership and Voting Privileges

- A. The Committee composition includes:
 - 1. An elected official from the City of Portland;
 - 2. An elected official from each of the region's five counties;
 - 3. An elected official from every other Participating Jurisdiction whose governing body is comprised of elected officials;
 - 4. The chief executive officer from every other Participating Jurisdiction whose governing body is not comprised of elected officials; and
 - 5. The chief executive officer of every other member organization that makes a financial contribution at the level set each fiscal year by the Policy Committee in the RDPO local cost share methodology.
- B. Selection of Members:
 - 1. Each Participating Jurisdiction or other member organization with a seat on the Committee is responsible for selecting its representative to the Committee.
 - 2. A Participating Jurisdiction or other contributing member may choose not to occupy its seat on the Committee. A Participating Jurisdiction or other contributing member that makes this choice will not participate in Committee deliberations and decision-making, but will receive regular Committee and organizational updates.
- C. Committee Expansion: The composition of the Committee may be expanded by a two-thirds vote of the Committee members present at a meeting or participating by phone or other electronic means where a quorum of members is present or participating. Any Committee member may make a recommendation to add a jurisdiction, non-profit organization or private sector entity to strengthen the organization and advance the mission and work of the Committee.
- D. Voting Privileges: Representatives from contributing member organizations have the right to vote on all matters before the Policy Committee. Representatives from non-contributing member organizations may participate in all Committee discussions and deliberations and may vote on all matters except those of a financial nature.⁴ The governing bodies of the Core

⁴ Financial decisions made by the Policy Committee include establishing the contribution amounts and allocation formulas for the local cost share methodology; approving the RDPO budget; setting policies and procedures, including authority limits, for spending RDPO grant and other funds; and selecting the Lead Administrative Agency that manages RDPO funds.

Group⁵ of Participating Jurisdictions have exclusive decision-making authorities as to the effective date and termination of the RDPO IGA (see Section IX.A. and B. in the RDPO IGA) and must agree to the methodology developed and approved by the Policy Committee for allocating the RDPO's core operating and administrative costs among the Core Group members (see Section VIII.C.1 in the RDPO IGA).

E. Alternates and Proxy Voting:

1. Policy Committee members are encouraged to regularly attend Committee meetings. Any member unable to attend a meeting may send an alternate who is empowered to act on behalf of the member organization and serve as a proxy when votes are taken.
2. An alternate from a Participating Jurisdiction whose governing body is comprised of elected officials must be an elected official.
3. An alternate from a Participating Jurisdiction or other member organization whose governing body is not comprised of elected officials must be an appointed senior executive.

V. Officers

- A. Positions and Duties: The officers of the Committee shall be a Chair and Vice Chair elected by a simple majority of the Committee. The Chair shall preside over all Committee meetings. The Vice Chair shall conduct Committee meetings in the absence of the Chair.
- B. Eligibility: Any Committee member from a contributing jurisdiction or organization is eligible to serve as Chair or Vice Chair. Candidates for either office should possess a commitment to and understanding of public safety/disaster preparedness, have experience leading a policy or other governance body, be willing to regularly attend RDPO Policy Committee meetings, and be available to plan meeting agendas with the RDPO Manager.
- C. Term Limits: The terms of both officers shall be two years, renewable with the approval of the Committee through a simple majority vote of the members when a quorum is present.
- D. Nominations and Elections: The Chair shall form a Nominating Committee no later than three months prior to the end of the Chair and/or Vice Chair's term of office, or immediately following an unexpected vacancy in either leadership position. The Nominating Committee will identify candidates to fill the open leadership position(s) and prepare a slate for Committee consideration. The slate of candidates for open positions must be shared with the Committee at least one month prior to a vote. The vote may be conducted at a meeting at which an election is scheduled or through electronic poll administered by a Nominating Committee member or the RDPO Manager provided a quorum of members in present or participating. Each open position shall be filled by the candidate for office receiving a simple majority of the votes cast.

VI. Meetings

⁵ The Core Group refers collectively to the Participating Jurisdictions that contribute funds to cover the RDPO's core operating and administrative costs, as set forth in section VIII of the RDPO IGA.

- A. The Committee will meet three times per year or more frequently as needed for the conduct of business. Meeting dates are selected through an electronic poll of members, and together with the time and venue, announced to members through electronic communication and posted on the RDPO website (RDPO.org) at least one month in advance of the meeting.
- B. Committee meetings are open to the public and are governed by Oregon and Washington public meeting laws (ORS 192.610 - 690 and 42.30 RW, respectively). All Committee meeting agendas and minutes are prepared and retained by the RDPO Manager, circulated to the Committee and posted on the RDPO website (RDPO.org).
- C. Special meetings may be held as necessary to conduct Committee business, and may be called by the Chair or another member by submitting a request to the Chair.
- D. The Chair is responsible for facilitating meetings and conducting Committee business in a manner that ensures all members have an equal opportunity to voice their opinions. In the Chair's absence, the Vice Chair shall preside over the Committee meeting.
- E. Meetings will be conducted in accordance with Robert's Rules of Order. However, decision-making will follow the process spelled out in Section VII below.

VII. Decision Making Process

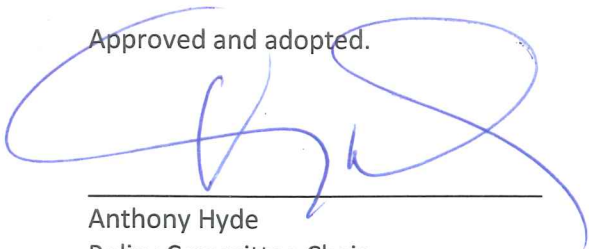
- A. The Committee shall utilize simple majority voting, 2/3 majority voting or consensus for decision-making as indicated below. Decision-making may take place at meetings, on phone calls or through electronic polling. In most cases, a quorum (50% of members, plus one) must be established for the Committee to make a decision. Exceptions to the quorum rule are noted below.
 - 1. A simple majority voting process shall be used to approve meeting minutes, to elect officers, and to make financial decisions. However, to approve the annual RDPO Local Cost Share Methodology (LCSM), the Core Group of members must all participate in the vote – and all vote in favor – for the LCSM to be adopted.
 - 2. A 2/3 majority vote shall be used to amend this SOP and to expand the composition of the Committee.
 - 3. For items not requiring a simple majority or 2/3 majority vote, the Committee shall employ a consensus model that assumes all members can and will support decisions made by the Committee. A quorum is not required for consensus decision-making.
 - a. Before a Committee decision using the consensus model is considered final, the Chair will test consensus by asking if any member is unable to support the decision.
 - b. If consensus cannot be reached, a simple majority vote will occur. Each Committee member in attendance or participating by phone is entitled to one vote. If a simple majority cannot be reached, the Chair will call for additional discussion on the issue and again attempt to reach a decision by consensus.
 - c. If agreement still cannot be reached and circumstances require an immediate decision, the Chair will make a decision. If a decision is not required immediately, the issue will be deferred to a future meeting.

- B. On occasion, the need for a decision between meetings may require a special phone conference, or the Committee may agree to allow a smaller appointed task force to make a decision on behalf of the Committee.
- C. The results of all votes will be documented (i.e., in the meeting minutes if the decision takes place at a meeting or in an email for votes taken by conference call, by email or by other electronic polling method).

VIII. Amendments to the Standard Operating Procedure

- A. This SOP may be amended at any regular or special meeting of the Committee or through electronic polling as long as a quorum of members is present or participating.
- B. Changes to the SOP require a two-thirds (2/3) majority vote.
- C. Written notice of any proposed SOP change shall be emailed to each member at least five (5) business days prior to the date a vote will be taken.

Approved and adopted.



Anthony Hyde
Policy Committee Chair

4-29-16

Date