

By-Laws
Jefferson County, WV Office of Homeland Security & Emergency
Management Emergency Services Council

ARTICLE I
NAME AND PLACE OF BUSINESS

Section 1. Name: Jefferson County Emergency Services Council

ARTICLE II
PURPOSE AND COMPLIANCE WITH APPLICABLE LAWS

Section 1. General: The Jefferson County Emergency Services Council is March 19, 2026. Hereafter referred to as “Council.”

Section 2. Purpose: The purpose of, and goals for the Jefferson County Emergency Services Council are to provide recommendations and to be responsive to the Jefferson County Office of Homeland Security and Emergency Management of the Jefferson County Commission regarding Jefferson County’s emergency management program. In accordance with West Virginia State Code §15-5-8, and to support the director of the Jefferson County Office of Homeland Security and Emergency Management in coordinating comprehensive emergency preparedness, the Council will provide recommendations on prevention, protection, mitigation, response, and recovery efforts to safeguard life, property, and the continuity of government.

ARTICLE III
MANAGEMENT AND MEMBERSHIP OF THE EMERGENCY SERVICES COUNCIL

Section 1a. Membership, voting. The Council shall consist of five (5) voting members, provided, that not more than 3 members thereof shall be members of the same political party:

1. One (1) member representing hospitals, schools, or public works of Jefferson County;
2. One (1) member representing first responders such as fire fighters, emergency medical services, law enforcement, or public health of Jefferson County;
3. One (1) member representing of industry, utilities, or nonprofit organizations of Jefferson County;
4. One (1) member representing Jefferson County citizens at-large;
5. One (1) county commissioner.

Section 1b. Membership, non-voting. The director of Jefferson County Office of Homeland Security and Emergency Management shall serve as a non-voting member and hold no office.

Section 2. Appointment and Terms of Members. The Jefferson County Commission shall appoint members of the Council for a period of three (3) years with terms expiring on May 15th. In 2026, the first appointees will be appointed with staggered terms.

A member may be reappointed for such additional terms as the County Commission may deem proper. A successor to a vacant position will serve out the position's unexpired term before qualifying for a full, three-year term. Members in office at the expiration of their term shall continue to serve until a successor has been appointed and qualified.

The County Commission representative's term will expire on January 1 annually. All members must be approved by the County Commission and sworn in by the County Clerk before they can make motions or vote in any Council meeting or attend executive sessions.

Section 3. Resignation or Removal of Members. If a member of the Emergency Services Council resigns, the president or vice president of the Council shall immediately notify the County Commission and request the appointment of a qualified person to fill the vacancy left by the resigning member. The County Commission may remove any member of the Council by an order duly entered of record and may appoint a successor member for any member so removed.

Section 4. Vacancies. If requested to do so by the County Commission, the members shall recommend to the County Commission the names of qualified persons for appointment to fill either pending or existing vacancies in the membership.

ARTICLE IV
MEETINGS OF THE JEFFERSON COUNTY EMERGENCY SERVICES COUNCIL
MEMBERS

Section 1. Time and Place. The Council shall meet on the third Tuesday of each month at 3:00 pm at 393 N. Lawrence Street, Charles Town, and virtually or at a place and time otherwise designated for the meeting. If the meeting day falls on a legal holiday, the meeting shall be held the following day or another day designated.

Section 2. Quorum. A majority of appointed board seats plus one member will constitute a quorum and no action of the Council shall be official unless authorized by a quorum at a regular or special meeting.

Section 3. Voting. Each member of the Council present, in-person or virtually, shall have one vote on each matter under consideration by the Council. The Commission representative will only have the ability to vote in the event of a tie.

Section 4. Special Meetings. Special meetings of the Council may be called by the president of the Council.

Section 5. Meeting Notice. Notice shall be provided in accordance with the West Virginia Open Meetings Act.

Section 6. Agenda. The president shall prepare and send the meeting agenda. A member who wishes to include an item on the agenda shall notify the president at least seven (7) calendar days before a regularly scheduled meeting.

Section 7. Meeting Format. The format for all regular meetings of the Council members shall be as follows:

- I. Call to Order
- II. Determination of Members Present and Existence of a Quorum
- III. Public Comment Period
- IV. Review/ Approve Minutes
- V. Old Business
- VI. New Business
- VII. Adjournment

Nothing in the above format precludes adding items to or deleting specific items from the agenda, including but not limited to executive sessions as authorized by the West Virginia Open Meetings Act.

All meetings shall be conducted according to Robert's Rules of Order and in accordance with the West Virginia Open Governmental Proceedings Act.

ARTICLE V CONFIDENTIALITY OF EXECUTIVE SESSION

Section 1. Executive Session. An executive session may be called by a majority vote of the members present for purposes of discussing such matters as are authorized in executive session by public agencies pursuant to West Virginia Code § 6-9A-4, *Exceptions*.

ARTICLE VI OFFICERS

Section 1. Officers. The officers of the Council shall be the president, vice president, and secretary. Each officer must be a member of the Council.

Section 2. Election of Officers. Annually, all officers shall be elected by the members at the Council's June regularly scheduled meeting. Officers shall serve until the next annual election and until their successors are duly elected and qualified. Officers may be reelected for successive terms.

Section 3. Officer Vacancies. Any vacancy occurring among the officers shall be filled by a vote of the membership at the first available regular or special meeting of the Council.

ARTICLE VII DUTIES OF OFFICERS

Section 1. President. The president shall create the agenda and preside as chair at all meetings of the membership of the Council. The president shall attend to the executive business of the Council and exercise such powers as may be conferred by the members and by these bylaws.

Section 2. Vice President. If the president is absent or for any reason or unable to discharge any of the duties of the office, then the same shall be discharged by the vice president or in the absence of the vice president, by any remaining officer.

Section 3. Secretary. The secretary of the Council shall be its recording officer and shall, when practicable, be present at all meetings of the members, and shall keep or cause to be kept a regular record of the proceedings of such meetings. The secretary shall sign the minutes of the meetings. The secretary shall have charge of the minutes, and shall also perform such other duties as the office may have under law or as may be conferred from time to time by the membership. Minutes of the meetings of the Council may be taken by a person other than a member of the Council at the discretion of the secretary.

ARTICLE VIII AMENDMENTS

Section 1. Amendments. These bylaws may be amended at any regular or special meeting of the Council by a two-thirds vote of the entire membership; provided, however, that written notice, shall be sent in accordance with Article IV Section 8 of these bylaws. The written notice shall provide the proposed amendment and be given to each member at least 10 days prior to the regular or special meeting at which the proposed amendment will be considered.

Section 2. Approval by the County Commission. Bylaws changes shall be submitted to members of the Jefferson County Commission for their approval after the adoption by the Council. Bylaw amendments shall become effective by final approval of the Jefferson County Commission.

Approved: March 5, 2026

Pasha Majdi
President, Jefferson County Commission

Approved:

President, Jefferson County Emergency Services Council