



REGIONAL DISASTER PREPAREDNESS ORGANIZATION (RDPO) STANDARD OPERATING PROCEDURE STEERING COMMITTEE (SC)

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 that encompasses 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 Policy, Steering and Program Committees, discipline-specific work groups, standing committees, and cross-discipline task forces.

II. Purpose

The Steering Committee (the Committee or SC) is comprised of senior executives from Participating Jurisdictions and other member organizations¹ and includes both organizational and discipline-specific representatives. The Committee provides strategic direction for implementing the regional vision for disaster preparedness. It develops and ensures the ongoing relevance of the regional strategy, evaluates progress, and promotes the strategic alignment of regional and local programs.

This standard operating procedure governs operations and administration of the RDPO Steering Committee.

¹ Participating Jurisdictions are signatories to the RDPO Intergovernmental Agreement. There are two types of membership in the RDPO: 1) Contributing Members, which comprise Participating Jurisdictions and other member organizations that make a financial contribution according to the local cost share methodology (LCSM); and 2) Non-Contributing Members, which are Participating Jurisdictions and other member organizations that do not make a financial contribution to the RDPO at all or below the level required by the LCSM.

III. Roles & Responsibilities of the Steering Committee

- A. Develops and updates the regional strategy and associated priorities for regional disaster preparedness;
- B. Endorses the work plan and funding plan developed by the Program Committee (PrC) and provides oversight to PrC implementation of the plans;
- C. Reviews and acts on grant applications and projects/budgets consistent with the roles, responsibilities, and authorities defined in organizational and program management policies and procedures;
- D. Assists the Lead Administrative Agency (LAA)² in recruitment, direction-setting and performance management of the RDPO Manager;
- E. Commissions groups, as appropriate, to conduct research or studies to inform development of the region's strategy, priorities and capabilities;
- F. Commissions task forces to develop and implement select, high profile, regional projects;
- G. Reviews and approves the policies and procedures of all committees and work groups except those of the Policy Committee, which approves its own;
- H. Develops, and adopts where appropriate, such other policies and procedures as are necessary to ensure effective Committee and organizational operations and administration; and
- I. Monitors and evaluates the overall effectiveness of the RDPO and recommends/makes³ strategic or organizational adjustments as appropriate.

IV. Membership and Voting Privileges

- A. The Steering Committee is comprised of senior-level strategic thinkers who take a regional focus. The Steering Committee composition includes:
 - a. A representative from the City of Portland;
 - b. A representative from each of the region's five counties;

² The Lead Administrative Agency (LAA) is the Participating Jurisdiction selected to support the RDPO's personnel, administrative and fiscal operations. The City of Portland is the current LAA.

³ The Steering Committee seeks Policy Committee concurrence for significant changes in the Regional Strategy or for organization adjustments with policy implications.

- c. A representative of every other Participating Jurisdiction;
- d. A representative of any other member organization that makes a financial contribution (i.e., contributing member) as indicated in section VIII of the RDPO Intergovernmental Agreement;
- e. When not already represented on the Committee, a representative from each of the following disciplines – fire, law enforcement, public works, emergency management, public safety communications, public health, and healthcare;
- f. A non-governmental organization representative;
- g. A private sector utility representative;
- h. A private sector industry representative; and
- i. Up to two at-large representatives.

Note: The Program Committee (PrC) Chair is also a member of the Steering Committee. The PrC representative reports to the Steering Committee on the progress of RDPO program development and implementation and is encouraged to participate in all Steering Committee discussions, but does not participate in Committee decision-making.

- B. Each Participating Jurisdiction and other member organization with a seat on the Steering Committee is responsible for selecting its representative to the Committee. Any Participating Jurisdiction or other contributing member that chooses not to occupy its seat on the SC will not participate in SC deliberations and decision-making, but will receive regular Committee and organizational updates.
- C. Discipline-specific representatives are selected by leaders of the respective disciplines from across the region (i.e., either through the established decision-making process of their formal association or a specially organized, inclusive, decision-making initiative).
- D. The Steering Committee is responsible for selecting representatives to fill the non-governmental, private sector utility, private sector industry, and at-large positions on the Committee.
- E. The composition of the Steering Committee may be expanded by a two-thirds vote of the Policy Committee, as noted in Section V.B.3 of the RDPO IGA. Any Steering Committee member may make a recommendation to fill the non-governmental, private sector utility, private sector industry, and at-large positions or add a seat on the Committee. The Committee shall make decisions to fill these seats or add new ones through consensus.
- F. Steering Committee members are encouraged to regularly attend Committee meetings. Any member unable to attend a meeting may send a proxy who is empowered to act on behalf of the member. Committee members are also encouraged to attend Policy Committee meetings when possible. The Steering Committee chair and vice chair are expected to attend Policy Committee meetings as part of their leadership duties.

- G. Representatives from each contributing member organization have the right to vote on all matters before the Steering 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 nature⁴. (See Section VIII for more details on Committee decision-making.)

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 members. The chair shall preside over all Committee meetings and guide and support the work of the RDPO Manager, in coordination with the LAA; and represent the Steering Committee at Policy Committee meetings. The vice chair serves in the chair's absence.
- B. **Eligibility:** Any member of the Steering Committee is eligible to serve as chair or vice chair, with the exception of the Program Committee Chair. Only one representative of an agency or jurisdiction at a time may hold an elected office.
- C. **Nominations and Elections:** Committee members shall nominate candidates for either officer position at least one month prior to the meeting at which an election is scheduled. An electronic nomination process shall be administered by the RDPO Manager or another designated individual who does not serve on the Committee. Positions shall be filled by the candidates for office receiving a simple majority vote of the committee members attending the meeting in which an election is held or voting by e-mail or other electronic means when a vote is taken outside of a meeting.
- D. **Term Limits:** The term of both the Committee chair and vice chair shall be one year (January - December), renewable with the approval of the Committee through a simple majority vote. The vice chair shall automatically fill the chair position upon the completion of the chair's term, or in the event s/he vacates office. An election process must be held in the event the vice chair is no longer able to complete his/her term of office. Terms for both offices commence at the beginning of the month following elections.

VI. Standing Committees and Task Forces

⁴ Financial Activities include establishing the contribution amounts and allocation formulas noted in section VIII of the RDPO IGA; approving grant applications, budgets and expenditures; and allocating, reallocating, and/or reprogramming grant and other funds contributed or made available to the organization.

- A. The Committee shall form standing committees and task forces as necessary to help advance its mission and work.⁵
- B. Any Committee member can recommend the formation of a standing committee or task force. The Committee will employ the consensus model spelled out in Section VIII to assist in making a decision on the recommendation.
- C. Each standing committee and task force shall operate under a clearly defined standard operating procedure developed by that standing committee or task force and approved by the Steering Committee through consensus.
- D. Steering Committee members shall fill the positions on standing committees and task forces. The Committee may recruit one or more subject matter experts from outside the Committee as necessary to complete the work.

VII. Meetings

- A. The Committee meets on the first Monday of the month, from 1:00-3:00 p.m., at a venue announced to members through electronic communication and posted on the RDPO website (RDPO.org) at least one week in advance of the meeting. Approximately twice a year, the Steering and Program Committees hold a joint session, which typically falls on a regular Steering or Program Committee standing meeting day and time.
- B. Committee meetings are open to the public and are governed by Oregon and Washington public meeting laws. All Committee meeting agendas and minutes are prepared and retained by the RDPO Manager, circulated to the Committee and posted to 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. Meetings will be conducted in accordance with Robert's Rules of Order. Decision-making shall be in accordance with the procedures listed under Section VIII.
- E. "Standing Committee and Task Force Reports" will be a permanent item on Committee meeting agendas. Each standing committee and task force chair is expected to give a brief progress report and/or engage the Committee in specific issues/topics.
- F. The chair is responsible for facilitating Committee meetings; in the chair's absence, the vice chair shall preside over the Committee meeting.

⁵ Standing committees are permanent committees focused on a specific subject area of relevance to the Steering Committee. Task Forces are temporary bodies formed as necessary to help the Work Group conduct business, such as develop a plan, a regional coordination system, etc.

VIII. Decision Making Process

- A. The SC makes decisions through a combination of voting and consensus.
- B. A simple majority voting process including all contributing member Committee representatives shall be employed for financial decision-making. A quorum (i.e., 50% plus one) of eligible Committee members must be present for a vote on financial matters to take place, and shall be conducted by roll call. Such votes may be conducted at meetings, by phone or email. Members that respond to an email vote will be tallied to confirm that a quorum has been achieved. The final tally will be shared electronically (i.e., by email and, as appropriate, on the RDPO website, RDPO.org).
- C. A simple majority voting process involving the Committee members in attendance or participating electronically shall be used to elect Committee officers. A simple majority voting process shall also be used to amend this SOP consistent with Section IX.
- D. For decision-making on items not requiring a simple majority vote, the Committee shall employ a consensus model that assumes all members can and will support decisions made by the Committee.
 - 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 and the chair will seek assistance from the Policy Committee Chair to pursue resolution.
- E. When a vote is taken at a meeting, members or proxy representatives must be present (in person or by conference phone, when available); in other words, the Committee shall not employ absentee voting. Roll call shall be used specifically when votes are conducted on financial matters at SC meetings, on conference calls or through electronic polling. The roll call method requires each eligible member to respond with their vote, which is then tallied and recorded in meeting minutes or other documentation and posted on the RDPO website, etc.

- F. The results of all Committee decisions 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 email or conference call).
- G. On occasion, the need for a decision between meetings may require a special conference call, or the Committee may agree to allow a smaller appointed task force to make the decision on behalf of the Committee.

IX. Amendments to the Standard Operating Procedure

- A. Any Committee member or the RDPO Manager may recommend a change to the SOP.
- B. The SOP may only be amended by a simple majority vote of the members attending or participating by phone in the meeting where the amendment is being considered.
- C. Notification of proposed amendments must be distributed to all members at least fifteen (15) days prior to the meeting at which action on the amendment(s) is expected.

Adopted: May 4, 2015
Approved: May 4, 2015

Carmen Merlo

Carmen Merlo, Steering Committee Chair

5.14.15

Date

Nancy Bush

Nancy Bush, Steering Committee Vice-Chair

6/1/15

Date