



STAMFORD COMMUNITY EMERGENCY RESPONSE TEAM BY-LAWS

ARTICLE I: NAME, ESTABLISHMENT, AND PURPOSE

A. NAME.

The name of the organization is the Stamford Community Emergency Response Team (“CERT”).

B. ESTABLISHMENT.

CERT is established under the auspices of the Department of Public Safety, Health & Welfare of the City of Stamford. CERT shall take the direction of the Emergency Management Director for the City of Stamford (the “EMD”). The EMD reports to the Director of Public Safety, Health, and Welfare (the “Director of Public Safety”).

CERT is a sub-program under the umbrella of the Statewide Citizens Corp Program, a sub-program of the CT Division of Emergency Management and Homeland Security (“CT DEMHS”). As such CERT shall follow the guidelines as outlined in the Connecticut Statewide Citizens Corp Program Handbook, developed by the Connecticut Statewide Citizens Corps Advisory Council and the CT DEMHS.

C. PURPOSE.

The purposes for which CERT is formed include, but are not limited to, the following:

1. To educate citizens about disaster preparedness for hazards that may impact the local area;
2. To train citizens in basic disaster response skills, such as fire safety, light search and rescue, and team organization;
3. Using the training learned in the classroom and during exercises, CERT members, when called upon, can assist others in their neighborhood or workplace following an event based on the training they have received;
4. CERT members, upon activation by the City of Stamford EMD, may support emergency response agencies and other City functions such as Health and Human Services by providing services such as CERT is qualified, capable, and legally permitted to perform; and



5. To perform such other functions as the Stamford CERT Board of Directors and the City of Stamford’s Director of Public Safety (or designee), may deem necessary and appropriate.

ARTICLE 2: BOARD OF DIRECTORS

A. GOVERNANCE.

CERT shall be governed by a Board of Directors. The Board of Directors (the “Board” or “Directors”, or individually the “Director”) shall take all proper actions to further the purposes of CERT. The Board shall have control of and be responsible for the management of the affairs and property of CERT. Board members shall serve without compensation.

B. COMPOSITION.

1. The Board of Directors shall consist of seven (7) elected and appointed members, and shall include the following:

a. Elected Directors. Four (4) members of CERT who are Active Members in good standing and elected as provided in these By-laws; and

b. Appointed Directors. Three (3) members shall be appointed by Stamford’s Director of Public Safety. There shall be one representative from each of the following departments: Police, Fire, and Health and Human Services.

C. TERM.

1. Elected Directors. The terms of the elected members of the Board shall be four (4) years, with the terms staggered so that no more than one Director position is expected for re-election in any given year. The term of the first Elected Directors shall begin immediately upon election. Thereafter, terms shall commence on January 1st of each appropriate year.

For the first elected Board, the term of the Directors shall be staggered in length in terms of 4, 3, 2 and 1 year respectively. The first elected Board shall be elected in accordance with the following.

A list of candidates shall be prepared with names listed in alphabetical order. This list shall include both those candidates identified in advance and those candidates nominated from the floor. Names of the nominees will be presented in alphabetical order for voting.

The first vote shall be to fill the four (4) year term. The nominee with the highest number of votes will be awarded this term and will have their name removed from the list of nominees.

The second vote shall be to fill the three (3) year term. The remaining nominee



with the highest number of votes will be awarded this term and will have their name removed from the list of nominees.

The third vote shall be to fill the two (2) year term. The remaining nominee with the highest number of votes will be awarded this term and will have their name removed from the list of nominees.

The final vote shall be to fill the one (1) year term. The remaining nominee with the highest number of votes will be awarded this term and will have their name removed from the list of nominees.

2. Appointed Directors. Three (3) Directors appointed by Stamford's Director of Public Safety. Appointed Directors shall each serve for a term of four (4) years. The Appointed Directors shall serve at the pleasure of the Director of Public Safety and may be removed at any time during their term. Appointed Directors can serve concurrent terms or staggered terms, all at the discretion of the Director of Public Safety.

D. APPOINTMENT, NOMINATION & ELECTION OF BOARD MEMBERS.

1. Elected Directors. Elected Directors shall be elected in the following manner.

a. Nominations Committee. Once a year, sufficiently in advance of the Annual Meeting, the Board of Directors shall appoint a Nominations Committee consisting of three (3) current Members of the Board of Directors. The Nominations Committee shall identify prospective candidates to fill vacancies for Elected Members of the Board. The Nominations Committee may interview prospective Director candidates but is not required to do so. A prospective candidate must receive a majority vote of the Nominations Committee to be presented to the membership as a Nominee. Additionally, the prospective candidate must be agreeable to fulfilling such position.

b. Election of Directors. At the Annual Meeting, the names of the Nominees shall be presented by the Nominations Committee to the Active Members who are present at the meeting. At that time Active Members may make a motion to nominate additional candidates from the floor. Only Active Members in good standing may be nominated in this manner. Should a member nominated from the floor indicate their willingness to serve by accepting the nomination, their name shall be added to the list of Nominees.

Once the list of Nominees is complete, the Active Members present at the meeting shall then vote on the Nominees. Board Members who are also Active Members may participate in this vote. This vote may be by voice or ballot. Open positions shall be filled first by the Nominee receiving the highest number of votes, next by the Nominee receiving the second highest number of votes, and so on, until all open positions are filled.

2. Appointed Directors. Three (3) Directors shall be appointed by Stamford's Director of Public Safety, in accordance with Article 2, Paragraph C2.

E. EX-OFFICIO MEMBERS.



Any outgoing Executive Director or member of the Board of Directors shall serve as an ex-officio member of the Board of Directors for one year after their term has expired. Ex-officio members shall serve in an advisory capacity only and shall not have any voting privileges on the Board of Directors. If an ex-officio member is also an Active Member, they may retain their right to vote as an Active Member in all votes by the active membership.

F. VACANCY.

1. Un-expired Terms. If for any reason a member of the Board vacates their Director position prior to the end of their term, the Executive Director shall appoint an individual to serve in the open position as Director for the remaining portion of that term. Once that term has expired, elections will be held to fill the position as in the usual course.

2. Resignation. Any Director may resign their position by filing a written resignation with the Executive Director. Any Director that resigns from their position on the Board of Directors may remain an Active Member of CERT provided they meet the requirements for active membership.

3. Removal. Any member of the Board of Directors may be removed with or without cause, at any time, by vote of five (5) of the members of the Board of Directors if in their judgment the best interest of CERT would be served thereby. In order to vote to remove a Director, each member of the Board of Directors must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action. If a Board Member who has been removed from the Board also serves as an Officer, they shall be automatically removed from their office. However, the Board may allow the removed Director to continue in their role as Officer by vote of five (5) of the remaining Directors. Any Director removed from their position on the Board of Directors may remain an Active Member of CERT provided they meet the requirements for active membership.

ARTICLE 3. OFFICERS.

A. RESPONSIBILITIES.

Officers are responsible for specific functions as identified below in running the day-to-day operations of the organization. Officers shall take direction from the Executive Director and the Board of Directors. They are only empowered to act in furtherance of these directives.

B. ELIGIBILITY.

To be eligible to serve as an Officer, the individual must be an Active Member of CERT. Board members may serve concurrently as Officers however, they shall abstain from participation on matters which present a conflict of interest. An Active Member may concurrently serve in multiple Officer positions if necessary and appropriate.

Officers shall be appointed by a majority vote of the Board of Directors and shall



serve at the pleasure of the Board of Directors. Officers shall serve for a three (3) year term, which may be renewed, modified, or terminated by a majority vote of the Board of Directors. If an Officer is removed or resigns the position, the Board shall endeavor to fill the vacancy as quickly as possible.

C. REMOVAL.

Officers may be removed from their position by majority vote of the Board of Directors, in the Board's sole and absolute discretion. Failure to meet or exceed the requirements of an active member as stated herein shall be grounds for removal. These requirements include, but are not limited to, being of good moral character, acceptable current background check, and compliance with all rules, laws, regulations, and training requirements. Additionally, Officers may be removed for failing to follow the directives of the Executive Director.

D. OFFICERS.

The officers of this Board shall be the Executive Director, Operations Officer, Training Officer, Communications Officer, Information Officer, Logistics Officer, and the Finance and Administration Officer. Each Officer shall have the duties as described below.

1. EXECUTIVE DIRECTOR.

a. **SELECTION.** The first Executive Director shall be appointed by Stamford's Director of Public Health, Safety & Welfare. Thereafter, Executive Directors shall be appointed by the Director of Public Health, Safety and Welfare in accordance with the following process. The Board of Directors shall, by majority vote, identify a candidate to serve as Executive Director. The Board of Directors shall recommend this candidate to the Director of Public Health, Safety and Welfare. The Director of Public Safety shall consider the Board of Directors' recommendation. However, the decision of who shall be appointed as Executive Director shall be in the sole and absolute discretion of the Director of Public Safety.

b. **DUTIES.** The Executive Director is responsible for overseeing the overall operation of the organization. The responsibilities of the Executive Director shall include but not be limited to representing the organization in all interactions with City of Stamford officials, the State of Connecticut, as well as interactions with outside agencies; following all requirements as outlined in the Connecticut Statewide Citizens Corp Program Handbook; approving Deployment Captains, and overseeing all meetings of the Board of Directors, Regular Meetings, the Annual Meeting, and any Special Meeting as appropriate.

c. **TERM.** The term of the Executive Director shall be for three years. The Executive Director may serve for additional terms with no defined maximum number of terms. d. **VACANCY.** Upon the Executive Director leaving office prior to the end of their term, the Director of Safety shall designate an individual to serve as Interim Executive Director until a permanent Executive Director is appointed.



2. OPERATIONS OFFICER.

The Operations Officer shall be responsible for determining all logistics and the overall efficient functioning and safety associated with each planned and unplanned deployment and reach out to the Active CERT membership to respond to such deployments.

The Operations Officer shall be responsible for communicating with the Incident Commander, if a multi-agency response. [For clarification, the Incident Commander (“IC”) is defined as follows: The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.]

The Operations Officer is responsible for assigning and training the Deployment Captains to serve in the absence of the Operations Officer to manage any planned or unplanned deployments.

The Operations Officer shall coordinate with the Training Officer to ensure all CERT members are trained and well versed on all CERT equipment and procedures.

3. TRAINING OFFICER.

The Training Officer shall coordinate and conduct a CERT Basic Training Course at least annually as a way to secure new membership to CERT. This may be accomplished through appropriate Regional CERT Basic Training.

The Training Officer shall coordinate and/or shall conduct, at a minimum, training sessions at each Regular Meeting and the Annual Meeting to update and refresh members on key training and skills. The Training Officer may designate an alternate to conduct training sessions.

4. COMMUNICATIONS OFFICER.

The Communications Officer shall be responsible for all of CERT’s radio and other communication assets that are owned by or dedicated for the use of CERT, including ensuring they remain in proper working order.

The Communications Officer shall coordinate with the Training Officer to ensure all CERT members are versed in proper radio procedures.

The Communications Officer shall arrange for a HAM Radio license class and certifications to interested CERT members.

5. INFORMATION OFFICER.

The Information Officer shall be responsible for overseeing all online activities for CERT, including its social media platforms and website, and shall coordinate with the



appropriate City of Stamford personnel in doing same.

The Information Officer shall also be responsible for publishing a CERT Newsletter to disseminate information to the members and others.

The Information Officer shall be responsible for taking meeting minutes, posting agendas, minutes and all other notices. The Information Officer shall work with the Executive Director to create the agenda items for meeting agendas.

6. LOGISTICS OFFICER.

The Logistics Officer shall be responsible for the scoping and procurement of all CERT related equipment and resources following the guidelines and requirements of the City of Stamford and the Board of Directors.

The Logistics Officer shall maintain a complete and up to date inventory list of all equipment and resources that are owned by or dedicated for the use of CERT.

The Logistics Officer shall audit and maintain all equipment and resources on an annual basis and more often as necessary for certain key equipment.

7. FINANCE AND ADMINISTRATION OFFICER.

The Finance and Administration Officer shall be responsible for the coordination and tracking of all CERT spending in line with the approved budget from the City of Stamford for such expenditures.

The Finance and Administration Officer shall be responsible for all financial issues for CERT, including fiduciary matters and internal controls.

The Finance and Administration Officer will maintain the CERT membership roster, contact information and track which members are current or not current with their Loyalty Oath.

The Finance and Administration Officer will track member hours and attendance at various training meetings, exercises and deployments.

The Finance and Administration Officer shall be responsible for maintaining the communications database as well as any email distribution groups or other messaging apps/tools with member information, that CERT may use from time to time to communicate with members.

ARTICLE 4: MEMBERSHIP

A. ACTIVE MEMBER.

1. **QUALIFICATIONS.** In order to qualify as an Active Member of CERT,



the following criteria must be met and maintained. Active Members are subject to these membership requirements at all times during their membership and shall undergo additional background checks if same are requested by the Board of Directors. The requirements for active membership are:

- a. Be at least eighteen years of age.
- b. Successful completion of a CERT Basic Training Class and continuing to remain current on all future required training obligations.
- c. Acceptable results of a background investigation/screening regarding criminal records, character, general reputation and personal characteristics. The Director of Public Safety shall coordinate with Stamford Police to arrange for same.
- d. Receive approval from the Board of Directors for initial membership. Such approval shall be at the sole discretion of the Board of Directors.
- e. Taken the Loyalty Oath within the past two years.
- f. Possessing good moral character as determined by the sole discretion of the Board of Directors.
- g. Compliance at all times with Federal, State, and local laws, rules, and regulations, including but not limited to those contained in the Connecticut Statewide Citizens Corp Program Handbook.

2. **BENEFITS.** An Active Member may participate in CERT deployments and shall be entitled to one vote on all matters that require a vote of the membership.

3. **REMOVAL.** Any Active Member may be removed from membership at any time by majority vote of the Board of Directors. Such removal is at the sole and absolute discretion of the Board of Directors.

B. INACTIVE MEMBER.

An Active Member's status may be changed to that of an Inactive Member. An Active Member who doesn't activate, attend all required training, and attend meetings for two (2) years shall automatically be deemed to be an Inactive Member. Additionally, any Active Member who has not met all requirements of an Active Member or, in the opinion of the Executive Director, has not demonstrated an active interest in participating in any CERT activities, may be designated inactive by the Executive Director and Operations Officer.

Inactive Members may not participate in any planned or unplanned deployments, nor are they entitled to a vote at any meeting, or on any other matter requiring a vote of the membership. In addition, an Inactive Member at the discretion of the Board of Directors, may be removed from future deployment notifications for both planned and unplanned events. An Inactive Member may be reinstated by a majority vote of the Board of Directors only after satisfying the requirements of an Active Member.

C. HONORARY MEMBER.



Members who have served as an Active Member for ten or more years are eligible to become Honorary Members upon approval of the Board of Directors. Those Honorary members who are no longer Active Members shall have no responsibility to participate in the activities of CERT. Honorary Members shall be entitled to attend training and meetings of the membership and participate fully at such meetings, however an Honorary Member who is not an Active Member shall not be entitled to vote at such meetings. Honorary Membership may be removed at the discretion of the Board of Directors.

ARTICLE 5: COMMITTEES, ADVISORS & OTHER POSITIONS

A. ADVISORY POSITIONS.

1. The City of Stamford's Director of Public Safety shall designate a member of the local EMS to serve as an advisor to the Board of Directors for a term of one year, which may be renewed. This shall be in an advisory capacity only. This position does not have any voting privileges.

2. The Board of Directors may designate advisors it considers appropriate for advising the Board on various topics. This appointment is in an advisory capacity only and shall have no voting privileges. Such appointees need not be Directors, nor must they be CERT members.

B. COMMITTEES

In addition to the Nominations Committee, the Board may, from time to time, create or disband committees of the Board as it deems appropriate. The Board will appoint individuals to the committee who are appropriate for the carrying out of the role of the committee. Such appointees need not be Directors, nor must they be CERT members. All committees serve in an advisory capacity only, shall have no power to bind the Board, and shall have no voting privileges.

C. DEPLOYMENT CAPTAINS.

Deployment Captains are individuals that are proposed by the Operations Officer and approved by the Executive Director and serve at their pleasure. There may be as many Deployment Captains as necessary to serve the purposes of CERT. However, there shall be at least one (1) active Deployment Captain at all times. Deployment Captains are not officers of CERT. Deployment Captains, in the absence of the Operations Officer, or upon the Operations Officer's discretion and specific designation, shall:

1. Be responsible for a specific deployment activation, whether planned or unplanned;
2. Be responsible for the safety of the scene and all CERT members on a deployment in which they are charged;
3. Act as CERT Commander and be responsible for communicating and coordinating with the Incident Commander, if a multi-agency response; and
4. Be responsible for ensuring all equipment used on any deployment is



returned and inventoried, and a copy of said inventory is provided to the Logistics Officer.

ARTICLE 6: MEETINGS

A. MEETINGS.

1. Frequency. The Executive Director shall schedule regular meetings of the Board. The meetings will be held at a time and place determined by the Executive Director and shall be open to all CERT Members. The Board shall meet at least four (4) times per year and may meet more often as may be necessary.

2. Quorum. The presence of a quorum is necessary in order to conduct business.

a. Board of Directors. The presence of a majority of current members of the Board shall be necessary at any meeting to constitute a quorum to transact business.

b. Active Membership. When a vote of the active membership is required, the presence of at least 40% of the total active membership is required to constitute a quorum to transact business.

3. Voting. All votes taken, whether by the Board or the Active Membership, shall be decided by a simple majority of those members of the body present and voting, unless a greater number is required by law or by these By-laws.

B. REGULAR MEETINGS

The Executive Director shall schedule regular meetings of the membership. These meetings will follow a written Agenda. The Agenda may include informational items intended to update the membership on the state of the organization and to conduct any other required business.

C. ANNUAL AND ORGANIZATIONAL MEETING

The Annual Meeting will be held during December of each year at a place and time decided by the Executive Director. The Annual Meeting shall be for the purpose of electing and appointing Officers and/or Directors as necessary, issuing the Loyalty Oath to membership, providing training, and for other such business as may be properly brought before the membership.

ARTICLE 7: AMENDMENTS TO THESE BY-LAWS

A. AMENDMENT.

These By-laws may be amended in whole or in part at any time by a majority vote of the members of the Board of Directors who are eligible to vote.



B. REVIEW.

Every four (4) years the Board of Directors shall conduct a review of the entirety of the By-laws to determine their adequacy to meet the needs of the organization. In connection with this review, the Board of Directors may solicit comments and suggestions from members.

Enacted:

_____, _____, 2024