

University of Washington

Emergency Readiness Committee (Advisory Group for UWEM)

2018 Charter (Draft)

I. Name

The University of Washington Emergency Readiness Committee (ERC) is an institution-wide advisory group to UW Emergency Management (UWEM) to ensure a whole-community approach to enhance the resiliency of the University of Washington enterprise.

II. Purpose

The Charter outlines the Committee's responsibilities and specifies its Focus Areas, Mission, Vision, Guiding Principles and Operating Requirements and Practices.

The Emergency Readiness Committee:

1. Serves as a collaborative forum to advise the University of Washington Emergency Management Department (UWEM) and the UWEM Director (henceforth referred to as the Director) on emergency management outreach, planning, training, exercise, mitigation, recovery, and other preparedness activities that are critical to the University enterprise.
2. Collaboratively develops, maintains, and enhances the University wide system of Emergency Management to ensure all staff, faculty, students, and visitors are served by the Emergency Management Programs.
3. Provides a means by which the University of Washington community can communicate questions and concerns with the UW Emergency Management Department.

4. Shall collectively promote and support the implementation of new programs, initiatives or efforts of the Committee. Reports and policy recommendations of the Committee shall be shared with university senior leadership, including Deans, Chancellors, Vice Presidents/Vice Provosts, the Provost and the President. The primary method for transmitting policy recommendations shall be via the UW's Executive Vice President (EVP) for Finance and Administration, who shall represented the ERC as its Executive Sponsor.

III. Mission

Collaborate across the University of Washington enterprise to ensure that all are working for the betterment of the emergency management program and to work together to minimize the impact of emergencies and disaster on the students, staff, faculty, visitors, academic and research missions, and property of the University of Washington.

IV. Vision

Achieving a world renowned and effective University-wide emergency management system.

V. Priorities

A. The Emergency Readiness Committee will serve as the advisory group to UW Emergency Management and will provide a broad-based, diverse representation from all across the University of Washington enterprise to collaboratively address current and emerging emergency management issues that has the potential to impact the University.

B. Group members should actively represent their constituent groups and take a University wide perspective on emergency management matters.

C. To effectively accomplish their responsibilities, the Emergency Readiness Committee members should be aware of the working knowledge of core policy and operational documents. These included, but are not limited to, University of Washington Comprehensive Emergency Management Plan (CEMP), Administrative Policy Statements (APS) 13.1 and 13.2, and the current 5-Year UW Emergency Management Strategic Plan.

VI. Membership

The Emergency Readiness Committee is comprised of appointed and self-selected volunteer members from all areas of the University including representation from:

UW Seattle, UW Bothell, UW Tacoma, Academic Research Facilities including researchers, Faculty Senate, Associated Students of UW (ASUW), Graduate and Professional Student Senate, Provosts Office, Housing and Food Services, UW Police Department, UW Information Technology, Facilities Services, Environmental Health and Safety, UW Medical Center, Harborview Medical Center, UW Health Science Administration, Athletics, Student Life, and any other key units, departments and stakeholders of the University community.

Total membership of the ERC is not limited; however, efforts should be made to ensure that UW departments and units that take lead operational roles in the University's Comprehensive Emergency Management Plan, are fully-represented and in attendance at each meeting.

VII. Officers

- A. The Chair shall be elected every two years by the members Emergency Readiness Committee at a regular or special meeting by a simple majority vote. Other than staff members from UW Emergency Management, any member of the Emergency Readiness Committee may volunteer to serve and be considered for election as Chair.
- B. The UWEM Director shall serve as the Executive Secretary for the Emergency Readiness Committee.
- C. Duties of Officers:
1. The Chair Shall:
 - a) Call the Emergency Readiness Committee meetings, preside at the meetings, and coordinate with the Director to formulate the agenda for the meetings.
 - b) Make recommendations to the Emergency Readiness Committee regarding establishment of taskforces or workgroups.
 - c) Perform other duties as necessary or prescribed by the Emergency Readiness Committee for the effective operation of the advisory group and its responsibilities.
- D. The Executive Secretary
- a) In the absence of the Chair, perform and exercise the duties and functions of the Chair.
 - b) Participate in taskforces or workgroups.
 - c) Distribute the agenda and prior meeting draft minutes at least one (1) week prior to each meeting.
 - d) During all the meeting ensure that clear meeting notes are taken and distribute the meeting notes to all members of the Emergency Readiness Committee.

VIII. Members

- A. The members of the Emergency Readiness Committee shall serve without compensation.
- B. Members shall:
1. Share the responsibilities of the deliberations of this group.
 2. Carry forward to the group the concerns of the constituency they represent.

3. Share information with their constituencies.
4. Be open-minded and not focused on their own interest.

IX. Elections

- A. Elections shall be held during the first meeting of the calendar year, or as close as possible if the agenda/schedule does not allow for this activity.

X. Meetings

- A. Schedule: The Director in coordination with the Chair shall publish the annual meeting schedule. Meetings shall be held at a frequency approved by the membership but no less than two times a year.
- B. Special Meetings: Special meetings may be called by the Director or the Chair, as deemed appropriate, or upon a special request of a least five group members.
- C. Meeting Notice and Requirements: The Director in coordination Chair will provide notice of meetings at least one week prior to such meetings.
- D. Public Meetings: All meetings shall comply with the Washington State Open Public Meetings Act.
- E. Quorum: A simple majority of the ERC group members present at any meeting shall constitute a quorum at regular or special meetings. Members participating via virtual methods (phone/internet) count as part of any quorum
- F. Record of Meetings: All meeting minutes, agendas, reports and handouts shall be made available to the committee and members of the public via UWEM's website: www.washington.edu/uwem

XI. Operating Principles

- A. All meetings are open to the University of Washington community and the public.
- B. Agendas and notes will be shared with all members of the group.
- C. The Director will use additional collaboration methods to ensure broad access such as meetings with either phone conference, web conference, or traveling to other University campuses (Bothell & Tacoma) and/ or research stations.
- D. All meetings will encourage full and open collaboration among members.
- E. All members, guests and other meeting attendees are asked to be respectful of the opinions of others.

XII. Voting

- A. Actions and commitments will be achieved through consensus where possible.
- B. Each member or designated alternate shall have one vote and must be present, either in person or via conference all or web call, to cast his/her vote. Passage of motions shall require the simple majority of those present and voting. Informal polling for consensus shall not be considered voting.

XIII. Parliamentary Procedures

- A. Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for procedures not covered by this charter.

XIV. Amendments

- A. The Charter may be amended, repealed, altered, in whole or in part, or a new Charter adopted by a two-thirds majority vote of the entire Emergency Readiness Committee at any group meeting provided that a copy of the proposed amendment be sent to each group member at least thirty (30) days prior to the meeting.
- B. The Charter will be reviewed and updated, as needed, at the beginning of each State Fiscal Year (SFY), 1 July.