**Nevada Intrastate Mutual Aid Committee**

Bylaws

**I. Authority**

The Nevada Intrastate Mutual Aid Committee (Committee) was established through the authority contained in Assembly Bill 90 as passed by the 78th Nevada Legislature and signed into law by Governor Sandoval on May 14, 2015.

**II. Mission**

It shall be the duty of the Committee to advise the Chief of NDEM on issues related to emergency management and intrastate mutual aid in this state.

**III. Purpose**

The purpose of the Committee shall be to develop comprehensive guidelines and procedures regarding, without limitation:

1. Requesting intrastate mutual aid;
2. Responding to a request for intrastate mutual aid;
3. Recordkeeping during an emergency or disaster for which intrastate mutual aid has been requested; and

(d) Reimbursement of costs to assisting participants.

**IV. Membership**

The Committee consists of the following members:

1. The Chief of the Division, or his or her designee, who serves as the Chair of the Committee and is a nonvoting member; and
2. Not more than 19 voting members, each of whom:
3. Is appointed by the Chief of the Division;
4. Is selected from participating public agencies or tribal governments;
5. Must have responsibility for public safety programs or activities within his or her public agency or tribe or nation; and
6. For the initial terms, which began in October of 2015, an even number of the members will serve a term of 1 year; and an odd number of the members will serve a term of 2 years. Following the initial terms, all members serve a term of 2 years, and may be reappointed.

**V. Officers and Duties**

The officers of the Committee shall consist of the Chair and Vice Chair.

1. Chair – The Chair is the Chief of the Division of Emergency Management or his designee. The Chair will be a non-voting member of the Council. The Chair convenes and is the presiding officer at all meetings. The Chair will appoint the subcommittee chairmen.
2. Vice Chair – The Committee shall select a Vice Chair from among the voting members of the Committee. The Vice Chair serves as Vice Chair until the end of his or her current term as a voting member, and may be re-selected.

**VI. Meetings**

The Committee shall meet at least annually to evaluate the effectiveness and efficiency of the System and provide recommendations, if any, to the Chief of the Division to improve the System.

Committee meetings are subject to the Nevada Open Meeting Law contained in Chapter 241 of the Nevada Revised Statutes.

**VII. Subcommittees**

The Chair of the Committee may appoint subcommittees deemed necessary by the Chair to assist in carrying out the duties of the Committee. The Chair shall appoint a Member from the Committee to serve as the Chair of the subcommittee. The Chair shall also appoint the number of subcommittee members he determines to be appropriate. Members of the subcommittees do not need to be members of the Committee.

Subcommittee meetings are subject to the Nevada Open Meeting Law contained in Chapter 241 of the Nevada Revised Statutes.

**VIII. Voting**

A simple majority of voting members constitutes a quorum for the transaction of business pursuant to the Nevada Open Meeting Law.

Proxies and alternates do not count towards quorum and cannot vote.

**IX. Administrative Support**

The NDEM shall provide administrative support to the Committee.

**X. Adoption and Amendment of the Bylaws**

The Bylaws shall be adopted by a majority vote of a quorum of members present at a Committee meeting.

The Bylaws may be amended by a majority vote of a quorum of members present at a Committee meeting.

These Bylaws were adopted by the Nevada Intrastate Mutual Aid Committee on

June 14, 2016.

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 Caleb S. Cage, Chairman Date

 Chief, Nevada Division of Emergency Management

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 Rick Neal, Vice Chairman Date

 Chief of Staff, Clark County School District