

**COORDINATED STATEWIDE  
EMERGENCY PREPAREDNESS  
IN MASSACHUSETTS (COSTEP MA)**

**BY-LAWS**

**Approved  
May 24, 2012**

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## **BY-LAWS OF COORDINATED STATEWIDE EMERGENCY PREPAREDNESS IN MASSACHUSETTS (COSTEP MA)**

### **ARTICLE I – NAME**

Coordinated Statewide Emergency Preparedness in Massachusetts, hereinafter referred to as “COSTEP MA,” is a Massachusetts collaborative of representatives of cultural and historical (CH) institutions and agencies, as well as first responder and emergency management professionals from federal, state, and municipal governments.

### **ARTICLE II – PURPOSE AND FUNCTIONS**

The purpose of COSTEP MA is to build and foster a statewide emergency planning process that serves the cultural and emergency management communities and addresses disaster mitigation, prevention, preparedness, response, and recovery. The process will ensure an ongoing dialogue that promotes mutual understanding and coordination between these communities.

The functions and duties of COSTEP MA are to engage in at least the following activities:

1. Conduct regular meetings to address pertinent issues;
2. Provide needed information to the Massachusetts Emergency Management Agency (MEMA) for maintaining a statewide master database of community-based CH institutions that includes non-COSTEP MA members. This information will also be incorporated into the statewide GIS database;
3. Provide MEMA with updates to the Protection of Cultural and Historical Resources Annex to the State Comprehensive Emergency Management Plan (CEMP);
4. Identify private/public sector resources available to assist with disaster mitigation, prevention, preparedness, response, and recovery operations;
5. Provide, promote, and facilitate information, training, exercises, and educational opportunities related to disaster mitigation, prevention, preparedness, response, recovery, and continuity of operations (COOP) for cultural and historical resources;
6. Provide input and feedback to MEMA and the Federal Emergency Management Agency (FEMA) on emerging legislation and/or regulations related to cultural and historical heritage and disaster mitigation, prevention, preparedness, response, and recovery. Collaborate with MEMA on disseminating information about and implementation of requirements and opportunities from emerging legislation and/or

regulations. Assist MEMA in information gathering, research, and surveying of the impact of legislation and/or regulations on the local CH constituency;

7. Provide collegial assistance to other CH communities developing or refining their disaster planning capabilities.

## **ARTICLE III – MEMBERSHIP**

### **SECTION 1: NUMBER**

Delegates are currently invited by the Executive Committee to join COSTEP MA. They are chosen to represent the range of cultural resource institutions in the state, as well as to represent state, federal, and municipal emergency management agencies.

Membership is defined by institution or agency, and must include representatives from the Massachusetts Archives, the Massachusetts Board of Library Commissioners (MBLC), the Northeast Document Conservation Center (NEDCC), the New England Museum Association (NEMA), MEMA, and FEMA.

### **SECTION 2: REPRESENTATION**

The member institutions and agencies listed above (in Section 1) must have at least one representative serving on COSTEP MA at any given time.

### **SECTION 3: TERM**

The term of membership in COSTEP MA shall be continuous from year to year or as defined by other provisions of these by-laws.

## **ARTICLE IV – COMMITTEES**

The four standing committees of COSTEP MA shall be the Executive Committee, the Outreach Committee, the Training and Education Committee, and the Community Programs Committee. Additional standing committees shall be created, upon recommendation of the Executive Committee, by simple majority vote of a quorum of the COSTEP MA delegates, as needed. For each term cycle, or the creation of a new standing committee, the Executive Committee shall appoint each committee chair, and the COSTEP MA Co-Chairs shall provide objectives for the Committee to the committee chair within thirty (30) days. Committee membership is open to any delegate from the general membership. Ad hoc sub-committees may be formed from within standing committees at any time for special purposes or assignments. Such ad hoc sub-committees shall cease to function when their specific charge is completed. Committee chairs shall appoint ad hoc sub-committees and shall specify their sunset date or condition.

### **SECTION 1: EXECUTIVE COMMITTEE**

The Executive Committee will be led by two Co-Chairs and a Secretary. In addition, the Committee shall be composed of one representative each from the MBLC, the

Massachusetts State Archives, NEMA, MEMA, NEDCC, and a municipality, each of whom shall be selected by their respective organizations; three elected members-at-large; and the three other standing committee chairpersons. The Executive Committee will determine goals and duties of the other committees.

**1.1 Term:** The term of office for each Executive Committee Co-Chair shall be two calendar years on a staggered basis so that a new Co-Chair is elected every year. For one Co-Chair the term begins on the first month of each even-numbered calendar year and continues through the last month of each odd-numbered calendar year. The term for the second Co-Chair begins on the first month of each odd-numbered calendar year and continues through the last month of each even-numbered calendar year. The term of office for the Executive Committee Secretary shall be two years. The terms of the three members-at-large shall be three years staggered. The organizational representatives' terms shall be determined by their respective organizations. The terms of the committee chairs shall be determined by the Executive Committee.

**1.2 Eligibility:** Executive Committee Officers (Co-Chairs and Secretary) must be members of the Executive Committee for at least one year prior to election as an officer.

**1.3 Nominations:** The Nominating Committee will solicit and propose candidates for one Co-Chair and the Secretary (in alternate years) from the Executive Committee and at least one member-at-large each year.

**1.4 Election:** Two meetings prior to the end of a current term cycle, the Executive Committee shall appoint three persons to the Nominating Committee with a charge to select persons interested in serving as Co-Chair, Secretary, or member(s)-at-large on the Executive Committee for the upcoming term. One meeting prior to the end of the current term cycle, the Nominating Committee will present proposed nominations to the COSTEP MA body for consideration. Election of the Executive Committee officers shall take place by voice vote during the last meeting of each term cycle.

**1.5 Removal:** An Executive Committee officer may be removed from office at any time by a vote of the COSTEP MA member body.

**1.6 Vacancies:** An elected Executive Committee member vacancy shall be filled as soon as possible through a special election at the next regularly scheduled meeting. The selected candidate shall serve the remainder of the term cycle in which they were elected.

## **SECTION 2: OUTREACH COMMITTEE**

The Outreach Committee is responsible for expanding the visibility of COSTEP MA, advocating for its prime initiatives, and implementing its mission.

## **SECTION 3: TRAINING AND EDUCATION COMMITTEE**

The Training and Education Committee is responsible for development and implementation of appropriate information, training, exercises, and/or educational

opportunities for the CH communities in the Commonwealth. This committee also promotes COSTEP MA knowledge of and participation in statewide, regional, and/or national training and educational endeavors related to CH emergency and disaster activity.

#### **SECTION 4: COMMUNITY PROGRAMS COMMITTEE**

The Community Programs Committee is responsible for promoting and facilitating communication, cooperation, and collaboration between the CH and the emergency management communities in specifically identified municipalities.

### **ARTICLE V – DUTIES OF THE EXECUTIVE COMMITTEE OFFICERS**

#### **SECTION 1: CO-CHAIRS**

The Co-Chairs shall preside over meetings of COSTEP MA, preserve order during the meetings, appoint committee chairs, have signature authority for minutes, records, vouchers, or other documents connected with the work of COSTEP MA, and include the following duties:

- Determine the frequency, dates, times, locations, and agendas of Committee meetings not specified elsewhere in these By-Laws.
- Appoint the chair and members of each committee.
- Conduct meetings according to Robert's Rules of Order.

#### **SECTION 2: SECRETARY**

The Secretary shall maintain the membership list and the attendance and minutes of COSTEP MA meetings; prepare COSTEP MA correspondence; and assist MEMA in compiling CH information, statistics, and other input from the COSTEP MA membership as needed. The Secretary will also receive and distribute attendance and minutes of COSTEP MA Committee (and, when in existence, sub-committee) meetings to the entire COSTEP MA membership in a timely manner. The Secretary shall also perform such other duties as may be assigned by a COSTEP MA Co-Chair.

### **ARTICLE VI – MEETINGS**

#### **SECTION 1: FREQUENCY**

COSTEP MA shall meet bi-monthly for regular meetings unless otherwise specified by the Co-Chairs.

#### **SECTION 2: SPECIAL MEETINGS**

The Co-Chairs may schedule a Special Meeting when necessary to carry out the duties of COSTEP MA. Additionally, upon formal request of at least four (4) members, the Co-Chairs shall schedule a special meeting within thirty (30) days and ensure meeting notices are distributed to the COSTEP MA body in accordance with the provisions listed in the By-Laws.

### **SECTION 3: COMMITTEE MEETINGS**

Committees shall meet by any method at least once quarterly. Additional meetings may be scheduled by the Committee Chair as necessary to complete projects.

### **SECTION 4: QUORUM OF THE GENERAL MEMBERSHIP MEETINGS**

A quorum for all regularly scheduled and special meetings shall consist of one-third of all delegates. Business of COSTEP MA will not be conducted without satisfying the quorum requirement.

### **SECTION 5: LOCATION**

COSTEP MA meetings will be held at the location specified by the Executive Committee Co-Chairs. Other Committee meetings will be held at the location specified by the particular committee chair.

### **SECTION 6: AGENDA**

Any delegate may request an item be placed on the Agenda during the next regularly scheduled meeting of COSTEP MA. If the Co-Chairs should decline to do so, a delegate may have the item placed on the Agenda by submitting it in writing to the Co-Chairs with supporting signatures of three (3) delegates. During a scheduled COSTEP MA meeting, matters not appearing on the printed Agenda may be added with a favorable vote.

### **SECTION 7: RULES OF ORDER**

The deliberations of all COSTEP MA meetings shall be governed by Robert's Rules of Order, newly revised.

### **SECTION 8: NOTICE OF MEETING DATES AND TIMES**

Notices regarding regularly scheduled meetings, special meetings, and committee meetings shall be distributed to the body at least fifteen (15) days prior to the scheduled meeting. The meeting notice will identify the date, time, location, and agenda of the meeting for which the announcement is intended. In the event of a meeting cancellation, the body must be notified of the cancellation.

## **ARTICLE VII – VOTING**

### **SECTION 1: ONE VOTE**

Each delegate, including the Co-Chairs, shall be entitled to one vote.

### **SECTION 2: ABSTENTIONS**

A delegate may register his/her abstention on any vote, and it shall be reflected in the minutes. Abstentions are encouraged on matters that pose a conflict of interest.

### **SECTION 3: DETERMINATION OF ACTIONS**

All final actions or policy recommendations shall require the simple majority approval of a quorum of the membership present at a scheduled meeting.

## **ARTICLE VIII – AMENDMENTS**

These By-Laws may be amended or replaced upon a favorable vote of the COSTEP MA body during any scheduled meeting, provided that any proposed changes have been circulated to the body at least fifteen (15) days prior to the scheduled meeting.

## **ARTICLE IX – RATIFICATION PROVISIONS**

The Bylaws are duly adopted by COSTEP MA this 24th day of May 2012, in Boston, Massachusetts. The signatures of those subscribing to these bylaws are set forth below.

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Co-Chair, COSTEP MA, [date]

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Co-Chair, COSTEP MA, [date]

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Secretary, COSTEP MA, [date]