

**BY-LAWS**  
**ALL HAZARDS ADVISORY COMMITTEE (AHAC)**

***ARTICLE I – NAME***

The All Hazards Advisory Committee (AHAC) was established by a joint agreement of AHAC's executive committee, which consists of representatives from the City of Charlotte, Mecklenburg County, and the towns of Cornelius, Davidson, Huntersville, Matthews, Mint Hill, and Pineville.

***ARTICLE II – PURPOSE***

The purpose of AHAC shall be to conduct an ongoing assessment of the Charlotte-Mecklenburg Integrated Response Plan for All Hazards (the All Hazards plan), and do a comprehensive review of other emergency management program functions that concern the City of Charlotte, Mecklenburg County, and the towns of Cornelius, Davidson, Huntersville, Matthews, Mint Hill, and Pineville in Mecklenburg County. This assessment process shall also include the Hazardous Material plan and all related planning requirements as mandated by the Federal and State governments. The charge of AHAC is defined in items 1 and 2 below.

- 1) Conduct an ongoing assessment of the emergency management planning process and the emergency management program functions to determine the readiness of our community to recover from and to mitigate the effects of any type of disaster or emergency including manmade or natural occurrences. This process will include acts of terrorism and the use of weapons of mass destruction.
- 2) To meet all requirements as defined or as amended by the Superfund Amendments and Reauthorization Act (SARA) of 1986, hereinafter referred to as SARA.

***ARTICLE III – MEMBERSHIP***

Section 1 – Number and Qualifications: The AHAC membership and committee should consist of representatives from the departments/agencies listed below.

- Police Chief – Charlotte-Mecklenburg Police Department
- Fire Chief – Charlotte Fire Department
- Executive Director – Mecklenburg EMS Agency
- Director of Homeland Security – Mecklenburg County
- Sheriff – Mecklenburg County
- Health Director – Mecklenburg County Health Department
- Medical Director – Mecklenburg County Health Department
- KBE – Charlotte Department of Transportation
- KBE – City Engineering and Property Management
- KBE – Charlotte Mecklenburg Utilities
- KBE – Charlotte Area Transit System
- Director – Charlotte-Mecklenburg Emergency Management Office
- Director – Corporate Communications - City of Charlotte
- Director – Public Service and Information – Mecklenburg County
- Director – Land Use & Environmental Services Agency (LUESA)

- Director – Mecklenburg County Park and Recreation Department
- Director – American Red Cross – Charlotte Chapter
- Director – Safety/Security Charlotte-Mecklenburg School System
- Chairperson – Contingency Planning Association of the Carolinas
- Town Manager – Town of Cornelius
- Town Manager – Town of Davidson
- Town Manager – Town of Huntersville
- Town Manager – Town of Matthews
- Town Manager – Town of Mint Hill
- Town Administrator – Town of Pineville
- Representative – Federal Bureau of Investigation – Charlotte Office
- Representative – Carolinas Healthcare System
- Representative – Presbyterian Healthcare System
- Representative – BellSouth
- Representative – Piedmont Natural Gas Company
- Representative – Duke Power Company/Duke Energy
- Representative – Petro Distribution Providers
- Representative – Chemical Industry
- Representative – North Carolina Air National Guard
- Mecklenburg County Mental Health
- The Salvation Army
- United Way of Central Carolinas
- Charlotte Chamber of Commerce – Manufacturers’ Council
- University of North Carolina at Charlotte Representative
- Area Chemical Industry Representative
- Representative-National Disaster Medical System-Salisbury VA Med Ctr

For any department or agency not listed above, representation shall be provided by the director of Homeland Security for the City or County or by the director of the Charlotte-Mecklenburg Emergency Management Office (CMEMO). Departments or agencies that have regional program responsibility are encouraged to invite regional representatives to join the committee as nonvoting members.

The current policy group and interagency team that address terrorism and weapons of mass destruction issues will continue to function as a separate body.

The members of AHAC shall represent all elements of the public, private, and volunteer sector. The membership shall be listed by organization or agency. Primary representatives listed above shall designate alternate representatives.

#### ***ARTICLE IV – OFFICERS***

Section 1 – Officers Defined: The officers of AHAC shall consist of a chairperson and a vice-chairperson. The chairperson and vice-chairperson shall be elected by the AHAC membership. The chairperson shall rotate term of office between the public and private sector. The vice chairperson shall also rotate terms between the public and private sector. The vice chairperson shall assume the position of chairperson at the first meeting of the new calendar year after the chairperson’s two-year term has expired unless the committee votes otherwise or if he or she fails to abide by the by-laws. At the first called or scheduled meeting of each new year, the chairperson shall call for a vote to elect the vice chairperson.

Section 2 – Duties: The chairperson shall call and preside at meetings and appoint subcommittees. The vice-chairperson shall, in the absence of the chairperson, assume the duties of the chairperson and perform other duties delegated by the chairperson.

### ***ARTICLE VIII – DISBURSEMENTS***

The disbursement of funds by AHAC shall follow standard accounting principals as agreed upon by the executive committee. AHAC can receive funds from any element of local government listed in Section 1, Article III, apply for grant funds from either a state or federal source, or can receive donations. AHAC will not be permitted to assess fees or other charges to obtain funds for the administration of AHAC's activities unless duly authorized by the executive committee.

### ***ARTICLE IX – ATTENDANCE***

. The All Hazards Advisory Committee's purposes require consistent representation of all member agencies by primary or alternate representatives. The AHAC chair shall seek replacement representation for any member agency without representation for three or more meetings in any rolling twelve-month period. It shall be the responsibility of the absent primary or alternate agency representative to obtain information discussed at the meetings.

### ***ARTICLE X – POWERS- GENERAL***

The AHAC shall perform duties and responsibilities as outlined in Article II – Purpose. The AHAC will make recommendation and corrections to program elements that enhance the overall readiness capability of the community. All changes will be reviewed to ensure compliance with state and federal standards and/or mandates.

All recommendations for program changes that exceed the authority level of the AHAC membership shall be in writing and forwarded to the director of CMEMO. The CMEMO director will review the proposals to ensure there is no conflict with the emergency management program requirement as defined by the state or federal government. After the review process, the CMEMO director will submit the proposed changes to the executive committee for consideration. The executive committee shall provide feedback and recommendation to the AHAC within sixty days of project submittal. The executive committee consists of the following:

- Director of Homeland Security for the City of Charlotte
- Director of Homeland Security for Mecklenburg County
- Representative from the City Manager's Office
- Representative from the County Manager's Office
- Representative from the Northern Towns
- Representative from the Southern Towns
- Chairperson of AHAC
- Vice-Chairperson of AHAC
- Officers of AHAC

### ***ARTICLE XI***

The executive committee shall indemnify and hold harmless all committee members, non members, and members of any standing committee or subcommittee against all loss, costs, damages, and expenses including legal fees arising out of or connected with the activities of AHAC.

**These By-Laws were accepted by AHAC on March 25, 2004.**