

University of Washington

Emergency Readiness Committee

CHARTER

Ratified/Updated: September 18, 2020

Name

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

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:

- Serves as a collaborative forum to make policy recommendations and advise University leadership (President, Provost and members of the Cabinet) via the University of Washington Emergency Management Department (UWEM) and the UWEM Director (henceforth referred to as the Director) on emergency management and business continuity outreach, planning, training, exercise, mitigation, response, recovery, and other activities that are critical to the University enterprise.
- Collaboratively develops, maintains, and enhances a unified University-wide system of emergency management and business continuity to ensure all staff, faculty, students, and visitors are served and protected.
- Provides guidance and support for effective and timely disaster and crisis response efforts, including oversight of Emergency Operations Center activities and initiatives.
- Provides a means by which the University of Washington community can communicate questions and concerns with activities, programs and projects supported by the UW Emergency Management Department.
- Shall collectively promote and support the implementation of new policies, programs, initiatives and/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 Vice President of Facilities, who shall represent the ERC as its Executive Sponsor.

Mission

The mission of the ERC is to collaborate across the University of Washington enterprise to ensure that all are working for the betterment of the emergency management and business continuity programs and to work together to minimize the impact of emergencies and disasters on the students, staff, faculty, visitors, patients, academic and research missions, and property of the University of Washington.

Vision

Achieving a world renowned and effective University-wide emergency management and business continuity system that serves as a model for other institutions of higher learning.

Priorities

The Emergency Readiness Committee, comprised of a broad-based, diverse representation from all across the University of Washington enterprise, is established to collaboratively address current and emerging emergency management and business continuity issues that have the potential to impact the University.

Committee members should actively represent their constituent groups while also maintaining a University-wide perspective on emergency management and business continuity matters.

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.

Membership

The Emergency Readiness Committee is comprised of core voting members, non-voting members and ex-officio members. The goal of the Committee is to ensure that all key functions and areas of the University are represented while balancing the need to conduct business in a timely and efficient manner.

Core Voting Members (or Core Members)

Based on the primary/lead roles and responsibilities outlined in the University's Comprehensive Emergency Management Plan as well as those assigned under APS 13.1 and 13.2, the following twenty (20) UW departments, units or functions are designated as a Core Voting members of the ERC and are each allowed one (1) vote:

Environmental Health & Safety Department	Risk Services Department
Health Sciences Administration	UW Facilities
Housing & Food Services	UW Finance

Human Resource Department	UW Medicine (to include UWMC)
Intercollegiate Athletics	UW Police Department
Office of Global Affairs	UW-Bothell campus
Office of Student Life	UW News
Procurement Services Department	UW-IT (information technology)
Provost’s Office	UW-Tacoma campus
Office of Research	Academic Affairs

The UW Emergency Management Department (UWEM) is considered a core member; however, they may only vote in the case of a tie among the other core members present at the time of a vote.

Non-Voting Members

Any other interested UW department, unit, college or affiliated-functions not listed above (*such as off-site research stations*) may assign or send one or more representatives to participate in any ERC meetings or function. Non-voting members may participate in discussions, make presentations and be active in special projects, task groups and other Committee activities. However, they may not run or be elected for any ERC office nor do they have the ability to make formal motions or vote on any actions being considered by the Committee.

Ex-Officio Members

By virtue of their responsibilities, mission, expertise, technical knowledge and/or ability to provide additional stakeholder input, the following organizations are considered as ex-officio members and will be invited to attend each ERC meeting:

- ASUW (Associated Students of the University of Washington)
- Attorney General’s Office (assigned to the UW)
- City of Seattle Office of Emergency Management
- GPSS (Graduate & Professional Student Association)
- King County Office of Emergency Management

Similar to the ERC non-voting members, ex-officio members may also participate in all committee discussions, be active on special projects and task forces, but they are precluded from voting in any official capacity.

Total membership of the ERC is not limited; however, only Core Voting members may vote on official Committee actions and leadership elections. The total number of ERC members shall not be fixed to accommodate changes in university organizational structures and permit flexibility to expand allowing additional interests and voices to be heard in the Committee’s collaborative forum.

Officers

The Chair and Vice-Chair shall each be elected for a two (2) year term by core members of the Emergency Readiness Committee at a regular or special meeting by a simple majority vote. Voting will be conducted via secret ballot unless the open position(s) is uncontested, by which the Executive Secretary may request a simple voice vote of acclamation of the slate. Elected officers' terms commence on January 1st

Other than staff members from UW Emergency Management, any current core member of the Emergency Readiness Committee may volunteer to serve and be considered for election as either Chair or Vice Chair. Elected officers may not serve more than two (2) consecutive terms.

The UWEM Director shall serve as the appointed Executive Secretary for the Emergency Readiness Committee.

Duties of Officers

The ERC Chair shall:

- Call the Emergency Readiness Committee meetings, preside at the meetings, and coordinate with the Executive Secretary to formulate the agenda for the meetings.
- Make recommendations to the Emergency Readiness Committee regarding establishment of taskforces or workgroups.
- Perform other duties as necessary or prescribed by the Emergency Readiness Committee for the effective operation of the advisory group and its responsibilities.
- Present ERC policy recommendations to ERC Executive Sponsor and other UW senior leaders and promote the Committee's activities throughout the University and community-at-large.
- In the event of a vacancy in the office of ERC Vice-Chair, the Chair will appoint an interim Vice-Chair to complete the remainder of the vacant term.

The ERC Vice-Chair shall:

- Perform all the duties of the Chair if the Chair is unwilling, unable, vacates, resigns or is removed from office. If the Chair position becomes permanently vacant, the Vice Chair will serve out the remaining term of the Chair and assume all roles and responsibilities of the Chair. Once assuming the role of the Chair, he/she will also appoint an ERC core member to serve as interim Vice Chair to complete the term until the next regularly-scheduled election.
- Work with the Chair and Executive Secretary to set committee agendas, goals and work plan for ERC members.

The Executive Secretary shall:

- In the event of a concurrent absence of both the Chair and Vice-Chair, the Executive Secretary shall, in the interim, perform and exercise their assigned duties and functions of the elected leadership.
- Participate in, and provide logistical support, for any task forces or workgroups.
- Distribute the agenda and prior meeting draft minutes at least one (1) week prior to each meeting.
- During all meetings, ensure that clear draft meeting notes are taken and distributed to all members of the Emergency Readiness Committee in a timely fashion (but no later than 1 week prior to the next regularly-scheduled meeting).
- Oversee and impartially conduct the election of officers, including solicitation, recording and announcement of eligible candidates, development and distribution of a ballot, and tally, record and announcement of the final results to the Committee.
- In consultation with the ERC Chair and Vice-Chair, provide regular updates to the ERC Executive Sponsor on Committee initiatives, projects and proposals. The Executive Secretary will transmit any feedback from the Executive Sponsor back to the ERC officers.

Members

All members of the Emergency Readiness Committee shall:

- Make every attempt to attend and participate in all regularly-schedule meetings or ensure that a suitable alternate (or proxy) is available to ensure that their respective department/unit perspectives are shared with other members of the Committee.
- Share the responsibilities of the deliberations of the Committee.
- Carry forward to the group the concerns of the constituency they represent.
- Share information with their constituencies.
- Be willing to serve on short-term task forces, special projects or assignments.
- Be open-minded and not focused on their own interest.

Elections

Election of the ERC Chair and Vice-Chair shall be held concurrently during the last quarter of the calendar year in which their term ends (or as close as possible if the agenda/schedule does not allow for this activity). This schedule will provide an opportunity, if necessary, for a leadership transition period for (any new) officers assuming their roles. Off-cycle elections *may* be called to fill any vacancy and shall follow the same process and eligibility requirements noted earlier.

Meetings

Schedule: The Executive Secretary, 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.

Special Meetings: Special meetings may be called by the Executive Secretary or the Chair, as deemed appropriate, or upon a special written request of a least five Committee members.

Meeting Notice and Requirements: The Executive Secretary, in coordination Chair will provide notice of meetings at least one week prior to such meetings.

Public Meetings: All meetings shall comply with the Washington State Open Public Meetings Act.

Quorum: A simple majority of the ERC Core Voting members (including alternates/proxies) shall constitute a quorum at regular or special meetings. Members participating via virtual methods (phone/web streaming) count as part of any quorum.

Record of Meetings: All meeting minutes, agendas, reports and handouts shall be made available to the Committee. Members of the general public may request similar documents by email, phone or via the service request link found on UWEM's main website:

www.washington.edu/uwem

Operating Principles

Unless specifically exempted under current Washington State open meeting laws, all meetings are open to the University of Washington community and the public.

Agendas and meeting notes will be shared with all members of the Committee.

The Executive Secretary will explore the use of new collaboration methods to ensure broad access and maximum participation by committee members. Examples include the use of either phone conference systems, web conferences, rotating meetings between Seattle and other University locations, campuses (Bothell & Tacoma) and/or research stations.

All meetings will encourage full and open collaboration among members.

All members, guests and other meeting attendees are asked to be respectful of the opinions of others.

The ERC leadership will conduct assessment efforts as appropriate to inform the effectiveness of committee operations and functions.

Voting

Actions and commitments will be achieved through consensus where possible.

Each Core Voting member or designated alternate/proxy shall have one vote and must be present, either in person or via conference call or web presence, to cast his/her vote. If a department/unit has more than one core member present for a vote, only one vote is allowed. Core members are expected to develop their own process to determine how they will cast their collective vote and who will cast the vote on their behalf. The official ERC meeting minutes will record all formal votes.

With the exception of ERC Charter amendments (*see below*), passage of motions shall require only a simple majority. Informal polling for consensus shall not be considered voting.

Parliamentary Procedures

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

Amendments

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 Emergency Readiness Committee voting (core) members at any group meeting provided that a copy of the proposed amendment(s) are sent to each member at least fifteen (15) days prior to the meeting.

The Charter will be reviewed and updated, as needed.