

BYLAWS
CHIEF ADMINISTRATIVE OFFICERS (CAOs) COMMITTEE
Draft: April 6, 2011

ARTICLE I. NAME.

The name of this committee is the CHIEF ADMINISTRATIVE OFFICERS (CAOs) COMMITTEE of the Metropolitan Washington Council of Governments (COG).

ARTICLE II. PURPOSE.

- A. The Committee's purpose is to share best practices and inform local operating decisions in all major areas of local government activity, particularly inter-jurisdictional and multi-jurisdictional matters.
1. The Committee may make recommendations on policy issues of regional significance to the COG Board of Directors and on administrative practices to COG member jurisdictions.
 2. During regional emergencies, the Committee serves as the mechanism for coordination of the National Capital Region's response and recovery.
 3. The Committee performs specific tasks as delegated by the COG Board of Directors.
- B. The Committee's subject areas include the following:
1. Share best practices and informing local government operating procedures and actions.
 2. Receive reports and policy recommendations from COG technical committees or other entities.
 3. Act as a technical committee, including specifically as:
 - a. The Drought Coordination Committee.
 4. Members of the Committee function as a regional entity with the ability to make decisions or take actions affecting other groups, including specifically the following standing committees or subcommittees:
 - a. Regional Incident Communication and Coordination System (RICCS) Board to monitor RICCS performance at least once a year.
 - b. Chief Administrative Officers Homeland Security Executive Committee – Urban Area Security Initiative (UASI).
 - c. Chief Administrative Officers Interoperability Council.

ARTICLE III. MEMBERSHIP.

The Committee is comprised of the senior administrator/manager of each member jurisdiction. The Committee may invite non-voting participation of other region-serving entities, to include the International City Management Association (ICMA) and the Washington Metropolitan Area Transit Authority (WMATA).

ARTICLE IV. OFFICERS.

- A. The Committee shall elect a Chair and Vice Chair.
- B. The Chair shall preside at all meetings and shall perform such other duties as the Bylaws or the Committee shall assign.
- C. The Vice Chair shall act to discharge the duties of the Chair, in the absence of or inability of the Chair to act. The Vice Chair shall also serve as the Chair of the Homeland Security Executive Committee.
- D. The Chair and Vice Chair shall serve a two (2) year term of office. Officers are eligible for re-election. It is anticipated, although not required, that the Vice Chair will succeed the Chair.
- E. If a vacancy occurs in the office of Chair or Vice Chair, the Committee shall elect a new officer to fill the vacancy for the remainder of the term.

ARTICLE V. EXECUTIVE COMMITTEE.

The Committee may appoint an Executive Committee, which shall consist of the Chair, the Vice Chair and any other members appointed by the Committee. Members shall serve one (1) year terms on the Executive Committee.

ARTICLE VI. MEETINGS; PROCEDURE.

- A. **Meetings:** The Committee shall meet monthly, except August and December, or at other times as the Committee may determine.
- B. **Procedure:** Meetings shall be conducted informally and by consensus, unless the Committee determines that *Robert's Rules of Order* should be used. Meetings will not be open to the public. Invitees to the meetings shall be approved in advance by the Chairman.
- C. **Minutes or Summaries:** COG staff shall prepare draft minutes or meeting summaries for adoption by the Committee at the next meeting. The Committee may determine that no minutes will be kept. The minutes or other documents provided to or kept by the Committee or members are not intended to be public unless dissemination is agreed to by a majority of the Committee or through an alternative adopted by the Committee.

- D. **Subcommittees of the Committee:** When subcommittees of the Committee meet or members of the Committee function as a regional entity pursuant to Article II.B.4., the group will follow the procedures set forth in this article.

ARTICLE VII. SUPPORT.

Under the direction of the Executive Director, COG shall provide staff support to the Committee.

ARTICLE VIII. AMENDMENT.

These Bylaws may be amended with the approval of the majority of those members of the Committee present and voting, after notice of the amendment has been sent to every member of the Committee at least seven (7) days prior to the meeting. If approved by the Committee, the amendment shall be effective immediately.

Adopted: _____, 2011.

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