



HERNANDO ESF-8 WORKING GROUP BY LAWS

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I. Organization

The Hernando ESF-8 Working Group supports health, medical and mental health preparedness across Hernando County and among those who serve our residents and visitors.

The ESF-8 WG includes health, medical and mental health providers and organizations, government agencies, faith-based organizations, individuals, and businesses in 17 categories:

- A. Blood banks, medical laboratories, and poison control
- B. Community organizations serving vulnerable populations
- C. Community organizations with a health & medical mission
- D. Dialysis centers and ambulatory surgical agencies
- E. Emergency Management / Public Safety agencies
- F. Emergency Medical System (EMS) agencies
- G. Faith-based or non-profit organizations
- H. Federally Qualified and Community Health Centers
- I. Healthcare and professional medical associations
- J. Higher education / healthcare professional education
- K. Home healthcare (home health, nurse registries, hospice, and durable medical equipment)

- L. Hospitals (acute and rehabilitation facilities)
- M. Medical Examiners and funeral homes
- N. Medical Reserve Corps (MRC), Community Emergency Response Team CERT, Fire Corps, American Red Cross
- O. Mental health / behavioral health providers
- P. Nursing Homes, Assisted Living Facilities, and Group Homes
- Q. Pharmacies and pharmacy associations
- R. Primary care providers and walk-in clinics
- S. Private organizations with a health & medical system role
- T. Public Health agencies
- U. Volunteer organizations with a health & medical mission (Red Cross or similar)

II. Mission

The ESF-8 WG seeks to “To enhance health, medical, and mental health preparedness and response in Hernando County” and supports the health and medical system in its mitigation of, preparedness for, response to, and recovery from emergencies and disasters.

This collaboration helps to identify gaps and needs in preparedness, improve effectiveness, mobilize resources, and support local and regional response.

III. Focus

The ESF-8 WG is a network of organizations active in disasters (please see Fig. #1). Each member agency maintains its own identity and independence while closely collaborating on disaster planning, response, recovery and mitigation.

Population Vulnerability by Area to Most Common Hazards

Type of Hazard	Reported Events 2006-2016	Probability of Occurrence	Level of Vulnerability	Potential Costs	Significant Number of People Affected	Area Primarily Impacted
Hurricanes, coastal storms	3	Moderate	High	High	Yes	Countywide
Floods	5	Moderate - High	High	Moderate - High	Yes	Far western side of the County; West of US19;Weeki Wachee River; Brooksville
Coastal and riverine erosion	Exact figure unknown	Moderate	Moderate	Moderate	Yes	Far western side of the County; Weeki Wachee River
Sinkholes	54*	High	Moderate	Low - Moderate	No	Countywide
Wildfires	133**	High	Moderate	Moderate	Yes	Countywide
Severe Storms, tornadoes, lightning, hail	46	High	Moderate	Moderate	Yes	Countywide
Drought, heat wave	4***	High	Low	Low - Moderate	Yes	Countywide
Winter storms, freezes	29	Low	Low	Low	Yes	Countywide
Hazardous materials incidents	Exact figure unknown	Moderate	Moderate	Moderate	Yes	I-75 and U.S. 19 corridors
Biological	Exact figure unknown	Low	Low	Moderate	No	Countywide

Figure #1: Hernando County CEMP, Dec. 2016, p. 82

The ESF-8 WG focuses on the threats and risks most likely to impact Hernando County as outlined in the Hernando County Comprehensive Emergency Management Plan (CEMP). Specific roles and responsibilities are described in the Emergency Support Function #8 Health and Medical Annex (ESF-8) to the CEMP.

The ultimate goal of the ESF-8 WG is to maintain and restore the health and medical system when it is impacted by natural disasters and emergencies, human-caused accidents, and deliberate acts of terror and fear.

IV. Scope

The ESF-8 WG supports mitigation, preparedness, response and recovery by:

- A. Engaging all health, medical and mental health sectors
- B. Encouraging collaborative education, training and cross-sector exercises
- C. Sharing resources during disaster response and recovery
- D. Developing and supporting two-way communications processes, methods, and systems
- E. Sharing oversight and guidance in county redevelopment and recovery projects after disasters
- F. Mitigating gaps identified in exercises and real-world events
- G. Integrating our local preparedness work with regional, state and national strategies

v. Membership

Membership is open to representatives from all the organizations listed in Section I. Organization and expectations for membership include:

- A. Agree with the ESF-8 WG Mission
 - B. Assist and support ESF-8 WG members during response and recovery
 - C. Appoint a representative who attends meetings
 - D. Support education, networking, and trainings
 - E. Participate in drills and exercises
 - F. Treat information discussed at the ESF-8 WG as confidential
- Only one official representative may be a voting member representing their organization.

VI. Membership Application

Organizations that meet the criteria in Section V. Membership A. may request to join by email, letter, or by attending meetings. Approval by majority vote.

VII. Membership Responsibilities

- A. Organization leadership commits to sending knowledgeable representatives to ESF-8 WG meetings who are able to make decisions for the representing agency
- B. Representatives have access to the resources of their organization which support emergency response and disaster recovery
- C. Members may send a proxy to attend meetings in their absence

VIII. Membership Termination

- A. Voluntary – Submit a request by email, letter, or in-person at a meeting
- B. Involuntary -- Members may be terminated with a majority vote if they consistently fail to meet the conditions and responsibilities of membership.

IX. Meetings

The ESF-8 WG is guided by the Democratic Rules of Order except as otherwise provided for in these bylaws. All meetings are operated in the Sunshine according to Florida law, and are publicized and open to the public. (Please see Appendix A: Democratic Rules of Order)

- A. Business Meetings are held at least nine times a year (June-Nov, Jan., March, May) on a schedule set by the group, or as needed
- B. Meetings are held in-person, by conference call, or internet video broadcast
- C. In-person meetings are held for any action or fiscal matter, unless
 - a. Circumstances prevent a meeting due to EOC activation, ongoing emergency response or disaster recovery
 - b. A majority of members decide to postpone
 - c. A quorum of five (5) members is not present where fiscal matters must be decided
- D. Meetings are announced by email sent during the first week of each month to all members and interested organizations during the first week of each month
- E. Meetings are held on the second Thursday of the month at 1pm. In-person meetings are normally held at the Hernando County EOC or Department of Health in Hernando County. Meetings may be held in other locations or at member facilities.
- F. Meeting minutes are presented at the next regular meeting

X. Voting

- A. Each member organization is entitled to one vote
- B. The FL Dept. of Health in Hernando County abstains from voting unless there is a tie
- C. Votes are pass by simple majority of members present
- D. Votes on fiscal matters are decided by a simple majority of members present
- E. Vote tallies are recorded in meeting minutes
- F. Electronic methods, emails, epolling may be used for voting if an in-person meeting is not held or the vote is time sensitive
- G. Absentee voting will be facilitated to include members unable to attend a meeting where a vote was held. Absentee voting will be open for two business days following a meeting, unless there is a time-sensitive action that requires a more rapid vote.
- H. Member representatives have a voice and vote for their organization at business meetings. Other representatives from the same organization have voice, when recognized by, and, at the discretion of the Chair. The intent is to encourage a reasonable exchange of ideas without a monopoly by multiple representatives of a single organization

- I. Emergency Meetings to meet the needs of disaster response or exercises and drills may be called at any time by the Chair, leadership, or a majority of members, with minimal notice provided
 1. Emergency meeting may be conducted in-person, by phone, or internet conference call.
 2. Emergency meetings are open to all voting members, members, organizations, agencies and invited individuals.

XI. Leadership

- A. Terms are defined as two-years beginning in January
- B. Nominations and voting for Leadership are held during the last quarter of the calendar year.
- C. Leadership is responsible to
 - a. Prepare and distribute meeting agendas and minutes
 - b. Support or assist with meeting venue arrangements
 - c. Monitor and track expenditures and funding allocations
 - d. Encourage short and long-term goals for the ESF-8 WG
 - e. Plan trainings and exercises and lead assessments
- D. **The Chair / Vice Chair** convene and preside at meetings, represent the ESF-8 WG, act as the spokesperson, delegate tasks, form committees, provide leadership as needed
- E. **The FL Dept. of Health in Hernando representative** executes initiatives approved by the ESF-8 WG, including fiscal matters
- F. **The Representative to the Tampa Bay Health and Medical Preparedness Coalition (TBHMPC)**
 - a. Represents the ESF-8 WG and Hernando County as a member of the Board of Directors of the TBHMPC.
 - b. Attends quarterly TBHMPC Board of Director meetings in-person or by phone as organized by the TBHMPC Chair
 - c. Supports and explains the projects that the ESF-8 WG submits to for funding to the TBHMPC
 - d. Promotes training, drills and exercises organized by the ESF-8 WG and TBHMPC
- G. The Secretary coordinates with the Chair / Vice chair to record meeting minutes, announce meetings, and publicize trainings and exercises
- H. Leaders are elected by a majority vote at regular meetings
- I. Any organizational representative may be nominated for a leadership position
- J. Elections are held during the fourth calendar quarter of the year, with the term of office beginning at the next regular or special meeting of the new year
- K. During the first year, leaders immediately assume their responsibilities
- L. Vacancies are filled by majority vote of the members at any regular or special meeting and serve out the remainder of that term

- M. When a position is vacated, nominations are called for and an election held at the next business meeting
- N. Ad Hoc committee are convened by the members and reports its work to ESF8-WG

XII. Amendments to By-Laws

- A. A 7-day advance notice is sent to members and interested organizations for meetings at which amendments will be discussed
- B. Changes are opposed, seconded, and decided by majority vote at business meeting

XIII. Acronyms

CEMP – Comprehensive Emergency Management Plan	EOC – Emergency operations Center
ESF-8 -- Emergency Support Function #8 Health and Medical	MRC – Medical Reserve Corps
ESF-8 WG Emergency Support Function #8 Health and Medical Working Group	TBHMPCC – Tampa Bay Health and Medical Preparedness Coalition

XIV. Record of Changes

Date of change	Description of Change
A. 12/12/2019	Created with input from Hernando COAD, Citrus, Hillsborough, Pasco, Pinellas, and Sumter ESF-8 groups; First draft review
B. 01/09/2020	Second Draft Review
C. 01/13/2020	Approved
D.	
E.	
F.	
G.	
H.	
I.	
J.	
K.	
L.	
M.	

xv. Appendix A: Democratic Rules of Order

<https://www.democraticrules.com/pdf/summary.pdf>



Democratic Rules of Order

Summary of the Rules

Fairness (equal rights of members) and good order are the underlying principles (page 8).

The final authority is the majority of voting members, provided a quorum is present, subject always to any applicable higher law (a law of the land, a constitution, a bylaw, or an existing standing rule) (page 15).

In formal meetings, the chair guides impartially without taking part in discussion. In informal meetings, the chair participates as an equal member (page 16).

A motion should be worded affirmatively and must not conflict with any higher law. Each motion requires a seconder (page 18).

The mover's privilege allows the mover to reword or withdraw the motion provided there is a seconder and not more than one member objects (page 19).

Amendments can delete, substitute, or add words to a motion on the floor but must not negate it or change its topic. An amendment cannot be amended (page 20).

Postpone, refer: A motion can be postponed to an indefinite or a specific future occasion or referred to a committee for further study (page 21).

Voting: Common voting methods include voting by ballot, standing, show of hands, show of voting cards, and voice. For a motion to pass, a quorum must be present and more than half the votes cast must be affirmative (pages 21-24).

Informal discussion: A motion to informally discuss some topic, if passed, allows members to consider an idea without the formality of a motion (page 24).

Rescind, reconsider: A previous decision can be rescinded or reconsidered by the members at any appropriate time (pages 24 and 25).

Ratify a previous decision: A decision exceeding the authority of a member, committee or meeting can be ratified at a later meeting (page 27).

Good order: Members should discuss only one motion at a time. A member must not take more than a fair share of floor time nor interrupt another member except as allowed with a point of order (pages 28-30).

Point of order: A member who believes that a law or the meeting's good order is being breached may rise immediately and say "point of order." The chair should allow the member to explain and, if necessary, should call for a vote for a decision (page 29).



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