

**Lower Rio Grande Valley Development Council  
Homeland Security Advisory Committee  
Bylaws  
FY2025-2026**



**LRGVDC Public Safety - Homeland Security Program  
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## **Article I - Name, Purpose, Responsibilities**

The Homeland Security Advisory Committee (HSAC) was created as a voluntary, unincorporated association of the Lower Rio Grande Valley Development Council (LRGVDC) in November of 2004.

The HSAC's primary responsibility is to assist the LRGVDC in the development, implementation, review, and update of comprehensive plans to serve the needs of the region in the event of terrorist activities, natural disasters, and man-made disasters and to evaluate and make recommendations on grant applications submitted by eligible jurisdictions.

Subject to LRGVDC Board of Directors specifying otherwise, the HSAC's specific responsibilities are:

1. The prioritization of funding proposals to determine their consistency with applicable regional plans and furnishing these evaluations to the LRGVDC Board of Directors.
2. To advise LRGVDC's member cities, counties, and special districts, directly or through the LRGVDC Board of Directors, on matters within their jurisdiction pertaining to emergency preparedness, homeland security and other matters.
3. To identify regional gaps, existing capabilities, available resources and to establish goals and priorities.
4. Identify trainings and exercises/workshops.

## **Article II Membership**

The HSAC is composed of 14 member jurisdictions, and shall be appointed members based upon the following criteria:

1. Member Jurisdictions from Cameron County, 5 representative(s) jurisdictions  
Member Jurisdictions from Hidalgo County, 7 representative(s) jurisdictions  
Member Jurisdictions from Willacy County, 2 representative(s) jurisdictions
2. The 14 member jurisdictions which are presently members of the HSAC (under existing criteria, Article II- Qualifications, Section 3) shall remain as "permanent" members of the HSAC, so long as they remain eligible pursuant to these bylaws.
3. Upon a vacancy, as described hereunder, the jurisdiction within that affected county shall appoint a replacement candidate. Thereafter, the proposed candidate must be confirmed by simple majority of all HSAC members present i.e. the person with the most votes.
4. A representative of the LRGVDC Board of Directors may serve on the advisory committee.
5. A LRGVDC staff member, designated by the LRGVDC Board of Directors, shall act as HSAC Liaison, and shall attend each HSAC meeting.



### Term

1. If the member were to become ineligible, the individual may be reappointed once the individual meets all qualifications listed under existing criteria as annotated in Article II- Qualifications, Section 3
2. In the case of a city vacancy, the mayor for the city must send their recommended member for the appointed seat. If the position it is a county vacancy, the county judge will send in their recommendation for that vacancy. Ratification of the replacement to serves as a qualified member is retained only by the LRGVDC Board of Directors.
3. All members will be renewed and approved by the LRGVDC Board of Directors on an annual basis beginning on the first Thursday in October of the Federal Fiscal Year.
4. There is no maximum amount of terms that a member can serve on the HSAC.
5. A member may be removed for good cause at any time by the LRGVDC Board of Directors.

### Qualifications

1. To be eligible for membership on the HSAC, a jurisdiction must have an up-to-date and approved Emergency Management Plan on file with the State of Texas-Office of Homeland Security. The plan must comply with all the requirements and regulations under the Homeland Security Presidential Directives (HSPD) 5. This directive authorized the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS), which provides a consistent nationwide approach for Federal, State, Local and Tribal governments to increase interagency cooperation and coordination effectively and efficiently in order to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
2. Member jurisdictions shall appoint individuals to exercise the member's voting and other privileges on the HSAC. Such individuals shall be employees of the member jurisdiction with experience in any of the categories enumerated in paragraphs 3 (A-G) below. Each member jurisdiction shall appoint a primary representative and three alternates/proxies to represent the jurisdiction on the HSAC. Such designation shall follow their own jurisdiction's local protocol and shall present in writing by an Authorized Official such as but not limited to the county judge or highest elected official, county administrator or designee, city mayor, and submitted to the HSAC by an authorized representative of the member jurisdiction. The designation may be changed from time to time by the member jurisdiction by an amended written designation. No person, other than the person listed as an alternate/proxy shall be eligible to exercise voting and privileges on behalf of the primary member.
3. Member jurisdictions shall designate individuals to represent it on the HSAC who have experience in the categories listed below; provided, however, that member jurisdictions shall, subject to the requirements of paragraph 2 above, have discretion to appoint such individuals as they deem appropriate to represent it on the HSAC.



- A. Emergency Management
- B. Law Enforcement
- C. Fire Service
- D. Emergency Medical Services
- E. Special Needs Community
- F. Public Health
- G. Public Works

#### Vacancy

A vacancy occurs when:

1. A member jurisdiction becomes ineligible for a period of more than one (1) calendar year; or
2. A member is not reappointed; or
3. A member resigns (resignations shall be in writing to the LRGVDC HSAC liaison and the Advisory Committee Chair); or
4. A member is removed; or
5. A member no longer meets the qualification requirements.

#### Attendance

1. Attendance records documenting HSAC member absences will be maintained by the LRGVDC-HSAC Liaison and internal staff. If none of the representatives designated by a member is able to attend a scheduled meeting, notification must be provided to the HSAC liaison prior to the meeting.
2. An HSAC Member or the member's alternate/proxy is expected to attend all regular meetings. Failing to attend at least 50% of the HSAC meetings during a calendar year, may be subject to removal from the HSAC. The member will be electronically notified upon the fourth (4th) absence to advise the member of the six (6) absence rule. On the sixth (6) absence, the member will be notified in writing (both email and hardcopy letter) that is signed by the LRGVDC Executive Director of such removal.
3. Members so removed may appeal in writing (both email and hardcopy letter) to the LRGVDC Board of Directors within two (2) weeks of the date of notification. Appeals will be handled in a timely manner as designated by the LRGVDC Board of Directors and the member will be notified in writing (both email and hardcopy letter) of the decision.





## **Article III – Officers**

### **Election**

1. The HSAC shall elect a Chair, Vice-Chair and Parliamentarian from among the primary representatives designated by the member jurisdictions. Election of a Chair, Vice-Chair and Parliamentarian will occur at the time of member elections/renewals on the first Thursday of October of the Federal Fiscal Year. Only the individual elected by the HSAC shall be eligible to carry out the functions of the office to which that person is elected, *i.e.*, alternate/proxy representatives from the same member jurisdiction can not serve in the officer's absence unless duly elected. Thereafter, the purposed candidate must be confirmed by simple majority of the HSAC members *i.e* the majority of the votes.

### **Term**

1. Elected Officers serve 2 year terms beginning on the date of election. Upon HSAC and LRGVDC Board of Directors approval, Officers will serve a maximum of two (2) consecutive terms.

### **Vacancy**

1. In the event an Officer is unable to fulfill his or her term, the HSAC shall elect a replacement at a regular or specially called meeting, who will serve for the remainder of the unexpired term.

### **Duties**

1. The Chair presides at the meetings of the HSAC and shall have full voting privileges.
2. The Vice-Chair performs the Chair's duties in the absences of the Chair. In the event both the Chair and Vice-Chair are absent from a meeting, the HSAC Parliamentarian will preside over the meeting.
3. The Parliamentarian ensures that the meeting is kept in order and proceeds in a timely manner. The Parliamentarian may serve in place of the Vice-Chair in the vent the designated individual is not present. The Parliamentarian may also serve as the presiding member of the HSAC in the event that both the Chair and Vice-Chair are not present.
4. If the Chair, Vice-Chair and Parliamentarian are not present during the meeting, the HSAC shall select who presides over the meeting.

### **Other Officers**

The HSAC may elect other Officers from time to time to carry out its responsibilities. This may be done by a simple majority vote of the HSAC members at any regularly scheduled meeting where a quorum is present.



## **Article IV- Meetings**

### **Regular Meetings**

1. The HSAC shall meet a minimum of 6 times a year (no meeting in July), to include the prioritization meeting at a time and place specified by the HSAC Liaison. Should there be a conflict in schedules, such as a holiday or an agreed change to the movement of a meeting: the meeting will be rescheduled at a time that is appropriate. Notes: Change all sections that state 6 meetings.
2. Written notice, including an agenda, of each regular shall be prepared by the LRGVDC HSAC liaison and electronically transmitted to each HSAC member at least five (5) business days before the meeting date. However, if the notice is not provided within the time indicated, and a quorum of HSAC members are present, the meeting may proceed and the defect in notice shall not affect the validity of any action taken at such meeting.
3. HSAC may conduct telephone and videoconference calls to conduct meetings. These meetings must be set up to provide live two-way communication during the entire conference call and the identity of each HSAC member must be clearly stated prior to speaking.

### **Special Meetings**

1. The HSAC shall meet specially if called by the LRGVDC Board of directors, the LRGVDC HSAC liaison, the HSAC Chair, or requested in writing by at least one Third, four (4) members of the membership, excluding vacancies, of the HSAC.
2. A request by the membership for a special meeting must be in writing or in electronic format, addressed to the Chair, and must describe the purpose of the meeting. Only that business reasonably related to the purpose or purposes described in the request may be conducted at a special meeting.
3. Notice of any special meeting shall be given at least 72 hours prior to the special meeting.

### **Quorum and Action**

1. A majority of the total voting membership, excluding vacancies, constitutes a quorum for conducting HSAC business.
2. A majority vote of the members present at a meeting at which a quorum is present is necessary for action by the HSAC. During a meeting at which a quorum has been established, and then subsequently lost due to members leaving, all remaining business items requiring an HSAC vote or action must be postponed until the next scheduled meeting at which a quorum is established.
3. A HSAC member may not transfer voting rights to the proxy of another jurisdiction.



### Open Meetings and Records

1. All regular meetings of the HSAC shall be open to the public. Minutes of the HSAC meetings, documents distributed, and other records are the property of LRGVDC. These materials are available for public view, at the LRGVDC offices, upon receipt of a written request by the interested party.
2. Except where these bylaws require otherwise, *Robert's Rules of Order* shall govern the conduct of HSAC meetings in the event of any dispute regarding the conduct of business.
3. The HSAC Committee may conduct business via conference call and/or electronic transmissions, with any actions taken by the HSAC Committee being placed on the next regularly scheduled monthly meeting for ratification by the board.

### Conflict of Interest

1. An HSAC member other than an elected public official, who is a member of the governing body, an officer, or an employee of an applicant for funding and who has a financial interest or business relationship with a vendor or proposed vendor must disclose his or her status before the application is considered by the HSAC and may not participate in discussion of or vote on the application. The member is counted in determining the existence of a quorum.
2. A vote cast in violation of this section is not counted.
3. For purpose of this section a number is deemed to have a financial business interest with a vendor or proposed vendor if the member or member's spouse or a relative of the member or spouse within the degree or consanguinity has an interest with such vendor as defined in Chapter 171 the Local Government Code.
4. Enforcement of the conflict-of-interest policy for the grant review process:
  - i. Members of the COG's governing body, the HSAC and COG staff must abstain from scoring and voting on any grant application submitted during the prioritization process if the member or an individual related to the member within the third degree by consanguinity or within the second degree by affinity:
    - a. Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded.
    - b. Serves on any board that oversees the unit or division that would administer the grant, if awarded.
    - c. Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant agency.
    - d. Receives any funds from the applicant agency as a result of the grant, if awarded; or
    - e. Uses or receives a substantial amount of tangible goods, services, or funds from the applicant agency
  - ii. Additional conflict of interest requirement or mitigations may be required, including written disclosures and implementation of confidentiality policies and protocols.



## Professional Conduct

HSAC members should maintain objectivity and professionalism when carrying out business of the HSAC. In the event an HSAC member acts in a manner which brings the work of the HSAC into question or controversy, it shall be the responsibility of the LRGVDC Board of Directors to address the incident.

## Article V- Committee

### Ad Hoc

1. Ad hoc committees may be appointed by the Chair with the approval of the HSAC and shall serve for special purpose to comply with special needs.
2. Membership on ad hoc committees shall be established to achieve the purpose for which the committee was created.
3. The method for calling ad hoc committee meetings shall be the same as that for calling HSAC meetings or at the discretion of the ad hoc committee membership to discharge their responsibility.
4. Chairs of the ad hoc committee shall be appointed by the Chair of the HSAC.

### Article VI Amendments

#### By LRGVDC Board of Directors

The LRGVDC Board of Directors may amend these bylaws at a regular or special meeting. The written text of the proposed amendment will be considered.

#### By Homeland Security Advisory Committee

The HSAC may recommended amendments to these bylaws by a two thirds (2/3) majority vote of its membership at a regular or special meeting. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered. A recommendation for amendment adopted by the HSAC is not effective unless approved by the LRGVDC Board of Directors.

### Effective Date

An Amendment to the bylaws takes effect when approved by the LRGVDC Board of Directors unless the amendment specifies a later effective date. Copies of amended bylaws will be distributed to Committee members by the Committee liaison.





## Bylaws History

Adopted 12/04

Amendment to Article IV-Meetings 09/05

Amendment to Article II- Qualifications 10/05

Amendment to Article I - Name, Purpose, Responsibilities 10.7.2010

Amendment to Article II – Membership 10.7.2010 (all subcategories were revised)

Amendment to Article III – Officers 10.7.2010

Amendment to Article IV – Meetings 10.7.2010

Amendment to Article IV – Amendments 10.7.2010

Amendment to Article II – Membership 04.04.2013 (Opening paragraph and item 4)

Amendment to Article II - Terms 04.04.2013 (Item 1 and added item 4)

Amendment to Article II – Qualifications 04.04.2013 (Item 2, revised sentence 4)

Amendment to Article II - Membership 04.08.2015 (Item 5 added)

Amendment to Article II – Membership: Term 04.08.2015 (Removed Item 1)

Amendment to Article II – Membership: Qualifications 04.08.2015 (Revised Item 2)

Amendment to Article II – Membership: Attendance 04.08.2015 (Revised Item 3)

Amendment to Article IV – Meetings: Regular 04.08.2015 (Item 3 added)

Amendment to Article IV – Meetings: Conflict of Interest (Added Item 4)

Amendment to Article I, II, IV-03/07/2019

Amendment to Article I, IV-12/28/21

Amendment to Articles I-V – 08/03/2023

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