

Constitution of the Sheldon Emergency Management Agency

Article I: Name

As per city code section 37.01, there is hereby created an Emergency Management Agency, known and designated as the SHELDON EMERGENCY MANAGEMENT AGENCY (hereinafter referred to as the "EMA").

Article II: Purposes

The primary responsibility of EMA is to carry out the responsibility of the City in times of public emergency. In addition, the EMA shall have such other duties as the Mayor or his or her designee may from time to time assign to said agency, including (but not limited to) the following:

1. Assisting with traffic control at accident scenes, City functions and public events, provided such assistance is requested by, and under the direction of, a peace officer;
2. Assisting with capturing stray livestock and other animals, evidence searches and missing person searches, provided such assistance is requested by, and under the direction of, a peace officer;
3. Transporting healthcare workers and other critical workers to and from their places of employment during incidents of severe weather;
4. Maintaining, testing and operating, with the assistance of the city street department, the outdoor warning system for the city;
5. Assisting the Sheldon Community Ambulance Team ("SCAT") with moving injured or ill persons into an ambulance, provided such assistance is requested by, and under the direction of, a SCAT member; and
6. Any and all other duties that are incidental to the foregoing and that do not require training or certifications beyond the requirements for an EMA employee or volunteer.

Article III: Membership

The department consists of the Fire Chief and such other officers and personnel as may be authorized by the Council. The EMA will be under the direct supervision of the fire department.

Article IV: Officers

The officers of the agency shall consist of the Executive Director, Assistant Director, Secretary-Treasurer, and Training/Communications officer. The Executive Director and Assistant Director are appointed by the Fire Chief and subject to Council approval. In the event that either the Executive Director and/or Assistant Director role is vacated, a majority vote will determine who will be the EMA to recommend to the Fire Chief and Council to fill the roles.

Article V: Official Business

No matter of business will be binding on this agency except through the regular channel of business and is voted on by the members and becomes a matter of record on the minutes.

Article VI: Amendments

The membership may adopt amendments to the constitution by a two-thirds (2/3) majority vote of the membership provided proposed amendments have been distributed to the members at least two meetings in advance of the vote.

Article VII: Dissolution

1. This agency may be dissolved by a two-thirds (2/3) majority vote of the membership.
2. Upon dissolution, the members, after making provisions for the payment of all liabilities of the agency, shall dispose of all assets of the agency by distribution to such organizations operated for purposes comparable to this association.

Adopted – October 23, 2002

Updated – May 3, 2023