

MINE FAMILIES FIRST RESPONSE AND COMMUNICATIONS ADVISORY COUNCIL

BYLAWS (May 28, 2008)

ARTICLE I. NAME

The name of this advisory council shall be the Mine Families First Response and Communications Advisory Council.

ARTICLE II. AUTHORIZATION

This advisory council is authorized by Section 6 of the Mine Families First Act, 52 P.S. § 1430.6.

ARTICLE III. FUNCTIONS

The Mine Families First Response and Communications Advisory Council shall assist the department in the development of the mine families first response and communications plan and provide assistance in a periodic review (at least annually) and updating of the plan. The advisory council will assist in reviewing how the plan is used in the event of an actual mine emergency and offer recommendations to the department for any needed changes to the plan resulting from its review.

ARTICLE VI. ADVISORY COUNCIL MEMBERSHIP

The Mine Families First Response and Communications Advisory Council shall be comprised of at least the following members: one member representing mine owners; one member representing mine labor unions; one member representing local emergency response professionals; one member representing mental health professionals; one member from the Pennsylvania Emergency Management Agency; and two at-large members selected from the general public – one appointed by the President pro tempore of the Senate and the other appointed by the Speaker of the House of Representatives. All members must be residents of this Commonwealth. One alternate member shall be appointed for each member and shall take the place of the respective member whenever that member is unable to attend an official meeting.

Each member shall serve for a period of three years. A member, upon expiration of that member's term, shall continue to serve until a successor is appointed.

ARTICLE V. MEETINGS

A. Regular Meetings

The advisory council shall meet upon the call of the chairperson, after a mine emergency, or at least annually.

B. Special Meetings

Special meetings of the Mine Families First Response and Communications Advisory Council may be called by the chairperson at any time. The Department's committee liaison shall serve a written notice of each special meeting, stating the purpose for which it is called.

C. Quorum

All actions of the advisory council shall be by majority vote of the members or alternates present. A quorum shall be at least one more than half the number of the advisory council members; however, vacancies shall not be counted when calculating the number needed for a quorum.

E. Location of Meetings

Meetings will be at a place designated by the Mine Families First Response and Communications Advisory Council.

ARTICLE VI. OFFICERS

A. Chairperson of the Advisory Council

The members of the Mine Families First Response and Communications Advisory Council shall elect a chairperson from among its members, by majority vote. The chairperson will be responsible for calling Mine Families First Response and Communications Advisory Council meetings, requesting needed assistance from the Department, and reporting to the Mine Families First Response and Communications Advisory Council, and shall receive necessary administrative and clerical support from the Department.

B. Absence of the Chair

The chairperson shall appoint an acting chair to run the Mine Families First Response and Communications Advisory Council meetings in the event the chairperson is absent.

ARTICLE VII. VOTING

Each member of the Mine Families First Response and Communications Advisory Council, including the chairperson, shall be entitled to exercise one vote in each matter placed before the advisory council for which a vote is called for. Decisions of the Mine Families First Response and Communications Advisory Council shall be by vote of the majority present. Votes must be made by the members or their designated alternate. Voting will not be done in absentia or by proxy.

ARTICLE VIII. ADMINISTRATION

Administration and clerical duties shall be performed by the Bureau of Mine Safety, Department of Environmental Protection. A Department staff person shall function as the liaison with the Mine Families First Response and Communications Advisory Council. Included among these administrative duties shall be:

- A. To give timely notice of meetings of the Mine Families First Response and Communications Advisory Council in accordance with the Sunshine Act.
- B. To record full Mine Families First Response and Communications Advisory Council meeting minutes and keep a permanent file. Minutes shall be distributed to the full membership. Minutes should be reviewed by the chairperson prior to distribution.
- C. To conduct both outgoing and incoming correspondence and maintain a permanent file of such correspondence.
- D. To perform such other duties as may be requested by the Mine Families First Response and Communications Advisory Council including, but not limited to, travel arrangements, conference calls, etc.

ARTICLE IX. AMENDMENTS TO BYLAWS

These bylaws may be amended or repealed by Mine Families First Response and Communications Advisory Council member(s) in the following way: proposed changes will be sent to members with the agenda for the next meeting; discussion of changes will take place at that next meeting; members will vote on the changes at the meeting subsequent to that; two-thirds of the Mine Families First Response and Communications Advisory Council membership must approve any changes.

ARTICLE X. OUTSIDE PARTICIPANTS AND PRESENTATIONS

Outside participants and presentations such as speakers, films, etc., will be allowed at the discretion of the Mine Families First Response and Communications Advisory Council. Any member may request the council as a whole to determine whether a presentation shall be permitted. All approved outside presenters should identify themselves by name and affiliation.