

**CUYAHOGA COUNTY EMERGENCY
SERVICES ADVISORY BOARD BYLAWS**

**ADOPTED
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DOCUMENT’S PURPOSE

This document represents a compilation of the Resolutions passed by the government of Cuyahoga County related to the Cuyahoga County Emergency Services Advisory Board Bylaws. The “Revision Authority” page lists these Resolutions.

BYLAWS REVISION AUTHORITY

Version	Date	Description/Changes
1.0	04/27/2004	Board of County Commissioners established the Cuyahoga County Emergency Services Advisory Board (CCESAB) by Resolution No. 04167; Journal 282.
2.0	02/26/2009	CCESAB Executive Board supports the reorganization of the CCESAB and its committees into the Urban Area Working Group (UAWG) 12/03/2008; Board of County Commissioners approved the dissolution of the Cuyahoga County Emergency Services Advisory Board and Bylaws; re-establishing the Public Safety Urban Area Working Group (UAWG) and approving its Bylaws in accordance with Ohio Revised Code Sections 5502.25 and 307.15, effective 02/26/2009 Resolution 090868; Journal 301.
3.0	10/11/2012	Cuyahoga County Council enacted Ordinance No. O2012-0027, Journal CC007 on 09/25/2012; Authorizing the renaming of the UAWG to the CCESAB, and amendment of the Bylaws to comply with Ohio Revised Code (ORC) 5502.26 mandates effective immediately; and subject to open meeting laws per ORC 121.22. CCESAB Bylaws and Rule of the CCESAB & Conduct of its Members adopted by the Board on 10/11/2012 by unanimous vote.

CUYAHOGA COUNTY EMERGENCY SERVICES ADVISORY BOARD (CCESAB)

BYLAWS

ARTICLE 1 PURPOSE

The Cuyahoga County Emergency Services Advisory Board (hereinafter referred to as “CCESAB”), and formerly called the Public Safety Urban Area Working Group, was established by the government of the County of Cuyahoga, Ohio (hereinafter referred to as the “COUNTY EXECUTIVE for the COUNTY of CUYAHOGA ”), pursuant to Section 5502.26 of the Ohio Revised Code, to advise the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA on Homeland Security, Public Safety and Emergency Management matters in order to enhance the prevention, protection, mitigation, response and recovery capabilities of the County of Cuyahoga and to make this improved capacity available to municipal corporations and townships pursuant to Section 307.15 of the Ohio Revised Code.

ARTICLE 2 MEMBERSHIP

2.1 **MEMBERS.** The 21 voting members of the CUYAHOGA COUNTY EMERGENCY SERVICES ADVISORY BOARD shall be as follows (2.1.1 – 2.1.19):

- 2.1.1 One (1) member appointed by the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA who is an employee of the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA.
- 2.1.2 Three (3) members appointed by the Cuyahoga County Mayors and City Managers Association.
- 2.1.3 One (1) member that is a Cuyahoga County Township Trustee.
- 2.1.4 One (1) member appointed by the Metropolitan Medical Response System.
- 2.1.5 One (1) member appointed by the Cuyahoga County Sheriff’s Office.
- 2.1.6 One (1) member of the Cuyahoga County Office of Emergency Management.
- 2.1.7 Three (3) members appointed by the Mayor of the City of Cleveland.
- 2.1.8 One (1) member appointed by the Cuyahoga County Fire Chiefs Association who is a Fire Chief of a community in the County of Cuyahoga.

- 2.1.9 One (1) member appointed by the Cuyahoga County Police Chiefs Association, who is a Police Chief of a community in County of Cuyahoga.
- 2.1.10 One (1) member appointed by the Greater Cleveland Regional Transit Authority
- 2.1.11 Chair of the Cuyahoga County Citizen Corps Council.
- 2.1.12 Chair of the Health and Medical Committee.
- 2.1.13 Chair of the Communications Committee.
- 2.1.14 Chair of Fire Service Committee.
- 2.1.16 Chair of the Law Enforcement Committee.
- 2.1.17 Chair of the Public Works Committee
- 2.1.18 Chair of the Emergency Medical Services Committee.

- 2.1.19 The voting member of the Cuyahoga County Office of Emergency Management will serve as Chair of the Emergency Management Committee. As such, this Committee retains no additional or separate vote.
- 2.1.20 In addition, the Chair of the Northeast Ohio Region Area Maritime Security Subcommittee is a Non-voting CCESAB member.

- 2.3 **MEMBER RESPONSIBILITIES.** Members shall represent their appointing authority and/or agency. Members shall attend the meetings and, if unable to do so, designate an alternate to attend. It is expected that members will report back to their appointing authority and/or agency after CCESAB meetings regarding issues and/or actions pertinent to the appointing authority and/or agency. Members or designated alternates must attend two-thirds (2/3) of the meetings scheduled in the calendar year and may be subject to removal for non-compliance.

- 2.4 **MULTIPLE REPRESENTATIONS.** No single person shall represent more than one (1) member at a CCESAB meeting or CCESAB Executive meeting. Each voting member is able to cast only one vote for each motioned item.

- 2.5 **TERM OF MEMBERSHIP.** The term of Membership on the main CCESAB, the Executive Board, or a Subcommittee Chair, shall be for two (2) years, beginning every even-numbered year. The term of Membership for the Vice Chair shall be for two (2) years, beginning every odd numbered year. If a vacancy occurs and is subsequently filled prior to an annual Organizational meeting, Membership term shall extend beyond two (2) years.

- 2.6 **VACANCIES.** A vacancy on the CCESAB shall be filled by the original appointing authority in accordance with Section 2.1.

- 2.7 **ALTERNATES.** Upon appointment, a member is expected to designate in writing, to the Chair of the main CCESAB, an alternate to represent the member at CCESAB meetings. An alternate shall have all privileges of the member that he/she is representing.

- 2.8 **COMPENSATION.** No member shall receive compensation from the CCESAB, the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA, or the MAYOR of the CITY of

CLEVELAND for attendance at CCESAB meetings or for attendance at any other activity of the CCESAB. Members may be reimbursed for out-of-pocket expenses directly related to the activities of the CCESAB with the prior written approval of the CCESAB and the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA.

- 2.9 **CONFLICT OF INTEREST.** No member shall deliberate or vote on a matter in which he or she has a direct or indirect personal or pecuniary interest, nor shall that member participate in the discussions of the matter (see also Cuyahoga County Ethics Ordinance) All members of the main CCESAB must sign a Conflict of Interest statement within six (6) months of appointment. All individuals whom participate or attend any CCESAB meeting should sign a Conflict of Interest statement.

ARTICLE 3 MEETINGS

- 3.1 **ORGANIZATIONAL MEETING.** The CCESAB shall hold an Organizational Meeting in February of each year. At these Organizational Meetings, the CCESAB officers shall be elected pursuant to Section 4.3. The CCESAB member appointed by the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA shall preside at the Organizational Meeting until the chairperson is elected pursuant to Section 4.3. Should there not be a quorum in attendance at an Organizational Meeting, the member appointed by the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA shall reschedule the meeting and shall continue to do so until a quorum is in attendance.
- 3.2 **NUMBER OF MEETINGS.** The CCESAB shall hold a minimum of one (1) meeting per quarter each calendar year in addition to the Organizational Meeting. Each Subcommittee must meet a minimum of once per quarter.
- 3.3 **MEETING CALL.** CCESAB meetings shall be called at the request of the CCESAB Chairperson. Meeting dates for the year shall be identified at the beginning of each year. The CCESAB Chairperson shall also call a meeting of the CCESAB upon receiving a written request signed by five (5) members of the CCESAB.
- 3.4 **PUBLIC MEETINGS.** CCESAB and each of its subcommittees are public bodies and are required to conduct open meetings pursuant to ORC 121.22. All voting and decision making shall be done in an open public meeting. Votes will be taken by roll call vote. The CCESAB is required to give public notice of its meetings. CCESAB or its subcommittees may hold closed executive sessions for discussion and information gathering purposes when (1) the subject of the meeting relates to the security arrangements and emergency response protocols for a public body or a public office; and (2) disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office. The decision to conduct a closed executive session must be made in a public open meeting. If a meeting is conducted in

executive session, the Committee must memorialize the statutory exception used to conduct an executive session. Individuals who are not members of the CCESAB may attend a closed executive session if (1) his or her participation in that session is necessary to achieve the goals stated in the agenda; and (2) that individual is invited by the Chairperson or other CCESAB members (See Organizational Rules).

- 3.5 **MEETING NOTIFICATION.** The CCESAB Chairperson shall cause to have written notification of the CCESAB meeting time, date and location served to all members and designated alternates. This written notification shall be sufficient if sent via regular U.S. Mail, facsimile or electronic mail, but must be received at least three (3) days in advance of the scheduled meeting date.
- 3.6 **MEETING AGENDA.** The agenda for the meetings shall be set by the CCESAB Chairperson or Vice Chairperson and shall include all items submitted by Functional Subcommittee Chairpersons by the agenda deadline established by the CCESAB Chairperson. In addition, any item put forth by a member shall be acted on appropriately at the meeting. Meeting Agendas are public records and will be made available for public inspection. An agenda is made sufficiently available to the public when it is posted on the CCESAB website, at least twenty-four (24) hours in advance of the scheduled meeting date.
- 3.7 **MINUTES DISTRIBUTION AND CONTENT.** The minutes of the CCESAB meetings shall be sent to all CCESAB members and designated alternates, and to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA. The minutes shall include a summary providing an overview and itemization of the meeting's proceeding. The summary shall indicate those members in attendance at the meeting.
- 3.8 **QUORUM.** The CCESAB shall conduct its business only if a majority plus one is present.
- 3.9 **EMERGENCY MEETING AND VOTING.** No CCESAB nor any Sub-committee of CCESAB meeting may be held with less than twenty-four (24) hours' notice. The CCESAB Chairperson, with concurrence of two other members of the CCESAB, may call an emergency meeting of the CCESAB. The CCESAB Chairperson shall cause to have an attempt made to notify all members by telephone and/or email of any emergency meeting and will ensure that public notice and other requirements of Section 121.22 of the Ohio Revised Code regarding such meetings are complied with. Media outlets will be notified by a posting on the website.
- 3.10 **MEETINGS REGARDING FUNDING.** When funds are available, each Functional Subcommittee defined in Article 5 shall determine and prioritize funding requests. All Functional Subcommittees will be given the opportunity to present their prioritized funding requests at a pre-identified CCESAB meeting. The Executive Committee, defined in Section 5, will consider proposed funding requests at a subsequent CCESAB Executive Committee meeting. The Executive Committee will vote on a funding

recommendation. The recommendation will be presented to the main CCESAB for a vote. If the main CCESAB votes in dissent of the Executive Committee's recommendation, the main CCESAB will be able to present support for their position. The final funding vote will be taken by the Executive Committee at the same meeting, or at a subsequent Executive Committee meeting. 3.3 through 3.9 shall apply for these meetings.

- 3.11 **VOTING.** In the event of a tie vote of the 21 voting member board, the Executive Committee will make the final decision.

ARTICLE 4 OFFICERS

- 4.1 **DESIGNATED OFFICERS.** The officers of the CCESAB shall be the Chairperson and the Vice Chairperson.
- 4.2 **OFFICER'S STANDING.** All officers of the CCESAB shall be members. Officers can be both voting members and/or subcommittee co-chairs.
- 4.3 **ELECTION OF OFFICERS.** The officers of the CCESAB shall be elected at the Organizational Meetings of the CCESAB, as defined in Section 3.1. The Chairperson shall be elected at the Organizational Meeting of every even-numbered year, and the Vice Chairperson shall be elected at the Organizational Meeting of every odd-numbered year. Open nominations for the officers shall be put forth and the election held at the Organizational Meeting. A quorum shall be required to elect an officer, and the nomination and voting process shall be repeated as many times as necessary until such time as a nominated member receives a majority vote of the members in attendance.
- 4.4 **TERM IN OFFICE.** The term in office for an officer shall be for two years, beginning from the Organizational Meeting said officer was so elected. If a vacancy occurs and is subsequently filled prior to an annual Organizational meeting, Membership term may extend beyond two (2) years.
- 4.5 **OFFICER REMOVAL.** The CCESAB may remove any officer by a two-thirds vote of the members at a main or emergency CCESAB meeting. The meeting must have a quorum in attendance. The basis for removal includes, but is not limited to, malfeasance or misfeasance
- 4.6 **VACANT OFFICES.** An officer position as defined by Section 4.1 that becomes vacant shall be filled in the manner specified in Section 4.3, however the nomination and voting process may occur at any CCESAB meeting and the officer elected shall complete the term of office.

- 4.6.1 Vacant offices shall be filled at the meeting immediately following the identified vacancy.
- 4.6.2 In the event that both an Executive member seat and a Main Committee member seat are vacant simultaneously, the Main Committee member seat will be filled first.
- 4.6.3 In the event that a vacancy occurs more than one (1) month prior to the organizational meeting, the following emergency procedures shall apply:
 - 1.) At the meeting following the vacancy, a motion will be made. Nominations will be taken until a week prior to the next meeting.
 - 2) A vote to fill the vacant office will be taken at the subsequent meeting.
- 4.7 **CHAIRPERSON'S DUTIES.** The duties of the CCESAB Chairperson shall be as follows:
 - 4.7.1 Call and preside at all meetings of the CCESAB.
 - 4.7.2 Chair the Executive CCESAB.
 - 4.7.3 Serve as the CCESAB liaison with the Public Safety and Homeland Security community.
- 4.8 **VICE-CHAIRPERSON'S DUTIES.** The CCESAB Vice-Chairperson's duties shall be as follows:
 - 4.8.1 Assume the responsibilities and duties of the CCESAB Chairperson in the absence of the CCESAB Chairperson.
 - 4.8.2 Shall cause records of the members' attendance at the CCESAB meetings to be maintained.
 - 4.8.3 Shall cause the summary of the meetings to be prepared pursuant to Section 3.8 and distributed pursuant to Section 3.7.

ARTICLE 5 COMMITTEES

- 5.1 **EXECUTIVE COMMITTEE.** The CCESAB shall have an Executive Committee.
- 5.2 **RESPONSIBILITIES AND AUTHORITIES OF THE EXECUTIVE COMMITTEE.** The Executive Committee's responsibilities include the following:
 - 5.2.1 Preparation of intergovernmental matters for the consideration of the CCESAB.
 - 5.2.2 Authority vote over the main CCESAB for funding pursuant to Section 3.10.
 - 5.2.3 Submission of recommendations to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA or its designee(s), on tax, operating budgets and procurement awards.

5.2.4 The following in connection with the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA Public Safety Agencies:

5.2.3.1 May recommend to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA or its designee(s) an organizational chart, job positions, job descriptions within the parameters of the Ohio Revised Code; and

5.2.3.2 May submit to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA or its designee(s) other personnel recommendations.

5.2.3.3 May request meeting with the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA; the Deputy Chief of Staff, Justice; or the Public Safety Director for Cuyahoga County.

5.2.5 In the event of a tie vote by the CCESAB membership, the CCESAB Executive Committee shall break the tie through a simple majority vote.

5.2.6 In the event that both the Chair and the Vice-Chair are unavailable, or both seats are temporarily vacant, the member of the Executive Committee that was appointed by the County Executive will call and preside over the main committee meeting.

5.6.7 In the event that the Executive Board has only 4 seats filled and a tie vote occurs, a final vote shall be decided by the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA.

5.6.8 Membership in the Functional Subcommittees or any Ad Hoc Committee is subject to the approval of the Executive Committee.

5.6.9 The Executive Committee shall have final approval of all proposed rules and procedures submitted by each of the Functional Subcommittees or any Ad Hoc Committee.

5.3 **EXECUTIVE COMMITTEE MEMBERSHIP.** The Executive committee shall have five (5) members. Only members of the full board can be elected to the Executive Committee.

5.3.1 The CCESAB Chairperson.

5.3.2 The CCESAB Vice-Chairperson.

5.3.3 The CCESAB member appointed by the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA.

5.3.4 The CCESAB member appointed by the Cuyahoga County Mayors and City Managers Association.

5.3.5 A CCESAB member appointed by the Mayor of City of Cleveland.

- 5.4 **EXECUTIVE COMMITTEE TERM.** The term of membership for the appointed Members of the Executive Committee shall be two (2) years from Organizational Meeting to Organizational Meeting of the CCESAB pursuant to Section 3.1.
- 5.5 **EXECUTIVE COMMITTEE MEMBER REMOVAL.** The Executive Committee may remove an appointed or elected member from the Executive Committee only through a unanimous vote of Executive Committee members not considered for removal. The basis for removal includes, but is not limited to malfeasance or misfeasance. The appointing authority of the member so removed shall appoint a replacement within one month of said removal.
- 5.6 **EXECUTIVE COMMITTEE VACANCIES.** Vacancies in the appointed membership of the Executive Committee shall be filled by the appointing authority of the respective members.
- 5.7 **EXECUTIVE COMMITTEE RULES AND PROCEDURES.** The Executive Committee shall determine its own rules and procedures for the conduct of its activities and the activities of the CCESAB so long as such rules and procedures advance the purposes of the CCESAB and do not conflict with these Bylaws.
- 5.8 **FUNCTIONAL SUBCOMMITTEES.** The CCESAB shall have the following Functional Subcommittees:
- 5.8.1 Communications
The Communications Committee shall be responsible for all communications matters.
 - 5.8.2 Health and Medical
The Health and Medical Committee shall be responsible for all matters relating to public health and healthcare.
 - 5.8.3 Fire Service
The Fire Service Committee shall be responsible for matters relating to major emergency incidents involving Fire Service responsibilities (i.e. hazardous materials, confined space rescue, rope rescue, trench rescue and water and ice rescue, etc).
 - 5.8.4 Public Works
The Public Works Committee shall be responsible for all matters relating to public works.
 - 5.8.5 Law Enforcement
The Law Enforcement Committee shall be responsible for matters relating to a major emergency incident involving Law Enforcement responsibilities (i.e. SWAT, Bomb and K-9, etc).

5.8.6 Emergency Medical Services

The Emergency Medical Services Committee shall be responsible for all matters relating to the health and welfare of patients and all emergency medical services.

5.8.7 Emergency Management Committee

The Emergency Management Committee shall be responsible for all matters relating to Emergency Management.

5.8.8 Citizen Corps Council

The Citizen Corps Council shall be responsible for the coordination of volunteer matters.

5.8.9 Area Maritime Security

The Northeast Ohio Region Area Maritime Security Subcommittee (NEORAMSS) is expressly exempt from all functional subcommittee requirements stated in these Bylaws. However, the NEORAMSS may collaborate and share information with the CCESAB membership. The Chair of the NEORAMSS is a non-voting member (per their request) of the CCESAB who shall serve as a liaison between the two entities in order to enhance regional collaboration and information sharing.

5.9 **RESPONSIBILITIES AND AUTHORITIES OF THE FUNCTIONAL SUBCOMMITTEES.**

The Functional Subcommittees are responsible for building local capabilities through planning, equipment, training and exercise activities. Planning within these Committees and the main CCESAB is of primary importance. The Committees shall support the work of Emergency Management and Public Safety at all levels, including the Countywide Emergency Operations Plan and all other planning documents and initiatives. The goal of the several committees is to support the mission areas of Homeland Security – prevent, protect, mitigate, respond and recover – and address all the national priorities and the target capabilities outlined by the Federal Government.

5.10 **AD HOC COMMITTEES.** A Committee may establish Ad Hoc Committees as necessary for the CCESAB to conduct its business. Any Ad Hoc Committee may be abolished through a majority vote of the Committee. The Chair of the main CCESAB can establish Ad Hoc Committees, as needed. In the absence of the Chair, the Vice Chair may fill this function.

5.11 **COMMITTEE CHAIRPERSONS.** Pursuant to Section 4.7.2, the CCESAB Chairperson shall chair the Executive Committee. The CCESAB Chairperson shall appoint individuals to serve as the chairpersons and vice-chairpersons of the Ad Hoc Committees. The CCESAB Functional Subcommittee chairpersons and vice-chairpersons will be elected by representatives from the respective disciplines. Functional Subcommittee chairpersons will be elected every even numbered year. Functional Subcommittee vice-chairpersons

will be elected every odd-numbered year. In the event that a vacancy occurs, the Chair of the main CCESAB can appoint a new Chair or Vice Chair within a reasonable amount of time, or until an election from the respective discipline can occur.

- 5.12 **FUNCTIONAL SUBCOMMITTEE AND AD HOC COMMITTEE MEMBERSHIP.** The Chairpersons of the Functional Subcommittees and the Chairperson of any Ad Hoc Committee shall invite any and all subject matter experts in the county to serve on the respective committees. Each Functional Subcommittee Chairperson and/or Ad Hoc Committee Chairperson shall strive to select members from diverse agencies. Functional Subcommittees shall consist of at least seven (7) members, but no more than twenty-one (21). At least four (4) of the eight (8) Cuyahoga County Planning Regions shall be represented by Functional Subcommittee members. Exceptions may exist as approved by the Executive Committee. Membership in the Functional Subcommittees or any Ad Hoc Committee is subject to the approval of the Executive Committee.
- 5.13 **QUORUM FOR FUNCTIONAL SUBCOMMITTEES AND AD HOC COMMITTEES.** Functional Subcommittees and Ad Hoc Committees shall conduct business only if at least a majority plus one of the committee members are in attendance.
- 5.14 **FUNCTIONAL SUBCOMMITTEE AND AD HOC COMMITTEE CHAIR REMOVAL.** The CCESAB members may remove any Functional Subcommittee or Ad Hoc Committee Chairperson by a quorum roll call vote of the members in attendance at a CCESAB meeting. The basis for removal includes, but is not limited to malfeasance or misfeasance.
- 5.15 **FUNCTIONAL SUBCOMMITTEE AND AD HOC COMMITTEE RULES AND PROCEDURES.** The various Functional Subcommittees and Ad Hoc Committees shall determine their own rules and procedures for the conduct of their activities so long as such rules and procedures advance the purposes of the CCESAB and do not conflict with these Bylaws or rules established by the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA. The Chairpersons of the Functional Subcommittees and Ad Hoc Committees shall submit in writing their respective rules and procedures to the Executive Committee which shall have final approval of all proposed rules and procedures.

ARTICLE 6

CUYAHOGA COUNTY EMERGENCY SERVICES ADVISORY BOARD DUTIES AND RESPONSIBILITIES

- 6.1 **NON-ASSUMPTION OF DUTIES.** The CCESAB shall not assume any duty, responsibility or authority granted to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA by the Ohio Revised Code.

- 6.2 **CUYAHOGA COUNTY EMERGENCY SERVICES ADVISORY BOARD.** In general, the CCESAB shall recommend those actions necessary to improve the quality of Emergency Management, Public Safety and Homeland Security services in the areas of prevention, protection, mitigation, response and recovery from a major emergency incident within the County of Cuyahoga, and to promote the development of such services on a county-wide basis within the scope of the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA available resources and authority.
- 6.3 **CUYAHOGA COUNTY EMERGENCY SERVICES ADVISORY BOARD ORGANIZATION.** The CCESAB may submit recommendations to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA on priorities and policies for the operation of the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA Public Safety organization.
- 6.4 **REPRESENTATION RECOMMENDATION.** The CCESAB may recommend to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA what action, if any, should be taken in connection with those appointing authorities who have not maintained the level of representation at the CCESAB meetings as deemed appropriate by the CCESAB. All such recommendations shall require approval by a quorum of the members.
- 6.5 **FUNDING RECOMMENDATION.** The CCESAB shall make all funding recommendations to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA, including but not to limited to requests for new funding each year and the reallocation of existing funding.
- 6.6 **FUNDING REALLOCATION.** Any proposed reallocation of funding by any CCESAB member or committee, which exceeds the amount of \$100,000, shall be submitted to the entire CCESAB membership for consideration and approval.

ARTICLE 7 AMENDMENTS

- 7.1 **RECOMMENDATIONS.** The CCESAB may recommend to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA amendments to these Bylaws.
- 7.2 **RECOMMENDATION APPROVAL.** Prior to the submission of recommendations to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA regarding amendments to the Bylaws, all such recommendations shall be:
 - 7.2.1 Submitted to and accepted for a first reading by the CCESAB by at least a quorum of members in attendance at the meeting.
 - 7.2.2 Submitted and approved for a second reading by the Executive Committee of the CCESAB.