



NCT Regional Citizen Corps Council Operating and Policy Guidelines

Mission: The mission of the North Central Texas Regional Citizen Corps Council is to further citizen and community preparedness through regional collaborative efforts.

- I. Officer Positions
 - a. The Regional Citizen Corps Council shall be led by two chairs
 - i. One (1) chair shall be from a rural jurisdiction and one (1) from an urban jurisdiction
 - ii. If interest in a chair position is limited to either a rural or urban representative exclusively, then a single chair position shall lead the Council
 - b. Two vice-chairs shall be seated on the Council
 - i. First-Vice Chair and Second Vice-Chair positions will be seated on the Council
 - c. Other officer positions may be created for the Council as needed
 - i. A simple majority vote of Council members present is required to create a new Council position(s)
 - d. Council officer tenure
 - i. Officers will be subject to re-election annually
 - ii. A simple majority vote of Council members present will be required to re-elect officers to current or new positions
 - iii. Members will be notified of intent to hold officer elections a minimum of one week prior to the meeting in which voting occurs
- II. Council Member Attendance
 - a. Council members are encouraged to attend all meetings or designate an alternate
 - i. Private industry, elected officials, non-profits and other VOAD will not be subject to attendance requirements as listed for CCPS members
 - b. CCPS Members
 - i. CCPS member or alternate is expected to attend 4 of 6 annual meetings
 - ii. Second meeting missed in one calendar year will result in suspension from the Council, effective the date of second missed meeting
 - iii. Suspension will last for a period of 12 months from date of suspension
 - iv. Mitigating circumstances for attendance policy will be considered on a case by case basis
 - v. A letter explaining the suspension will be sent to the member, alternate and the EM of the jurisdiction represented
- III. Council Voting
 - a. Voting results obtained through a simple majority vote of Council members present will be deemed binding

- IV. The Citizen Corps Subcommittee, and/or Working Group
 - a. Will convene to address Citizen Corps Program (CCP) specific issues independently of the RCCC.
 - b. CCP subject matter experts, those with direct affiliation with a Citizen Corps Program, will address regional CCP policy and grant issues
 - c. Powers for the working group to establish policy guidelines may be granted by the Citizen Corps Subcommittee
 - d. Voting results shall be deemed binding by a simple majority vote of Subcommittee or Working Group members present

- V. Grant Scoring
 - a. Only regional Citizen Corps program affiliates or their designated alternates representing jurisdictions with programs will be allowed to score projects
 - b. All scorers will abstain from scoring projects from their own jurisdiction
 - c. Citizen Corps Councils are not considered jurisdictions and programs with joint membership will not be asked to abstain, but may do so at their discretion
 - d. Scoring will be conducted on a percentage basis
 - i. The scoring tool will contain questions with assigned points adding up to 100
 - ii. The averaged total score - all scores divided by the number of participating scorers -will determine the percent of the request funded, if funded
 - iii. No score penalty(ties) will be assessed for scorer abstention(s)
 - iv. Projects will be ranked according to scores, and funding assigned as mandated by funding streams until funds are exhausted
 - v. If the CCPS or Working Group votes to assign an across the board percentage of regional allocation to all applicants, only those scoring 60% or above will be eligible
 - e. Routine changes to grant scoring procedures must be made prior to call for projects or after scoring is complete. Changes made during call for projects or scoring must be in response to federal or state mandates.