

Maryland Department
of Health

Office of Preparedness
and Response

Maryland Responds
Medical Reserve Corps

MARYLAND RESPONDS MRC ADVISORY COUNCIL PLAN

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Acronyms

Council	Maryland Responds MRC Advisory Council
MDH	Maryland Department of Health
OP&R	Office of Preparedness and Response
EP	Emergency preparedness
Maryland Responds MRC	Maryland Responds Medical Reserve Corps
MRC	Medical Reserve Corps

Introduction

Background

The Maryland Responds MRC is a community-based, civilian, volunteer program that helps build the public health infrastructure and response capabilities of communities in Maryland. Maryland Responds is composed of dedicated Responders who stand ready to volunteer their skills, expertise and time to support ongoing public health initiatives and to assist during emergencies. For more information, visit: <https://mdr.health.maryland.gov>.

Mission

The mission of the Advisory Council is to provide strategic direction to the Maryland Responds MRC.

Goals

The goals of the Advisory Council are to:

- 1) Set targets and increase opportunities for Responder recruitment.
- 2) Set priorities and identify resources for training and exercise opportunities.
- 3) Develop and implement strategies for Responder engagement.
- 4) Develop guidance for Maryland Responds unit administrators.

Initial committee projects will be determined by the Maryland Responds MRC State Administrators based on programmatic need and resources. New projects can be submitted to the State Administrators and may be approved if deemed feasible and aligned with programmatic needs. Project objectives, activities, and outputs for each goal are outlined at the beginning of each Advisory Council cycle.

Maintenance of Plan and Bylaws

The Advisory Council Plan and Bylaws are subject to review and amendments by the ex officio members. Major amendments to the Bylaws will be discussed with Council members.

Bylaws

Roles

- The Maryland Responds MRC Advisory Council members may assist with any of the Advisory Council activities listed in planned for the year. If a new activity that promotes the outlined goals or objectives is identified, this activity is welcomed as well.
- Members may fill positions and/or serve on committees. See Organizational System.
- The Maryland Responds MRC State Program Administrators and Office of Preparedness and Response Operations Manager shall be ex officio members of the Council.
- Voting
 - Each member of his/her Council-approved representative shall be entitled to one vote on each matter submitted to a vote of the Council.
 - A quorum present, the act of a majority of the members present shall constitute the action of the entire Council, except as may be otherwise provided in these bylaws.
 - The ex officio members have executive decision making power.

Appointment

- The Council shall consist of no less than seven (7) and no more than 39 members. A vacancy shall not prevent the Council from conducting business.
- Members of the Council shall be appointed by Maryland Responds MRC State Program Administrators. Criteria for determination of appointees:
 - Completion of application
 - Completion of Road to Readiness
 - Match in Council activities/ applicant interests
 - Diversity of overall Council. See below for definition of diversity.
- The Council recognizes the importance of having diversity reflected in membership. As much as possible, the Maryland Responds MRC will recruit and look for representation based on the following characteristics:
 - Geographic Area
 - Professional Expertise
 - Affiliation (e.g. Responder, unit administrator, response partner)
 - Other factors (e.g., level of engagement)

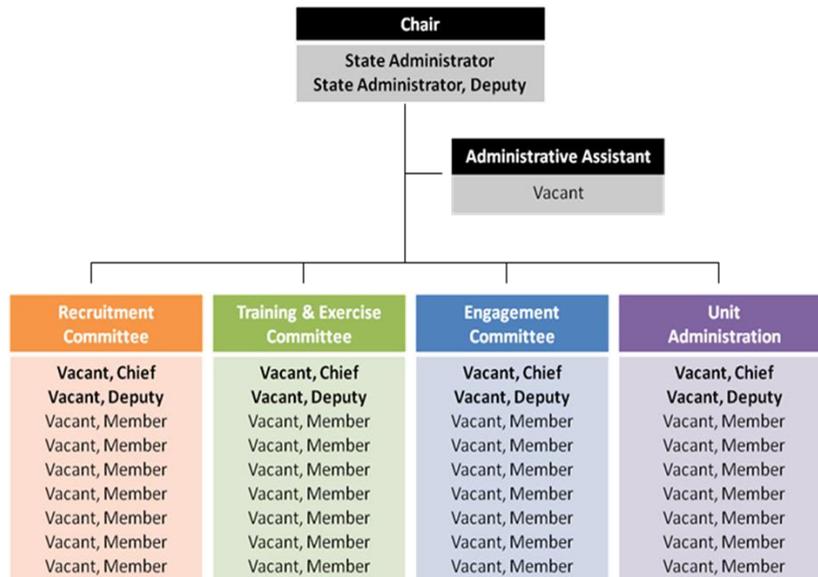
Requirements

- All members of the Council shall serve on a voluntary basis without compensation.
- All must complete Road to Readiness requirements and sign and submit a copy of these bylaws.
- Council members shall serve for one year terms. This does not preclude any member from being reappointed. There is no maximum appointment.
- Members who wish to remove themselves from the Council must submit a written letter of notice to the Council.
- The Council shall have the right to remove Council members for good cause shown after notice and a hearing before the Council as a whole. A two-thirds (2/3) majority vote is required for removal.
- Automatic removal results when a member fails to attend a minimum of 75% of Council

meetings in a year term without reasonable excuse presented in written form and accepted by the Council Chair.

Organizational System

- The Advisory Council’s organization is flexible and scalable to needs and resources. The Chair has the authority to evaluate situational needs and make decisions accordingly.
- Council members will self-nominate to fill positions. Position staffing will be decided by voting or appointment by Chair.
- The officers of the Council shall consist of the following:
 - Chair – Maryland Responds MRC staff representative
 - Deputy Chair - Maryland Responds MRC staff representative
 - Administrative Assistant
 - Committee Chief
 - Recruitment
 - Training & Exercise
 - Volunteer Engagement
 - Unit Administration
- All positions will be annually re-assigned, with the exception of the Chair and Deputy Chair positions. The Chair and Deputy Chair positions will be filled by Maryland Responds MRC State Administrators.
- At any point during the year during which an Officer cannot serve any longer, their position will be open to re-assignment.
- As needed, each committee may appoint assistants.
- Subcommittees may be appointed to address specific concerns, including but not limited to: health initiatives, training topics, and differing county concerns.



Key	
Chair	Sets agenda and conducts meetings for full group
Administrative Assistant	Takes full group meeting minutes
Committee Chief	Set committee meeting agendas, facilitate meetings
Committee Deputy	Take minutes; schedule additional committee meetings (as needed)
Committee Member	Serve on committee; provide input

Meeting Logistics

- A quorum for the purpose of holding an Advisory Council full group meeting (here forth called “Council meetings”) shall consist of not less than five (5) Council members.
- As schedules and space permits, Council meetings will be held in person at the State Center complex located in Baltimore, MD.
 - Meetings should be attended in person.
 - A conference number may be requested if available.
- Regular Council meetings shall be held at least quarterly or as needed.
 - All eligible members may attend and participate during Council meetings and may speak to agenda items subject to restriction in these Bylaws.
 - Observers may speak and otherwise participate, if acknowledged by the Chair.
- Written notice of the starting time, date, and location of each Council meeting shall be delivered, mailed, or electronically sent to each member no less than seven (7) days before each meeting.
- Special Council meetings may be held on call of the Chair or his/her representative, or by any three (3) members of the Council.
- Committee meeting rules will be agreed upon by committee members.

Reporting

- The Council shall keep minutes of all proceedings of the Council and such other books and records as may be required for the proper conduct of its business and affairs.
- General Council meeting minutes will be distributed to all Council members no more than seven (7) days after the meeting of the Council.
- Committees shall submit Committee meeting minutes no more than seven (7) days after meeting.



**MARYLAND
RESPONDS**
MEDICAL RESERVE CORPS

Receipt of Advisory Council Bylaws

2018-2019 Term

I have received a copy of the Maryland Responds MRC Advisory Council Bylaws. I have read and understand the policies and information in it and agree to abide by these bylaws during my Advisory Council term.

Printed Name

Signature

Date