



TITLE: Declaration of Emergency Administrative and Program Operations Policy # 3225

Date Established: 4/10/2020

Date Last Revised: N/A

Status: Final

Supersedes: N/A

Purpose

As may be deemed necessary, the PacMtn WDC Board Chair, or designee, may enact, facilitate and communicate the immediate need for a local Declaration of Emergency in relationship to PacMtn Administrative, Fiscal and or Program Service Delivery within all or part of the PacMtn region and operations.

Policy

In the circumstances of a national or state emergency; when the loss of board members or other significant event impacts ability to establish a quorum, and/or otherwise continue business, Board Leadership may, after review of the proper documentation and consulting with 50% of the seated Executive Finance Committee directors or 25% of full Board Members or a reasonable number of Directors, as decided by the Board Chair, or designee, can approve the Declaration of Emergency.

The Declaration could be necessary for approval of contracts or budgets, local policy modifications and procedural changes, business closures, approval of motions, adoption of resolutions and institution of other operational changes.

Guidelines

PacMtn Board of Directors may declare an Emergency to insure uninterrupted and secure continuation of services and programs.

1. Staff shall recommend a Declaration of Emergency and include all necessary information that at a minimum should include identifying the circumstance under which the Emergency is being declared, the timeframe or conditions for its duration and removal, and what permissions exceptions or limitations are specifically under the Emergency provision.
2. To the extent possible, the Declaration shall be included on an agenda in a regularly advertised Executive Finance Committee meeting. The item will be discussed and acted upon at that meeting.
3. If no meeting can be scheduled in a timely fashion, the Board Chairperson, or designee, after review of the proper documentation and consulting with 50% of the seated Executive Committee Members or 25% of the full WDC Board Members, the Chair may execute the Declaration.

References

N/A

DATE APPROVED: April 10, 2020

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