

Texas Disability Task Force on Emergency Management Charter

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Mission

The Texas Disability Task Force on Emergency Management (Task Force) serves as a resource to the Texas Division of Emergency Management (TDEM) to provide input to the Texas emergency management community that would assist in enhancing state and local emergency management planning and response and to promote preparedness efforts for Texans with disabilities.

Scope of Work

The Task Force will:

- Provide input to the Texas Division of Emergency Management for inclusion planning for Texans with disabilities;
- Provide strategic recommendations to state agency partners and organizations serving Texans with disabilities on the provisions of emergency management resources and outreach to people with disabilities;
- Enhance the state and local emergency management plans to include planning for functional needs;
- Create tools and suggest guidelines for local governments related to planning with and for Texans with disabilities including, but not limited to, issues related to
 - service animals,
 - website accessibility,
 - effective communications, and
 - architectural barriers;
- Enlist the disability community in emergency planning and response; and
- Develop and distribute training products and provide training and exercise guidance and recommendations to assist state and local government and organizations

Task Force Composition

The Task Force will consist of the following 13 voting members:

- Five representatives of recognized disability stakeholder organizations or recognized self-advocates who represent the diversity of Texans with disabilities.
- The Executive Director of the Governor's Committee on People with Disabilities, or his or her designee;
- One representative from the Texas Division of Emergency Management;

- One representative from the Texas Department of State Health Services;
- One representative from the Texas Health and Human Services Commission;
- Two representatives from local emergency management agencies;
- One member of the Texas Emergency Management Advisory Committee (TEMAC);
- One representative from a Texas university system.

Additional representatives from any of the organizations above are encouraged to attend Task Force meetings as associate members. Each of the named organizations above may send a replacement if the named voting member is not able to attend, but no organization will have more than one voting member.

In selecting voting members, the Task Force will recruit and support individuals with disabilities and/or their family members as members.

Voting Member Selection

Task Force members represent the greater interests of the State of Texas. Voting members must have a demonstrated commitment to support planning and preparedness for Texans with disabilities. The Task Force selects its own members who serve at the pleasure of TDEM.

The membership consists of:

- members of recognized disability stakeholder organizations or recognized self-advocates,
- state agencies with a primary mission of serving Texans with disabilities, and
- local or state emergency management agencies or organizations.

Task Force voting members will be selected and identified at the last TEMAC meeting of each calendar year. Each newly selected voting member will begin a two-year term the following January 1st. Voting members from state agencies will be appointed by the organization they represent. A list of associate members who represent current and recent participating stakeholder groups is included in the Charter Appendix.

Standing Member Responsibilities

Each voting Task Force member must:

- adhere to the charter;
- regularly attend and fully participate in Task Force meetings;

- serve as a catalyst for change by actively offering insight and perspective to support and improve the implementation of Task Force proposals, initiatives, or services; and
- complete on a timely basis Task Force assignments that he or she accepts.

Change in Voting Member Status

If a Voting Task Force member is unable to fulfill his or her membership obligation, the Task Force will ask the member's organization to appoint a replacement. The new member will then be active on the Task Force when his or her agency/organization gives approval.

A member may voluntarily withdraw from the Task Force at any time. A member may be removed by a majority vote of the Task Force for not fulfilling his or her membership responsibilities. A member who is no longer a member or employee of their agency or organization they represent is not eligible for membership and is deemed to have withdrawn from the Task Force effective as of the date of his or her change in employment or membership status. The Task Force will have the option of appointing a new Task Force member or of waiting until the last TEMAC meeting of the year to select a new member.

Task Force Leadership Positions

Chair

The chair is elected by the Task Force from the voting members or from currently participating associate member stakeholder organizations (see appendix). The chair is elected as a member of the group with the same membership requirements as any other member. The chair only votes in the case of a tie. The chair is elected to a two-year term at the last TEMAC meeting of the year. The vice chair is regarded as the chair-elect if the chair cannot fulfill their term.

Chair Responsibilities

The chair of the Task Force;

- in coordination with the TDEM Staff Liaison, sets meeting dates, create meeting agenda, and review meeting notes as necessary;
- ensures the Task Force fulfills the scope of its responsibilities;
- promotes the involvement and balanced participation of all Task Force members;
- previews presentations and materials;
- ensures completion of Tasks by Task Force members;

- may appoint temporary ad hoc subcommittees to address special projects or initiatives;
- communicates Task Force progress to TDEM;
- participates and represents the Task Force in relevant meetings;
- ensures that the Task Force has broad and diverse representation from Texas disability stakeholder groups and state and local emergency management across the state; and
- represents the Task Force's recommendations to the Texas Emergency Management Advisory Council (TEMAC).

Vice Chair

The vice chair is elected by the Task Force from its Standing Members. The vice chair serves a two-year term. If the vice chair is unable to fulfill his or her term for any reason, the Task Force elects a new vice chair at the first meeting following the vice chair's resignation.

Vice Chair Responsibilities

The vice chair:

- conducts all chair Task Force activities and meets chair responsibilities in the absence of the chair; and
- conducts outreach to identify and recruit new members; and
- develops an annual report detailing the Task Force's accomplishments.

TDEM Staff Liaison

TDEM will provide primary administrative support to the Task Force by appointing a staff liaison. TDEM's representative to the Task Force shall serve as the liaison and administrative chair of the Task Force. The Staff Liaison shall serve as the voting member from TDEM.

TDEM Staff Liaison Responsibilities

The TDEM staff liaison:

- assists with the maintenance of the Task Force's website;
- assists with preparation of meeting minutes and Task Force official files;
- maintains official membership lists;
- provides general administrative support to the Task Force;
- disseminates Task Force information through TDEM regional and local emergency management agencies;
- chairs meetings in the absence of the chair and vice chair; and
- distributes meeting materials no less than two days before each meeting;
- confirms meeting agendas and conducts Task Force meetings;

- sets meeting agendas with input from Task Force membership;
- schedules meetings quarterly or as needed; and
- develop and distribute the quarterly Texas Disability Integration Newsletter.

Meetings

Task Force meetings:

- begin and end as scheduled; and
- follow generally accepted parliamentary procedures.

At the chair's discretion, the council may discuss non-agenda topics at the end of the meeting, time permitting, or move topics to the next meeting's agenda.

Meeting Frequency

The Task Force will meet no less than on a quarterly basis. Meetings of the Task Force as a whole, in addition to these quarterly meetings, may be called by the Chair or by the TDEM Liaison. Meeting participation may occur in person or through teleconference participation. Representatives of disability stakeholder groups, VOADs, and emergency management organizations will be regularly invited to meetings and regularly asked to provide input to the Task Force.

Executive Work Sessions

The chair may call for additional meetings with the vice chair, TDEM Staff Liaison, other Standing Task Force members, as well as associate members (as appropriate) to conduct work sessions that may include: scheduling, planning, organizing, developing working documents, website administration, Task Force training and conference organization.

Voting

The Task Force will attempt to reach a consensus on all recommendations and decisions. When the Task Force is unable to reach a consensus, it will make decisions by a majority vote. Each member has one vote. The chair will only vote in the case of a tie.

Nominations

The Task Force balances the membership diversity needs of the Task Force with other membership criteria to identify the best nominees for a vacant member position. New members are nominated at the last quarterly Task

Force meeting of the year and approved by a majority vote of the voting members of the Task Force.

Subcommittees

The following committee serves as an ongoing Task Force subcommittee.

Planning

This subcommittee provides recommendations to the TDEM Planning Section and planning teams on enhancement of the State Emergency Management Plan and state guidelines, Standards and templates for local government emergency management plans, which would include planning for people with disabilities. Additionally, at the request of the Task Force and subcommittee members, this group may review other plans related to emergency management and provide advice as necessary.

Communication

Task Force Website

All current working files and archived meeting agendas and minutes will be posted to a Task Force shared site to be hosted by the Texas Division of Emergency Management. Task Force members will be emailed by either the chair, vice chair, TDEM staff liaison, or subcommittee chair when new documents have been posted to the shared site.

Reporting

Following each meeting, the meeting notes and action items are distributed to the Task Force members. The chair reports Task Force activity and recommendations to the TEMAC on a quarterly basis or as requested.

Charter Revision Maintenance and Approvals

The chair and vice chair maintain this charter with assistance from the TDEM staff liaison and the membership. Amendments to the charter, proposed by the Task Force, will be reviewed and approved by TDEM.

Approver Name	Title	Signature	Date
Laura Stough, PhD	Chair, Disability Task Force		11-14-2018

Appendix

ASSOCIATE MEMBERS

Current and Recent Participating Disability, VOAD, and Emergency Management Stakeholder Groups

1. [Texas Centers for Independent Living \(CIL\)](#)
2. [State Independent Living Council \(SILC\)](#)
3. [Texas Mayor's Committees for People with Disabilities \(MCPD\)](#)
4. [Texas Governor's Committee on People with Disabilities \(GCPD\)](#)
5. [Texas Association for the Deaf \(TAD\)](#)
6. [Texas Council for Developmental Disabilities \(TCDD\)](#)
7. [Coalition of Texans with Disabilities \(CTD\)](#)
8. [Texas Council of Community Centers](#)
9. Texas Autism Council
10. [American Council of the Blind of Texas \(ACBT\)](#)
11. [National Federation of the Blind of Texas \(NFBT\)](#)
12. [Deaf-Blind Multihandicapped Association of Texas \(DBMAT\)](#)
13. [Texas Chapter of the Hearing Loss Association of America \(HLAA\)](#)
14. [Department of State Health Services \(DSHS\)](#)
15. University of [Texas Health Science Center at Houston](#)
16. [Texas Association of Regional Councils](#)
17. FEMA Region VI Disability Integration Coordinator
18. [Texas Department of Public Safety, Texas Division of Emergency Management \(DPS TDEM\)](#)
19. [Texas Health and Human Services Commission \(HHSC\)](#)
20. American Red Cross
21. BCFS
22. [University of Texas at Austin, Center for Disability Studies](#)
23. [Texas A & M University, Center on Disability and Development](#)
24. [Texas School Safety Center](#)
25. [Arcil Inc.](#)
26. [Texas Alzheimers Organization](#)
27. Local government emergency management representatives
28. Local government health and medical representatives
29. Dallas County VOAD
30. Texas Animal Health Commission
31. Texas Department of Liscensing and Regulation
32. Joanne Gay Dishman School of Nursing, Lamar University