

# ASRC Remote Support Corps

September 23, 2018 BOD Meeting

The five individuals (Patty Lindsay, Ben McCandless, Carl Solomon, Rebecca Hostetter and Brian Maier) that make up the current Remote Support working group are poised to more formally organize so that we can become mission-ready to serve all of the ASRC Member Groups. We respectfully request that the ASRC BOD consider the following:

1. Appoint an initial Remote Support Operations Officer, who shall be an active member of a certified ASRC group.
2. Review drafted Personnel Requirements for members of the Remote Support Corps. The Remote Support Personnel Requirements will be submitted at the January 2019 BOD meeting for approval by the ASRC BOD.
3. Review and provisionally approve a draft Remote Support Governance Document developed by the working group. The working group will organize itself into the corps using the provisional document and then vote and approve the final document which will be submitted for approval at the January 2019 BOD meeting.
4. Establish a non-voting membership type for ASRC Remote Support Corps Members who are not also members of another Member Group pursuant Section 5.1 of the bylaws. Such members will apply and pay individual ASRC dues to the appointed Remote Support Operations Officer or designee, or the Remote Support Executive Officer once established. This officer will maintain roster information and submit dues to the Treasurer as outlined in the ASRC Financial Policy.
  - i. The individual ASRC dues are defined as the “per Member” fee charged to Member Groups.
  - ii. There will not be a “per Group” fee for the Remote Support Corps

# Remote Support Personnel Requirements - DRAFT

Date: 2018-01-10

The purpose of this document is to describe the required capabilities for each level of remote support training.

## 1. Remote Support On-Scene Liaison

The role of the Remote Support On-scene Liaison (RS-OSL) is to act as the liaison between the On-Scene and Off-Scene personnel, ensuring that the off-scene personnel have the information needed to complete tasks, and relaying the deliverables from the remote personnel to the appropriate on-scene personnel. They need to be able to work with the Incident commander/Search Manager to determine how the Remote Support Unit can best serve the search effort without over-promising results, which requires that they have a working knowledge of the breadth of services that the RS organization is able to offer. This person needs to have the technical know-how required to set up on-scene access to all the required services, including printers, general internet access, accessing specific services used to share documents, various communication channels, .Once the search has moved into the general operations phase, the RS-OSL needs to be able to effectively communicate with the Remote Support Unit Leader (RS-UL) to achieve the specified goals. Any person in the role of RS-OSL should be familiar with ASRC command post procedures and operations, and have very strong communication skills.

### 1.1 Training and Certifications

An RS-OSL must have completed the following training

1. ICS-100
2. ICS-200
3. ICS-700
4. ICS-800
5. Managing Search Operations or equivalent
6. Approved for operation within the incident command post.

### 1.2 Equipment

An RS-OSL must have the following equipment available for use at a search:

1. Cellular Phone
2. Computer (personal or group-provided)
3. USB storage device

## 1.3 Accounts

An RS-OSL must have access to, accounts for, and be able to use all services listed in the [Remote Support Recommended Services](#) document.

## 1.4 Search Management

1. Accurately define all of the following:
  - a. IPP
  - b. LKP
  - c. LPQ
  - d. Map Datum
2. Use UTM and Lat/Lon coordinates to accurately complete all of the following:
  - a. read coordinates from a map
  - b. plot coordinates on a map
  - c. communicate coordinates via email
  - d. communicate coordinates via voice
3. Demonstrate effective communication of the following via email and voice.

## 1.5 Technical

1. Send and receive emails with attachments, and to compress and decompress data using common utilities.
2. Demonstrate good data hygiene when:
  - a. Connecting a computer to the internet
  - b. Accessing data on the network
  - c. Sending or receiving data via email
  - d. Transferring data between devices
3. Demonstrate connecting a laptop to an existing network using both wired and wireless connections.
4. Demonstrate how to download GPS track files from various modern GPS units.
5. Using an internet-connected computer, must be able to demonstrate the ability to identify, download, and install the correct printer driver for an unfamiliar printer, then successfully print an arbitrary document.
6. Demonstrate how to transfer data between multiple computers that are:
  - a. On the same network
  - b. Not on the same network
7. Can use existing on-scene network and other digital resources to work with remote team
  - a. Computer network
  - b. Incident Dropbox
  - c. Incident email thread
  - d. Print and distribute documentation
  - e. Transfer data between GPS devices and computer
8. Identify and communicate information needed by the remote planning unit

9. Communicate geospatial information effectively given various paper maps

## 1.6 Remote Support

1. Demonstrate a working knowledge of the remote support products currently offered by the ASRC
2. Describe the process for requesting remote support.
3. Demonstrate a working knowledge of the responsibilities of the On-Scene Liaison, the Remote Support Unit Leader, and the Remote Support Unit.
4. Use the Remote Support Communications Plan to reestablish the Remote Support Chain of command in the event of a communications disruption with the RS-UL

## 2 Remote Support Unit Member

The role of the Remote Support Unit Member (RS-UM) is to produce deliverable relevant to the search effort under the direction of the Remote Support Unit Leader (RS-UL). These personnel need to be self-sufficient in terms of accessing and using any equipment, software, or online services that are defined in the remote support process. They should be competent, experienced searchers who are familiar with ASRC procedures and operations, and are comfortable taking direction and working with minimal oversight.

### 2.1 Training and Certifications

A RS-UM must have completed the following training

1. ICS-100
2. ICS-700
3. Managing Search Operations or equivalent

### 2.2 Equipment

A RS-UM must have the following equipment available for use while participating in Remote Support activities:

1. Working phone line
2. Computer with internet access
3. Software appropriate to complete remote support tasks

### 2.3 Accounts

A RS-UM must have access to, accounts for, and be able to use all services listed in the [Remote Support Recommended Services](#) document.

### 2.4 Search Management

1. Accurately define all of the following:
  - a. IPP
  - b. LKP
  - c. LPQ
  - d. Map Datum
2. Use UTM and Lat/Lon coordinates to accurately complete all of the following:
  - a. read coordinates from a map
  - b. plot coordinates on a map
  - c. communicate coordinates via email
  - d. communicate coordinates via voice
3. Demonstrate effective communication via email and voice.

## 2.5 Technical

1. Configure all personal equipment as needed to support RS efforts
2. Send and receive emails with attachments.
3. Produce PDF documents from other document types, including:
  - a. Word processor documents
  - b. Spreadsheets
  - c. Web pages
  - d. Photographs
  - e. Mapping program output.
4. Demonstrate good data hygiene when:
  - a. Connecting a computer to the internet
  - b. Accessing data on the network
  - c. Sending or receiving data via email
5. Demonstrate how to upload and download data from all relevant services listed in the [Remote Support Recommended Services](#) document
6. Demonstrate use of all communication channels listed in the [Remote Support Recommended Services](#) document
7. Effectively communicate geospatial information in the context of:
  - a. Discussing assignments with the Remote Support Unit Leader (RS-UL)
  - b. Working with other Remote Support Unit Members
  - c. Developing Search Tasks.

## 2.6 Remote Support

1. Demonstrate a working knowledge of the remote support products currently offered by the ASRC
2. Have working knowledge of the [Remote Support Workflow](#), and be able to demonstrate proper use of the forms referenced in that document.
3. Produce basic maps of an arbitrary area, suitable for use in a search
4. Write tasks when given appropriate map segments
5. Produce basic maps of an arbitrary area that meets requirements defined by Search Management, suitable for use in the command post or as task maps.
6. Able to use the Remote Support Communications Plan to reestablish the Remote Support Chain of command in the event of a communications disruption with the RS-UL
7. Must be able read, manipulate, and display GPS tracks when provided in their native form or in interchange file formats.

## 3 Remote Support Unit Leader (RS-UL)

The role of the Remote Support Unit Leader (RS-UL) is to manage the Remote Support Unit, and ensure the prompt delivery of the unit's work product. The Unit leader needs to be well versed in the operation of Remote Support organizations: able to access, configure, and use any necessary equipment and able to advise others on the same.

These personnel need to be self-sufficient in terms of accessing and using any equipment, software, or online services that are defined in the remote support process. They should be competent, experienced searchers who are familiar with ASRC procedures and operations, and are comfortable taking direction and working with minimal oversight.

## 3.1 Training and Certifications

A RS-UL must meet the following requirements:

1. Be a member of good standing of the ASRC Remote Support Corps for a minimum of 12 months.
2. Successfully completed ASRC RSUL Training
3. Successfully completed Managing Search Operations or equivalent, OR hold an ASRC SM-III or higher certification.
4. Participated in at least 5 Remote support organizations (which may include live incidents or exercises) in the previous 24 month period.
5. Participated in at least 1 Remote Support Organization as a unit leader in the previous 24 months.

## 3.2 Equipment

A RS-UL must have the following equipment available for use while participating in Remote Support activities:

1. Working phone line
2. Computer with internet access
3. Software appropriate to complete remote support tasks

## 3.3 Accounts

- A RS-UL must have access to, accounts for, and be able to use all services listed in the [Remote Support Recommended Services](#) document.
- An RS-UL must have write access to the [Remote Support Status Worksheet](#)

## 3.4 Search Management

1. Accurately define all of the following:
  - a. IPP
  - b. LKP
  - c. LPQ
  - d. Map Datum
2. Use UTM and Lat/Lon coordinates to accurately complete all of the following:
  - a. read coordinates from a map
  - b. plot coordinates on a map

- c. communicate coordinates via email
- d. communicate coordinates via voice
- 3. Demonstrate effective communication via email and voice.
- 4. Understand basic search theory
- 5. Divide a search area into regions based on geographical features and then divide regions into appropriately sized segments.
- 6. Demonstrate an ability to delegate tasks efficiently
- 7. Demonstrate an ability to manage a large group RS Unit Members.
- 8. Must have working knowledge of ASRC search management procedures.

### 3.5 Technical

- 1. Configure all personal equipment as needed to support RS efforts
- 2. Send and receive emails with attachments.
- 3. Produce PDF documents from other document types, including:
  - a. Word processor documents
  - b. Spreadsheets
  - c. Web pages
  - d. Photographs
  - e. Mapping program output.
- 4. Demonstrate good data hygiene when:
  - a. Connecting a computer to the internet
  - b. Accessing data on the network
  - c. Sending or receiving data via email
- 5. Demonstrate how to upload and download data from all relevant services listed in the [Remote Support Recommended Services](#) document
- 6. Demonstrate use of all communication channels listed in the [Remote Support Recommended Services](#) document
- 7. Effectively communicate geospatial information in the context of:
  - a. Discussing assignments with the Remote Support Unit Leader (RS-UL)
  - b. Working with other Remote Support Unit Members
  - c. Developing Search Tasks.
- 8. Demonstrate proper method for archiving Search Data during incident demobilization.

### 3.6 Remote Support

- 1. Demonstrate a working knowledge of the remote support products currently offered by the ASRC
- 2. Have working knowledge of the [Remote Support Workflow](#), and be able to demonstrate proper use of the forms referenced in that document.
- 3. Produce basic maps of an arbitrary area, suitable for use in a search
- 4. Write tasks when given appropriate map segments
- 5. Produce basic maps of an arbitrary area that meets requirements defined by Search Management, suitable for use in the command post or as task maps.



6. Able to use the Remote Support Communications Plan to reestablish the Remote Support Chain of command in the event of a communications disruption with the RS-UL
7. Must be able read, manipulate, and display GPS tracks when provided in their native form or in interchange file formats.
8. Must have working knowledge of RS-UM activation and notification procedures
9. Must be able to fill out RS Communications Plan, and other relevant ICS forms
10. Must demonstrate an ability to efficiently brief RS-UMs as they join the RSU.
11. Must have working knowledge of procedures to sign out/transfer duties to incoming RS Unit Leaders.
12. Must be able to interact with SMC or OSL as needed, to answer questions or provide guidance as appropriate.

## Purpose

This document defines the governance procedures for the ASRC Remote Support Corps. As a subsidiary group of the ASRC, The Remote Support Corps is subject to all ASRC's Articles of Incorporation, Bylaws, and Procedures. However, since the Remote Support Corps will be expected to manage its members to ensure mission readiness, all members of the Corps must abide by the governance structures defined here.

## ARTICLE I

### Section 1: Name;

This corps of ASRC members participating in the Remote Support effort shall be known as the Appalachian Search and Rescue Conference (ASRC) Remote Support Corps.

### Section 2: Mission Statement;

TBD.

## ARTICLE II

### Section 1: Membership Process - Current ASRC Group Members;

- A. Any person who is a current member in good standing of a currently certified ASRC Group may apply for membership to become a member of the ASRC Remote Support Corps as long as they meet the Remote Support Corps membership requirements as approved by the ASRC board of Directors.
- B. A completed application for membership shall be delivered to the ASRC Remote Support Operations Officer for review. Delivered applications shall be accepted for processing or denied at that time based solely on the membership requirements of the corps. An application is not complete unless all forms, including background check are completed and the results available to the Remote Support Operations Officer.
- C. Applications which are accepted for processing by the Remote Support Operations Officer will be presented to the Remote Support Corps Membership for a vote in a timely fashion.

- D. With the approval of a simple majority of the members voting, the applicant will become a full member of the Corps.
- E. If rejected, the applicant is to be informed of the cause for the rejection and, the applicant may re-apply after three (3) months. If rejected a after the second time, a one (1) year waiting period is required for each subsequent re-application.

## Section 2: Membership Process - Non-ASRC Group Members;

- A. Any person may apply for membership to become a member of the ASRC Remote Support Corps as long as they meet the Remote Support Corps membership requirements as approved by the ASRC Board of Directors.
- B. A completed application for membership shall be delivered to the ASRC Remote Support Operations Officer for review. Delivered Applications shall be accepted for processing or denied at that time based solely on the membership requirements of the corps. An application is not complete unless all forms, including background check are completed and the results available to the Remote Support Operations Officer
- C. Applications which are accepted for processing by the Remote Support Operations Officer will be presented to the Remote Support Corps Membership for a vote in a timely fashion. Application approval will be by a simple majority vote of the members present.
- D. A completed application for membership will be forwarded to the ASRC Board of Directors for review. Applications shall be approved or denied at that time based solely on the membership requirements of the corps. An application is not complete unless all forms, including background check are completed and the results available to the Board of Directors. Upon delivery of the Application packet, the Board of Directors shall have twenty eight (28) days to accept or reject the application. If more than four weeks has elapsed without a decision from the ASRC Board of Directors, the Remote Support Officer will accept the application on behalf of the ASRC Board of Directors.
- E. If the ASRC Board of directors does not reject the application, the Remote Support Operations Officer shall present the application to the Remote Support Corps Membership for a vote in a timely fashion.
- F. With the approval of a simple majority of the members voting, the applicant will become a full operational member of the Corps.
- G. If rejected, the applicant is to be informed of the cause for the rejection and the applicant may re-apply after three (3) months. In the instance of a further rejection, a one (1) year waiting period is required for each subsequent re-application.

## Section 3: General Membership;

- A. This corps will not discriminate against any person, nor will any person be denied membership of the ASRC Remote Support Corps based on race, color, creed, sex, national origin, ethnic background, religion, political affiliation, age, physical or mental handicap, sexual preference or for any other prohibited reason as defined in federal, state, or local law or regulation.

- B. No particular qualifications shall be placed on an applicant other than those mentioned in the ASRC's Articles of Incorporation, its By-Laws and policies, and this document.
- C. The corps shall be open to membership at any time.
- D. Non-members will be allowed to participate in training functions as deemed appropriate by the Remote Support Operations Officer.
- E. Only full operational members in good standing of the corporation shall be eligible to serve in any of its official positions. Good standing shall mean that the member's dues and training obligations are current.
- F. Dues for new and established members will be at a rate determined by the Board of Directors.

## Section 4: Disciplinary Actions or Discharge of Members;

- A. Reporting Procedures.
  - a. Any member of the corps may bring charges against any other member. Charges against a member should be reported to the Remote Support Executive Officer. In the event that the Remote Support Executive Officer is party to the complaint, or has an apparent conflict of interest, the complaint shall be given to the Remote Support Assistant Operations Officer.
  - b. The Officer receiving the charges will notify the ASRC Board of Directors that charges have been laid against a member in a timely fashion, and shall assemble a Tribunal of 5 individuals, consisting of the three Remote Support Officers and two ASRC Board Members, who shall investigate and take any appropriate action on the charges. In the event that any of these individuals has a conflict of interest, in the proceedings as defined below, an ASRC Board member shall be selected to replace them.
    - i. Any member who is related to the defendant by blood or marriage to within two degrees of separation shall not be eligible to sit in judgment of the defendant, nor will they be allowed to cast a vote in the proceedings.
- B. Tribunal Proceedings
  - a. The Tribunal shall produce a report documenting all relevant information during its proceedings.
  - b. The Tribunal shall provide, in writing, a copy of all charges against the accused. Charges shall be provided to the accused in a timely manner, with sufficient time for review prior to further activity of the Tribunal.
  - c. The Tribunal shall meet separately with both the complainant and the accused prior to any judgement. Members are entitled to counsel while before the Tribunal.
    - i. Any counsel chosen by the accused shall defend said member to the fullest extent of their ability. All members are duty bound to protect the rights of the accused as his/her counselor unless he/she is the member bringing the charges.
  - d. It shall be the responsibility solely of the Tribunal to determine the seriousness of the violation.

### C. Corrective Actions

- a. At its discretion, the Tribunal may may a variety of corrective actions including, but not limited to:
  - i. Dismissal of complaint without prejudice (complaint may be refiled at a later date)
  - ii. Dismissal of complaint with prejudice (complaint may not be refiled)
  - iii. Remedial training
  - iv. Probation
  - v. Suspension of participation in various activities
  - vi. Discharge of member from the corps.
- b. Any disciplinary action shall be commensurate with the offence.
  - i. Discharge of members from the corps shall be limited to performing any act that brings disrepute upon the ASRC or the Remote Support Corps, or that that violates the constitution, bylaws, or written policies of the ASRC or the Remote Support Corps.

### D. Recourse,

- a. If the complainant or the accused believes that the complaint has been inadequately addressed by the Corps' disciplinary process, either Corpsmember may then file the complaint with the ASRC Board of Directors in accordance with the ASRC Disciplinary Policy as detailed in the ASRC Administration Manual. Any disposition made by the ASRC Board of Directors per that policy shall be final.

## Section 5: Departure of Members from the Corps

- A. Any member who resigns or is dismissed from this corps forfeits all dues paid for the year in which the member resigns or was dismissed.
- B. Resignation from the corps by a member shall be by notification to the Remote Support Operations Officer. At the time of resignation, the individual shall return to the Remote Support Operations Officer or their designee, all property of the corps in their possession and provide any access codes or passwords for Remote Support Corps linked accounts or services.
- C. No person who has been discharged from the corps shall be permitted to reapply for membership without approval of the ASRC Board of Directors.

## ARTICLE III

### Section 1: Legal Responsibilities;

All members of the ASRC Remote Support Corps will comply with all federal, state, and local laws and regulations.

## Section 2: Rights, Duties and Responsibilities of Operational Members;

- A. Operational members shall have privileges of:
  - a. Identifying themselves as members of the ASRC Remote Support Corps.
  - b. Voting on all matters brought before the membership at meetings of the ASRC Remote Support Corps.
  - c. Holding an office in ASRC Remote Support Corps upon election.
- B. Members shall be responsible for providing their own personal equipment and uniform(s) as may be required by the Corps.
- C. Members will be responsible for maintaining and using corps equipment properly and will report any equipment problems to the Remote Support Operations Officer or their designee.
- D. All Corps members will maintain a level of proficiency as set forth by the ASRC Remote Support Corps and Appalachian Search and Rescue Conference Standard Operating Procedures (SOP's).
- E. All Corps members will conduct themselves, at all times, in a manner that will bring credit to the ASRC Remote Support Corps. They will show respect to all Corps members, user agencies and to the public in general.
- F. All members must pay ASRC dues. Members of other ASRC Groups may to continue to pay dues through their existing group. All other members will be required to pay dues as required annually to the Remote Support Executive Officer no later than thirty (30) days after the beginning of the fiscal year.

## ARTICLE IV

### Section 1: Election of Officers;

- A. The offices of Remote Support Operations Officer, Remote Support Assistant Operations Officer, Remote Support Executive Officer, and Board of Director positions will be elected from full operational members.
- B. Nominations for officers will be taken at a General Membership meeting two (2) preceding meetings prior to the beginning of the new fiscal year.
- C. Election of officers will be held at a General Membership meeting during the month preceding the beginning of the new calendar year. All officers will be elected by a majority vote of the members present.

### Section 2: Order of Election and Term of Office;

- A. Officers shall be elected in the following order;
  - 1. Remote Support Operations Officer
  - 2. Remote Support Deputy Operations Officer

3. Remote Support Executive Officer

4. ASRC Board Representative

- B. Term of office shall be for one (1) year except for the ASRC Representatives which will serve two(2) year terms.
- C. Elected officers will take office at the beginning of the calendar year following the elections. However, in the event the elections are postponed past the beginning of the fiscal year, the current officers shall hold office until elections are held, at which time the newly elected officers shall take office effective immediately.
- D. No member may hold more than one (1) elected office at a time except for the ASRC Representatives which may also hold any other office.
- E. No officer shall hold the same office for more than three (3) consecutive terms except for ASRC Board Representative.
- F. No member holding the office of ASRC Board Representative in any other ASRC group may hold the position of ASRC Board Representative for the Remote Support Corps

### Section 3: Vacancies of Office;

- A. In the event an office becomes vacant before the incumbent's term is completed, the ASRC Board of Directors shall appoint a member to complete the said term of the office at the next ASRC Board of Directors meeting following the vacancy.
- B. Officer resignations are effective upon receipt by the the Remote Support Operations Officer of the corps or by written notification to the ASRC Board of Directors.

### Section 4: Appointment of Positions;

- A. At the beginning of the fiscal year the Remote Support Executive Officer will make a recommendation for all of the committees and appointed positions, whether they are to continue, be discontinued or be replaced.
- B. The individuals fulfilling the committees and appointed positions shall be approved by a simple majority vote of the ASRC Board of Directors. There will be no term limit imposed on these positions.
- C. Corps or committee appointment resignations are effective upon receipt by the Remote Support Executive Officer of written notification and vote of the ASRC Board of Directors. At the time of resignation, the individual shall return to the Remote Support Operations Officer all property of the corps in their possession relative to the position including, but not limited to, equipment, keys, and any access codes or passwords. The Remote Support Executive Officer will make a recommendation for the new appointment as soon as practical after the resignation.

# ARTICLE V

## Section 1: Officers and Their Duties; Administrative:

- A. Remote Support Operations Officer: The responsibilities of the Operations Officer shall be:
  - a. To ensure the operational readiness of the corps .
  - b. To preside at all meetings of the corps.
  - c. To maintain all mission records of the corps.
  - d. To make recommendations to the ASRC Board of Directors regarding all committees and appointed positions.
- B. Remote Support Assistant Operations Officer: The responsibilities of the Assistant Operations Officer shall be:
  - a. To act as an aid to the Operations Officer and shall perform the duties and responsibilities of the Operations Officer in their absence or disability of that officer to act.
  - b. To keep an updated roster of all members.
  - c. To maintain all training records for the corps
- C. Remote Support Executive Officer: The responsibilities of the Executive Officer shall be:
  - a. To coordinate the work of the officers and committees.
  - b. To see that all functions are carried out in compliance with the ASRC By-Laws and the corps' procedures.
  - c. To record the official minutes of all meetings of the corps and maintain a permanent record of those minutes.
  - d. To send and receive all official correspondence pertaining to the corps.
  - e. To keep a full and accurate account of receipts and expenditures, and report them to the ASRC Treasurer in a timely manner.
  - f. To manage the process by which elections are held.
  - g. To perform such other duties as may be prescribed or assigned to him by the ASRC Board of Directors.
- D. ASRC Board Representative: The responsibilities of the ASRC Board Representative shall be:
  - a. To make a regular report of Remote Support Corps activities to the board of directors.
  - b. To represent the interest of the Remote Support Corps at meetings of the ASRC Board of Directors.
  - c. To report to the Corps membership on the activities of the ASRC Board of Directors.



# ARTICLE VI

## Section 1: Administrative;

- A. Corps Membership meetings shall be held monthly at a time and on a channel determined by the Remote Support Operations Officer. Announcement of meeting time and details must be made at least two weeks prior to the meeting to the Corps membership. The Operations Officer can cancel or postpone a Corps Membership meeting due to extenuating circumstances.

## Section 2: Training;

- A. Training shall be held at a time and place determined by the Remote Support Operations Officer or their designee.

## Section 3: Operations;

- A. The Corps shall recognize three operational levels:
  - a. Supporting/Trainee Status. This status is applied to individuals who are approved to participate in training and other non-mission related activities as deemed appropriate by the Remote Support Operations Officer. In order to be recognized at this level, an individual must:
    - i. Register with Remote Support Operations Officer or designee to be notified of training activities.
  - b. RS-UM qualified. This is a voting member of the corps who is approved to participate in remote support operations. In order to be recognized at this level, an individual must:
    - i. Meet the requirements as stipulated in the Remote Support Personnel Requirements for a Remote Support Unit Member
    - ii. Must be a member in good standing of an ASRC member group, or have passed a background check at the state or national level.
  - c. RS-UL qualified. This is a voting member of the corps who is approved to manage remote support operations. In order to be recognized at this level, an individual must:
    - i. Meet the requirements as stipulated in the Remote Support Personnel Requirements for a Remote Support Unit Leader.
    - ii. Be approved by the ASRC BOD.

## Section 4: Emergency Response;

- A. The Corps will respond as per mission statement and Standard Operating Procedures (SOP's) as set forth by the ASRC Remote Support Corps and the Appalachian Search and Rescue Conference.

- B. Whenever available, a Corps member who is Remote Support Unit Leader qualified shall assume control of the active remote support effort for a mission.
- C. Members shall comply with the direction of the Agency Having Jurisdiction. In the event of a disagreement that cannot be resolved quickly, the member shall sign out of the mission and report the matter to the Board for resolution after the mission has ended.
- D. At the scene, the requesting agency Officer in Charge will be in command of the scene according to Incident Command Procedures.

## ARTICLE VII

### Section 1: Changes to this document;

- A. Any member of the Remote Support Corps in good standing may submit a proposed changes to this document. This must be in writing and presented to the Remote Support Executive Officer. The member making the proposal may remain anonymous.
- B. The Remote Support Executive Officer shall make the proposed changes available to the Remote Support Corps membership at least one month prior to the vote for the change taking effect.
- C. It shall require a two-thirds (2/3) majority vote of a quorum at sequential Corps Membership meetings to change or amend this document.
- D. Once approved by the Corps Membership, the proposed changes shall be sent to the ASRC Board of Directors to be ratified.

## ARTICLE VIII

### Section 1: Parliamentary Authority;

- A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the corporation in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the corporation may adopt.
- B. While a member corps of the Appalachian Search and Rescue Conference the rules and guidelines of the ASRC will be followed at all times except where they may be inconsistent with federal, state, and local laws.

# ARTICLE IX

## Section 1. Quorum

- A. No corporate action can be conducted in the absence of a quorum, which shall consist of:
  - a. In the event that the Corps Membership is less than or equal to forty(40) people: for a Corps Membership meeting, twenty-five percent (25%) of the current Corpsl members, two of which must be officers. However, if the business at hand is an amendment to this document, a quorum consists of thirty-three percent (33%) of the current Corps membership, two of which must be officers.
  - b. In the event that the Corps Membership is greater than forty(40) people: for a Corps Membership meeting, ten percent (10%) of the current Corps members, two of which must be officers. However, if the business at hand is an amendment to this document, a quorum consists of twenty percent (20%) of the current Corps membership, two of which must be officers.
  - c. Any Officer or Member being considered for impeachment or expulsion shall not be counted as part of the quorum for the impeachment portion of that meeting.

## Section 2. Voting:

- A. All corps action may be approved by a simple majority vote of the quorum except those actions specially described in this document which require a different vote of the quorum as outlined in Section 1 of this article.
- B. Voting by voice over telephone: Voice votes may be taken on motions that arise during a meeting of the Corps Membership, so long as that meeting was announced at least 2 weeks in advance.
- C. Voting by email: Email votes may be taken on motions that have been sent out in a format approved by the Remote Support Executive Officer at least two weeks before the date on which votes are due. Email votes must originate from an email address of record for a corps member.

## Article VII.End of document