

CAPITOL REGION EMERGENCY PLANNING COMMITTEE

BY-LAWS

Article 1 Name of Organization

The name of the organization shall be the Capitol Region Emergency Planning Committee (CREPC). The CREPC will function as a committee of the Capitol Region Council of Government's (CRCOG) Public Safety Council.

Article 2 Mission

The mission of the CREPC is to protect the citizens of the member municipal governments from all types of natural and man-made disasters. Specifically *without limiting its purpose*, the CREPC shall serve as the local emergency planning committee for hazardous materials for each member community.

The mission of the CREPC shall be accomplished through research, plan development, resource sharing, and plan implementation during emergency events.

Article 3 Goals of LEPC Member Communities

The goals of CREPC are to:

- Increase the awareness and involvement of member municipal governments in the recognition of hazardous material and all other hazard threats in the region.
- Increase the operational readiness of the member governments in handling hazardous material incidents and *all* types of emergency incidents.
- Increase mitigation efforts in dealing with all types of hazards in the region.
- To reduce the number of hazardous material accidents through educational programs and community hazards analysis for facilities with extremely hazardous substances (EHS).
- To identify and reduce the vulnerability zones and accident potential in the region.
- To provide public access to chemical hazards information in the region.
- Develop hazardous materials emergency plans; an overall emergency management plan; and update existing plans for member municipal governments.
- Receive notification of all emergency chemical releases among the member governments.
- Evaluate and make recommendations with regard to resources for plan development, maintenance, and implementation for all types of emergencies.
- To act as the centralized repository for the member town's Tier II forms

Article 4 Goals of the All Hazards Community Members (new)

The goals of the All Hazards committee members of CREPC are to:

- Increase the region's ability to share resources, work together and assist at an emergency event that would normally overwhelm a single community
- Increase the region's communication interoperability through the use of Regional Incident Dispatch teams (RIDs)
- Develop an asset management system based on the National Response Plan's (NRP) Emergency Support Functions (ESFs)
- To act as a regional coordination point for additional or specialized resources located within the region
- To assist a local Incident Commander (IC) confronted with an incident that overwhelms his/her resources and his/her mutual aid resources
- To provide regional resource coordination and communication to any member community needing such assistance
- To develop an Incident Management Team (IMT) that will be able to deploy anywhere in the region to assist the IC at a large scale emergency scene (Type 3 incident)

Article 5 Membership of LEPC Member Communities

The membership of the CREPC shall consist of at least one (1) representative from each of the member governments and such other members as required by Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA). Each municipality or organization member shall have one voting member.

The categories specified in SARA include: elected and local officials; law enforcement; emergency management; firefighting; EMS; health; local environmental and transportation agencies; hospitals; broadcast and print media; community groups; and representatives of facilities subject to the emergency planning and community right-to-know requirements.

Committee nominations may originate from current members of the CREPC or from the chief executive officer of any member government.

Municipal government membership is open at all times to other communities who express an interest in joining the regionalized local emergency planning committee concept. A vote of the membership is not required for entry into the CREPC.

Member governments may withdraw from the CREPC at anytime based on the vote of the elected board or council of that municipal government.

All committee members shall be submitted to and approved by the State Emergency Response Commission for Hazardous Materials (SERC) . Recognized professional experts in any given field may be used as advisors to the CREPC at the committee's discretion.

Article 5a Membership of non-LEPC members (new)

Membership in CREPC of non-LEPC member cities, towns, Non Governmental Organizations (NGOs) or individuals is permitted for the purpose of belonging to the Regional Planning Committee for any emergency that may overwhelm any member town's resources.

Committee nominations may originate from current members of the CREPC or from the chief executive officer of any member government.

Municipal government membership is open at all times to other communities who express an interest in joining the regionalized local emergency planning committee. A vote of the membership is not required for entry into the CREPC.

Member governments may withdraw from the CREPC at anytime based on the vote of the elected board or council of that municipal government.

Article 6 Organization Structure

The CREPC Executive Board officers shall consist of a chairperson, first vice-chairperson, second vice-chairperson, and the chairs of each RESF.

Sub-committees may be utilized as deemed appropriate by majority vote of the CREPC.

Permanent Sub-committees are: Nominations and Elections Committee and the Training and Exercise Committee. The CREPC Chair will appoint each Sub-committee (comprised of at least three (3) and no more than five (5) members). Each sub-committee will select the chair of its committee.

Robert's Rules of Order shall govern CREPC meeting procedures.

Article 7 Quorum

A quorum for LEPC related meetings and voting shall exist when the number of committee members present is equal to the number of LEPC member communities in the CREPC.

A quorum for non-LEPC related meetings and voting shall exist when the number of committee members present is equal to fifty per cent (50%) of the number of Municipalities, NGOs and individuals presently on the CREPC active roster.

An up-to-date membership roster will be maintained and available for viewing at each monthly CREPC meeting.

Article 8 Staff Support

CRCOG agrees to provide professional support to the CREPC in the form of staff assistance and a centralized mailing address.

Article 9 Fiscal Support

In order to achieve the stated goals of CREPC, the committee shall be empowered by majority vote of the membership to raise and expend funds in any manner as may be determined by the committee and consistent with local, state, and federal regulations.

Fiscal accountability for distribution of funds raised and expended by CREPC shall be through the oversight of a member municipal government or CRCOG.

Article 10 Meetings

As required by SARA Title III legislation, the CREPC shall meet at least once a year and at such other frequency as required to fulfill the organization's mission and goals.

Regular membership meetings of the CREPC shall be the 3rd (third) Thursday of each month. Meeting notices and agendas will be available on the CRCOG website.

The Chairperson, in consultation with the Executive Board, may cancel a regularly scheduled monthly meeting, provided that no more than one meeting in a row is cancelled and that a minimum of 6 (six) meetings be held in any calendar year.

Article 11 Voting (new)

- 1) Voting privileges for LEPC related balloting are as follows:
 - i) Upon proper notification,
 - ii) Each town or city that is a member of the regional LEPC shall be given one (1) vote per member town or city.

- 2) For non- LEPC matters, but are CREPC related, voting privileges are as follows:
 - i) Each Town or City shall be entitled to one (1) vote per City or Town
 - ii) Each NGO (NGO as defined by the current version of the National Response Plan) shall be entitled to one (1) vote per NGO
 - iii) Each Regional Emergency Support Function (RESF) shall be entitled to one (1) vote per RESF, each respective RESF chair will carry its vote
 - iv) A list of eligible voters shall be created and kept up to date

- 3) Voting on motions
 - i) A voice vote shall be called for. If the Chair is in doubt, the Chair will request a show of hands. If the Chair is still in doubt, a standing vote of the authorized, voting delegates will be requested. Any duly authorized delegate may request a ballot vote. Roberts Rules of Order will govern the balloting.

Article 12 Duties of the Chairperson

A chairperson shall be selected by majority vote of the members present at the November meeting of each even numbered year for a period of two years. The chairperson shall preside over all meetings, appoint all committees, and perform such other duties as may be incident to the office or shall be required state or federal law. The chairperson shall sign all official correspondence and documents on behalf of the CREPC.

Article 13 Duties of the Vice-Chairpersons

The First vice-chairperson shall be selected by majority vote of the members present at the November meeting in odd numbered years for a period of two years. The Second Vice Chairperson shall be selected by majority vote of the members present at the November meeting in even numbered years for a period of two years. In the absence of the chairperson or inability of the chairperson to perform all the duties the office, the First vice-chairperson shall assume the duties of the chairperson.

The First Vice Chairperson shall be charged with the coordination of all RESFs and will have a seat on all RESFs.

The Second Vice Chairperson shall be charged with the coordination of all standing and ad hoc committees.

Article 14 The Order of Business

The order of business for regularly advertised meetings shall be:

- 1. Call the meeting to order**
- 2. Adoption of previous minutes**
- 3. Report of the Chairperson**
- 4. Report of the standing committees**
- 5. Presentations**
- 6. Unfinished business**
- 7. New business**
- 8. Motion for adjournment**

Article 15 Amending the By-Laws

These By-Laws may be amended as necessary by a 2/3rds majority vote of the members present at the second reading of the proposed amendment. Amendments must be read into the official minutes of a previous meeting and allow for a thirty day discussion period before the official vote.

**Adopted November 19, 2001
As amended October 28, 2004
As amended September 20, 2007**