

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS EMERGENCY PREPAREDNESS PLANNING COUNCIL

Primary Responsibility of the Council

The Emergency Preparedness Planning Council will serve in an advisory role to the NCTCOG Executive Board. The Council shall have responsibility for providing policy direction and oversight functions to the development and maintenance of a coordinated and integrated regional approach to emergency management planning and response systems. The Council may also make recommendations as to how the region can most efficiently and effectively utilize state and/or federal financial assistance made available for emergency and disaster planning, mitigation, and recovery.

The Council will specifically devote its attention to the following functions:

1. Recommending priorities for regional homeland security resources.
2. Providing advocacy for legal, regulatory, and legislative actions needed to ensure the most effective response to a major incident/disaster.
3. Providing assistance in assuring interagency communication capabilities.
4. Providing assistance in assuring planning and training opportunities for the various regional stakeholders.
5. Facilitating regional preparedness and multi-agency planning for stakeholders, including inter-agency agreements/mutual/aid..
6. Supporting coordination between medical, public health, .and public safety.
7. Maintaining an inventory of assets for regional response.
8. Assisting in securing grant assistance for emergency management planning, equipment, personnel, and training requirements identified by the stakeholders.

Recommendations of the Council

The recommendations of the Council will be accepted by the Executive Board through a simple majority vote. A two-thirds (2/3) majority vote by the Executive Board is required to reject a recommendation of the Council.

Planning Area

The planning area includes all participating counties and cities in the 16 county region.

Council Membership

All members of the Council shall be elected officials who represent participating counties and cities within the designated planning area. Each participating county is entitled to one Council member. Participating cities within the planning area will be grouped according to population and representation for cities within certain population ranges will be assigned as shown on the following page:

Population Range	Number of Representatives
750,000+	1
400,000-749,999	1
250,000-399,999	1
170,000-249,999	1
120,000-169,999	2
80,000-119,999	1
50,000-79,999	1
30,000-49,999	3
15,000-29,999	3
5,000-14,999	3

A review of population breakdowns and representation on the Council will be reviewed every two years, in December of odd numbered years.

Appointment of Council

The Executive Board will appoint Council members for a two year term of office. Council members will be appointed from nominations received from each eligible county and from the eligible cities within a particular population range.

Officers

A chair and vice-chair shall be the officers for the Council and shall serve two-year staggered terms. The chair and vice-chair shall be recommended by the Council and approved by the Executive Board. In the event of a vacancy in either or both of the chair positions, the Council shall recommend a replacement(s) for the position for Executive Board approval. The replacement(s) shall serve for the remainder of the replaced officer's term.

Duties of the Officers

The chair shall lead Council meetings and meet as needed with the technical committee leadership to ensure excellence in all phases of regional emergency preparedness.

The vice-chair shall be the appointed liaison with the technical committee and shall represent the Council at all technical committee meetings. This duty may be delegated to another Council member should the vice-chair be unable to attend. The vice-chair shall take over chair duties when the chair is not available, and will also meet with the technical committee leadership to ensure excellence in all phases of regional emergency preparedness.

Member Attendance

Member/Alternates: Regular member attendance is required. Forms will be provided for members to select another elected official as their alternate. Alternates should attend meetings if member attendance is not possible. Alternates meeting eligibility requirements may vote on behalf of the member. Elected alternates may be selected from interested nominees who were not appointed to the Council.

Member stand-ins, or non-elected alternates, will not count toward attendance and will not have voting privileges.

Non-Attendance: Missing two consecutive meetings will result in a letter to the member requesting that an alternate be sent. A cc to the jurisdiction secretary or equivalent will be included.

Repeated non-attendance will result in a letter of inquiry as to the intent of the member to remain on the Council.

Vacancies

Vacancies occurring during the regular term of a member will be filled for the remainder of the term by an elected official from the same jurisdiction. If the jurisdiction relinquishes the seat, a replacement will be chosen from another jurisdiction in the same population category.

Eligibility to Participate

A county or city within the designated planning area is eligible to participate in the Emergency Preparedness Planning Program and to have Council representation if it makes an annual fee payment to NCTCOG for the limited purpose of funding the program. The annual fee will be established by the Executive Board.

Meeting Schedule

Meetings of the Council and its technical committee(s) will be scheduled on an as needed basis so as to assure the accomplishment of their mission. Council meetings are generally held every other month, with new member orientation scheduled as needed.

Technical Support

A technical committee(s) will assist the Council in carrying out its duties and responsibilities and to formulate strategies and recommendations to affect an approach to accomplish coordinated and integrated emergency preparedness planning so that the best possible response to a major disaster/incident can be achieved.

The standing technical committee for the Council shall be the Regional Emergency Preparedness Advisory Committee (REPAC). Rules governing the membership, structure, and function of this committee may be found in Appendix I of this document. Other technical subcommittees shall be organized or disbanded as determined by the Council.

Staff Support

Staff support for the Council and technical committee(s) will be provided by NCTCOG staff.

I hereby certify that these bylaws were adopted by the Executive Board of the North Central Texas Council of Governments on July 22, 2010.

B. Glen Whitley, President
North Central Texas Council of Governments
County Judge, Tarrant County

Bobbi Mitchell, Secretary-Treasurer
North Central Texas Council of Governments
County Commissioner, Denton County

Appendix I:

REGIONAL EMERGENCY PREPAREDNESS ADVISORY COMMITTEE (REPAC)

ARTICLE I: GENERAL

Section 1: Name

This committee is named North Central Texas Council of Governments (NCTCOG) Regional Emergency Preparedness Advisory Committee (REPAC).

Section 2: Authority

The Regional Emergency Preparedness Advisory Committee is a technical committee of the Emergency Preparedness Planning Council (EPPC). The EPPC is established and authorized by the North Central Texas Council of Governments Executive Board.

Section 3: Purpose

Assist the EPPC in carrying out its duties, responsibilities, and to formulate strategies and recommendations to affect an approach to accomplish coordinated and integrated emergency preparedness planning so the best possible response to a disaster or incident may be achieved.

ARTICLE II: MEMBERSHIP

Section 1: Representation

REPAC membership shall be comprised in the following manner:

- a. Sixteen county seats will provide equitable geographical representation throughout the region.
- b. Fourteen Subject Matter Expert (SME) seats will provide discipline specific representation and expertise.
 - a. Seven SME disciplines shall be represented on the committee.
 - i. Police
 - ii. Fire
 - iii. Communications
 - iv. Education
 - v. Medical and Mass Prophylaxis
 - vi. Public Works
 - vii. Emergency Management
 - b. Each discipline specific chair will be assigned two (2) seats.
 - c. Subject matter expert chairs will seat nine (9) members from urban jurisdictions and five (5) members from rural jurisdictions.
 - d. No more than three (3) seats assigned can fall under a single county's jurisdiction.
- c. Three (3) Urban Area seats will provide representation from each of the regions' core cities: Dallas, Fort Worth, and Arlington.

- d. Four (4) seats will provide for committee officers. These include chairperson, vice-chairperson, 2nd vice-chairperson, and past chairperson.
- e. One (1) seat will provide liaison to the Emergency Preparedness Planning Council (EPPC). The seat will be filled by the chair of the EPPC. EPPC liaison is a non-voting seat.

Section 2: Appointment, Term of Office, Attendance, and Compensation

Appointments:

New membership nominations and appointments will be held bi-annually. Yearly elections will take place in June to fill vacant seats. Interim vacancies will be filled during mid-term elections held in December.

NCTCOG staff is to keep the membership chart up to date.

County Seats may encompass any regular employment (non-elected) position within local government with a leadership function in emergency mitigation, preparedness, response, and/or recovery.

Representatives nominated for SME positions must be primarily employed in the field to which they have been nominated. Nominations for consultants working in the field are discouraged. In the case of otherwise retired personnel serving in a membership capacity, the primary function of their previous employment must have been focused principally within the discipline for which they have been nominated.

Nominations for the three Urban Area seats will only be accepted from the Urban Area Executive Committee.

Potential SME committee members can be nominated across the region. County seats may only be nominated by their corresponding county representative on the Emergency Preparedness Planning Council (EPPC).

Membership nominations must be submitted via an EPPC approved nomination form to the EPPC who will hold elections. Elections made by the EPPC will be presented by the Emergency Preparedness Program Director for final approval by the North Central Texas Council of Governments Executive Board.

Annually, REPAC members must designate their authorized alternate via an EPPC approved alternate nominations form. Only the designated alternate is approved to vote in place of a REPAC member.

To serve as an alternate, a potential representative must be employed in the same discipline as the primary delegate (in the case of subject matter expert seats) or represent the same jurisdiction (in the case of county representative seats). Alternates for the Urban Area seats must have congruent qualifications and represent the same jurisdiction as their primary delegate. The alternate for the EPPC Liaison shall be the EPPC vice-chairperson.

Term of Office:

Membership is a three (3) year term unless the elected member formally resigns their position.

Membership terms of office will begin and end on the last day of June each year. Members elected during mid-term elections to fill interim vacancies will serve the remainder of the term available under the previous occupant's term of office.

Members may only continue to serve on the committee if their jurisdiction is a member of the NCTCOG EP Department. Status of member jurisdiction will be reviewed by REPAC chairs and EP Department staff in June of each year, prior to nominations for yearly elections.

Membership decisions rendered during this process shall remain valid until the next regular election in June of the following year.

Membership terms are not limited; however, members must be reelected at the end of their perspective term through the approved election process.

REPAC members may resign by submitting a letter of resignation to the REPAC Chairperson. Primary membership changes must go before the EPPC with final approval granted by the NCTCOG Executive Board.

Attendance:

A member will be considered to have resigned their position on REPAC when they or their designated alternate miss 50% of the meetings held in a twelve (12) month period or if they or their designated alternate miss three (3) consecutive meetings.

Members so resigned may appeal in writing to the EPPC Chair within two (2) weeks of the date of notification. Appeals will be dealt with in a timely manner and the member will be notified in writing of the decision.

Compensation:

REPAC Members and Alternates shall not be compensated in any way for the performance of their duties as members of REPAC.

Section 3: Vacancies

Each REPAC member is expected to participate in regular meetings of the REPAC. A member may be removed from their position through a motion brought before the EPPC, during a regularly scheduled meeting and with a majority vote of present membership. Example: A member may be removed for excessive absences or ethics violations.

Vacancies will be filled during yearly and mid-term elections by the process described in Section 2.

Section 4: Code of Conduct

Each REPAC member and their designated alternate must sign a code of conduct at the beginning of each term of office to assure ethical and behavioral standards are understood by all members and interested parties.

Committee members shall not:

1. Appear before the Regional Emergency Preparedness Advisory Committee while acting as an advocate for any other person or business entity.
2. Knowingly use their position on the committee for their own private gain or for the financial gain of their or any other business or agency.
3. Accept or solicit any gift or favor that could influence that individual in the discharge of official duties (stated under Section 2: Compensation).

Section 5: Officers

The REPAC will nominate and recommend a committee member to serve as 2nd Vice-Chairperson. The recommendation must be approved by the Emergency Preparedness Planning Council before proceeding to the NCTCOG Executive Board where it must be finalized. Leadership is committed to a four (4) year term with a succession from 2nd Vice-Chairperson to Vice-Chairperson to Chairperson to Past Chairperson. No person will fill the same leadership position for more than one (1) year within their three (4) year consecutive term.

1. The four leadership positions (Chairperson, Vice-Chairperson, and Second Vice-Chairperson and Past Chairpersons) will be modified each June by the past chairperson stepping down and remaining officers rotate.
2. Overview In accordance with the above stated leadership succession, those members selected to serve in leadership positions are exempt from length of term limitations while in office. If the elected member's term expires during his/her leadership, tenure will continue through to the end of their term as an officer on the committee.
3. In the event of an officer resigning his/her duties, the remaining officers will remain in their position until the yearly rotation. The remaining officers will fulfill the duties of the missing officer as outlined in Section 6: Duties of Officers.

Section 6: Duties of Officers

The REPAC chairperson will preside over the REPAC meetings, and in his/her absence, the vice-chairperson will preside. In the absence of both the chairperson and vice-chairperson, the 2nd vice-chairperson will preside over REPAC meetings. The 2nd vice-chairperson will assist the chairperson and vice-chairperson in committee proceedings and in carrying out committee duties. The chairperson and vice-chairperson will establish the meeting agenda with the assistance of the EP Department staff.

The REPAC chairperson, or in their absence the vice-chairperson or 2nd vice-chairperson, will appoint subcommittees as necessary, act as the official spokesperson for the committee or delegate others from the committee as appropriate to ensure that the work of the committee accomplishes the objectives listed in Article 1, Subsection 3: Purpose.

The past chairperson will provide guidance to the chairperson, vice-chairperson, and 2nd vice-chairperson when needed.

ARTICLE III: MEETINGS

Section 1: Regular Meetings

The Regional Emergency Preparedness Advisory Committee will meet on a regular schedule determined by the committee. The Chairperson in conjunction with North Central Texas Council of Governments staff may change the date, time, and location of any meeting, when appropriate. At least seven (7) calendar days prior notice shall be given when possible.

Section 2: Special Meetings

The Chairperson, in coordination with North Central Texas Council of Governments staff, may call a special meeting when necessary. Five (5) calendar days notice will be provided when possible.

Section 3: Staff

The EP Department will provide staff assistance to the REPAC and the regional subcommittees; including taking minutes and distributing notices, agendas, and completed minutes. Extent of service is based on available supplementary funding amounts including the State Homeland Security Program grants.

Section 4: Minutes/Agendas

Minutes of all REPAC meetings shall be retained by the EP Department staff and posted to the REPAC webpage five (5) business days after regular meetings, when possible. Meeting minutes shall be approved by a simple majority of the entire current REPAC membership. Agendas shall be prepared by the Chairperson and Vice-Chairperson, with assistance of the EP Department staff and posted at least three (3) business days in advance of any regularly scheduled meeting, when possible.

Agenda items may be directed to the EP Department staff or to the REPAC Staff.

Section 5: Public Access

All meetings shall comply with the Open Records Act. Provision shall be made for public comment at each meeting and shall not exceed five (5) minutes unless otherwise suggested by REPAC members.

The REPAC may invite non-member participants through a request to the chairperson(s) and/or the Emergency Preparedness Programs Director when deemed necessary to complete business. Such as: providing representation or other information on potential value to the REPAC. Non-member participants will not have voting privileges on the committee.

Section 6: Quorum and Voting Procedures

A quorum is defined as a majority of the current committee membership.

For voting purposes, a simple majority of the present committee membership is required to approve any proposed action item during meetings at which a quorum is present.

All members or their alternates have voting privileges (with the exception of EPPC liaison); however, a member and alternate may not share voting privileges simultaneously. Members or alternate members may record their abstention on any vote. Abstentions shall be reflected in the minutes.

Article IV: REPAC ADMINISTRATIVE GRANT PROCEDURES

Section 1: Grant Review

A. Subcommittees

- a. Subcommittees will be approved by REPAC pursuant to a recommendation by the After Action Review Committee (AARC).
- b. The AARC will recommend the number of subcommittees needed according to regional funding priorities and guidance provided the Texas State Administrative Agency (SAA) and the US Department of Homeland Security (DHS).

- c. Subcommittees must have a quorum of six (6) to conduct any and all business.
 - d. REPAC members may approve to conduct subcommittee business with less than 6 members with a majority vote.
- B. Chairperson
- a. Each subcommittee will appoint a Chairperson.
 - b. The Chairperson must be from REPAC membership.
 - c. The chairperson is in charge of the overall business of the subcommittee and is responsible to communicate with COG staff and REPAC leadership.
- C. Subcommittee assignment
- a. Staff may assign members or alternates from Subcommittees with more than 10 members to subcommittees not meeting the approved quorum.
- D. Voting
- a. Voting will NOT take place by a visible hand vote.
 - b. All voting will be recorded by each member in a format previously approved by REPAC and tallied by COG staff following each meeting and reported to all members in a special notes section.
- E. Verbal presentations
- a. Verbal presentations or other endorsements to REPAC or subcommittees will not be allowed from anyone submitting a project.
 - b. Questions from subcommittees will be recorded by the subcommittee chairperson and sent to a COG staff member. In a timely manner, staff will contact the project point of contact regarding the question and return their answer to the subcommittee chairperson.
- F. Forms will be developed and approved by the AARC to document the following:
- a. Scoring and comments for Phase I subcommittee review.
 - b. Scoring and comments for Phase II subcommittee review.
 - c. Voting record for each REPAC member for project funding.

Section 2: Project Submittal

- A. Jurisdictions may submit up to a total of four (4) projects.
- B. Projects will be submitted via an approved online form.
 - a. The form will be reviewed and adjusted, as needed, by the AARC.

Section 3: Phase I & II Subcommittee Review

- A. Phase I subcommittee review will consist of the following:
 - a. Projects will be divided into the geographic areas in which they originated.
 - i. At least four (4) subcommittees will be created to review projects during Phase I, as assigned according to geographic distribution. The minimum number subcommittees are to be established as follows:
 - 1. Urban East
 - 2. Urban West
 - 3. Rural East
 - 4. Rural West
 - ii. REPAC will determine the need for additional subcommittees.
 - iii. One representative per jurisdiction (as defined by the State Administrative Agency) per committee can score projects.
 - iv. Scorers will review projects by assigning a priority of;
 - 1- Poor
 - 2- Fair
 - 3- Good.
- B. Phase II subcommittee review will consist of the following:

- a. Projects will be divided by regional funding priorities.
- b. One representative per jurisdiction (as defined by the State Administrative Agency) per committee can score projects.
 - i. Scorers will review projects by assigning a priority of;
 - 1- Poor
 - 2- Fair
 - 3- Good

Section 4: Phase III Final Subcommittee Review

- A. Only REPAC members or their assigned alternates are eligible to score Phase III projects.
- B. Voting will be by electronic means only, not by hand vote. Scorers will review projects by assigning a priority of;
 - 1- Poor
 - 2- Fair
 - 3- Good
- C. At final REPAC review and voting, both Phase I and Phase II scores will be provided for consideration during final scoring.
 - a. Subcommittees and their chairperson must be prepared to comment on those grants in which they reviewed.
- D. Only scores from voting during Phase III will count toward the final score of a project.
 - a. Scores given by subcommittees are to be used as a guide to the determined value of specific projects.
 - b. Phase III scoring will take into account priorities list as voted on by REPAC.

Section 5: Procedure for Project Votes Resulting in a Tie

- A. In the case of a tie vote by REPAC between multiple project applications, such applications will be ranked in the order of scores received from subcommittees.
 - a. Only tied projects will be ranked according to this procedure. All other projects will be ranked according to normal voting guidelines.
- B. Subcommittee scores will be considered in reverse order of consideration.
 - a. Phase II scoring will be used to determine ranked project order first
- C. In the result of a tie during Phase II scoring, Phase I scoring will be used to determine ranking of tied projects.

ARTICLE V: SUBCOMMITTEES/TASK FORCES

Subcommittees and Task Forces may be formed as needed for the purpose of exploring issues before the Regional Emergency Preparedness Advisory Committee in more detail than regular Regional Emergency Preparedness Advisory Committee meetings may allow.

Recommendations to the Regional Emergency Preparedness Planning Council, the North Central Texas Council of Governments Executive Board, or any other entity in the name of the Regional Emergency Preparedness Advisory Committee shall be approved by a majority vote of 50% + 1 of the members or alternates in attendance. Majority opinions may also be forwarded with majority recommendation. Subcommittee recommendations shall not be considered recommendations of the Regional Emergency Preparedness Advisory Committee unless the entire Regional Emergency Preparedness Advisory Committee has acted to approve them.

ARTICLE VII: CONFLICT OF INTEREST

Any member or organization that has a conflict of interest concerning any matter before the committee shall inform the committee before participating in a discussion.

A conflict of interest shall be defined as any issue in which there is a conflict between members or an organization's public obligation and private interests such as financial or other interest.