

# NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS EMERGENCY MANAGEMENT WORKING GROUP GUIDELINES

---

## **General**

The Regional Emergency Management Working Group is composed of emergency management stakeholders in the North Central Texas Region who work toward establishing best practices, coordinating planning efforts, and identifying needs for regional emergency managers. The working group plans and coordinates regional initiatives and assists in identifying gaps in emergency operations throughout the region through coordination and collaboration. Based on gaps identified through trainings, exercises, and real-world events, the emergency management working group works to address regional needs and provide technical assistance and expertise to enhance emergency operations in North Central Texas.

## **Eligibility to Participate**

Any emergency management professional in the North Central Texas region can participate in the Working Group.

## **Leadership**

The Emergency Management Working Group has three chair positions. Chair positions cannot be held by professionals employed by the same entity/jurisdiction.

- **Terms**

- Chairs will serve a term of 2 years. To ensure continuity of leadership, the chairs terms will start as follows:
  - Chair 1 - February 2024
  - Chair 2 - June 2024
  - Chair 3 - June 2025

- **Nominations**

- Nominations for Chair positions will be collected by NCTCOG Staff, and the working group will vote on the positions at the next subsequent meeting.

- **Vacancies**

- Professionals serving in chair positions may change jobs but must still be employed in an emergency management position in the North Central Texas region.
- If a professional must vacate their chair position, nominations will be held at the next subsequent meeting to vote in a new chair to complete the current term. After they complete the current term, they can nominate for another term.

- **Duties**

- Chairs will lead working group meetings and meet as needed with various working groups, subcommittees, and regional partners to ensure excellence in all phases of emergency management.

- Chairs will work with NCTCOG staff to create an agenda and any other items needed for meetings.
- Chairs will ensure that the Working Group is able to submit grant opportunities during call for projects.

### **REPAC Representative**

Beginning in August of 2025, the Emergency Management Working Group will have a representative that will serve on the Regional Emergency Preparedness Advisory Committee (REPAC). The REPAC representative should be able to provide updates and share information with both REPAC and the Emergency Management Working Group.

Per the REPAC Handbook, the working group must follow the following guidelines:

- Working Group representative membership is a two (2)-year term unless the elected member formally resigns their position. Elections will be held each year at the May REPAC meeting.
- Working groups must renominate their REPAC representative/liaison every two (2) years.
- 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.
- REPAC members may resign by submitting a letter of resignation to the REPAC Chair and must inform working group leadership of their resignation. Primary membership changes must go before EPPC.

### **Meeting Schedule**

The Emergency Management Working Group will meet bi-monthly. Ample notification will be given for emergency meetings and cancellations.

### **Staff Support**

Staff support for the Council will be provided by NCTCOG EP staff.