

# **NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS COMMUNITY PREPAREDNESS PROGRAMS WORKGROUP GUIDELINES**

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## **General**

The mission of the North Central Texas Regional Community Preparedness Programs Working Group is to further citizen and community preparedness through regional collaborative efforts.

## **Eligibility to Participate**

Volunteer programs that are recognized by a governmental/educational agency in a preparedness or support role are eligible for participation in List SERVs.

## **Eligibility for Voting**

Organizations sponsored by their governmental/educational agency will have voting rights on Homeland Security Projects. Membership application must be completed and include verification from the agency contact. Each organization will have (1) designated representative or designated alternative in quarterly working group meetings.

## **Leadership**

The Community Preparedness Working Group has three chair positions. The chairs will consist of urban, rural, and at large representation.

- Terms
  - Chairs will serve a term of 2 years. To ensure continuity of leadership the chairs terms will begin on starting date.
- Nominations
  - Nomination for Chair positions will be collected by NCTCOG Staff and the working group will vote on the positions at the next subsequent meeting.
- Vacancies
  - 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 community preparedness.
  - 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 2024, the Community Preparedness Programs 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 Community Preparedness Program 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 Community Preparedness Programs Working group will meet quarterly in person or with a hybrid option.

Ample notification will be given for emergency meetings and cancellations.

## **Staff Support**

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

