

**THE BYLAWS
OF THE
DEPARTMENT OF EMERGENCY MANAGEMENT AND
HOMELAND SECURITY
REGION 2
REGIONAL EMERGENCY PLANNING TEAM
*As Approved December 3, 2007***

**ARTICLE I
NAME, AUTHORITY & MISSION**

1.1 Name, Authority and Mission. The name of this organization shall be the Department of Emergency Management and Homeland Security Region 2 Regional Emergency Planning Team (REPT). The REPT's authority derives from Connecticut General Statutes Title 28, including Conn. Gen. Stat. §§28-1b(a)(4) and (5) and other provisions dealing with the Department of Emergency Management and Homeland Security (DEMHS.) Its mission is to protect people and property in Region 2 from all types of natural and man-made disasters, fostering regional collaboration and mutual aid through research, collaborative plan development, resource sharing and coordination.

The primary contact for REPT business shall be the DEMHS Region 2 Coordinator, at (860) 685-8105. The Region 2 Office is located at 1111 Country Club Road, Middletown, CT 06457.

**ARTICLE II
RESPONSIBILITIES**

2.1 Responsibilities. The following are the Region 2 Emergency Planning Team responsibilities:

- Foster regional collaboration through regional resource coordination.
- Assist DEMHS with the development of a regional all-hazards emergency plan.
- Coordinate regional resources to increase the operational readiness of the Region 2 municipal governments in handling all types of emergency incidents, including hazardous material incidents.
- Provide Regional Emergency Support Function (RESF) designees to the DEMHS Region 2 Office as necessary to assist with the coordination of regional resources in major emergencies or serious disasters.
- Evaluate and make recommendations to DEMHS and/or member municipalities at least annually with regard to resources for plan

development, maintenance, and implementation for all types of emergencies.

- Assist with the update of Region 2 municipal government plans, if requested.
- Increase mitigation efforts in dealing with all types of hazards in the region.
- Work to increase the awareness and involvement of Region 2 municipal governments in the recognition of hazard threats in the region.
- Provide guidance as needed to designated Region 2 coordinating agency.

ARTICLE III MEMBERS

3.1 Number, Election and Qualification. The Chief Executive Officers of the municipalities within Region Two shall constitute the voting members of the REPT. A Chief Executive Officer may designate an individual to represent him/her at a meeting of the REPT by providing a signed letter to that individual for inclusion in the minutes of that meeting. It is recommended that the designee be an individual who is familiar with emergency management within Region 2. Any individual so designated must keep his/her Chief Executive Officer informed of the activities of the REPT, and must consult with the Chief Executive Officer before voting on any REPT recommendation.

In voting upon any recommendation, the individual must identify himself/herself and the municipality which he or she represents. Voting members may not vote on issues involving their personal financial interests, or the financial interests of any of their immediate family members.

3.2 Power and Rights. In addition to such powers and rights as are vested in them by law, or by these bylaws, the members shall have such other powers and rights as the Commissioner of DEMHS may determine.

ARTICLE IV MEETINGS

4.1 Regular Meetings. The regular meetings of the REPT shall be held at least quarterly, at various locations within Region 2.

Each year, the REPT will file a notice of its schedule of regular meetings with the Secretary of the State's Office, and with each Town Clerk of each REPT municipality.

Any change in location will be posted on the DEMHS web site and announced to the REPT members as soon as possible after the location change.

The REPT will provide a notice of its meetings, where practicable, at least 1 week prior to the meeting date, to any person who has made a written request.

The REPT will make available its agenda for each regular meeting at least 24 hours before the meeting to which it refers. New business not on the agenda may be considered and acted on only on a 2/3 vote of the members of the REPT.

4.2 Special Meetings. Special meetings of the REPT may be called by the Chair, the Commissioner of DEMHS, or by a petition of a simple majority of the REPT members, up to 24 hours (excluding weekends, holidays, and days on which the Office of the Secretary of the State is closed) before the time set for the meeting. A special meeting is called by filing with the Secretary of the State and with the Office of the Town Clerk of each member municipality, a notice stating the time, place and business to be transacted. No other business may be considered by the REPT at a special meeting.

4.3 Emergency Meetings. An emergency meeting of the REPT may be held without complying with the notice requirements in sections 4.1 and 4.2, provided that the REPT files its minutes of the meeting, including the reason for the emergency, within 72 hours (excluding weekends and holidays) of the meeting with the Secretary of the State, as well as with the Office of the Town Clerk for each member municipality.

4.4 Call and Notice.

- A. Reasonable notice of the time and place of special meetings of the members shall be given to each member.
- B. Except as otherwise expressly provided, it shall be reasonable and sufficient notice to a member to send notice by mail at least seven days (7) or by e-mail or facsimile at least seven days (7) before the meeting, addressed to such member at his or her usual or last known business address, or, to give notice to such member in person or by telephone at least seven days (7) before the meeting.

4.5 Quorum. At any meeting of the members, the presence of half the voting members plus one shall constitute a quorum.

4.6 Action by Vote. Each voting member shall have one vote. When a quorum is present at any meeting, a majority of the votes properly cast by voting members present shall decide any question, including election to any office, unless otherwise provided by law or these bylaws.

ARTICLE V OFFICERS AND AGENTS

5.1 Number and qualification. The officers of the REPT shall be a Chair and a Vice-Chair. All officers shall be elected from the voting members of the REPT. The elections will be held every two years at the January meeting of the REPT.

- 5.2 Tenure.** The terms of office of the REPT Chair and Vice-Chair, the Chair and Vice-Chair of the REPT Steering Committee and RESF working group Chairs and Vice-Chairs, shall be two years, or until his/her successor, if any, is elected or in each case until s/he resigns, is removed or becomes disqualified.
- 5.3 Chair or Vice-Chair: Conduct of Meetings.** The Chair, or the Vice-Chair, shall preside at all meetings of the REPT. As necessary, the Region 2 Coordinator and other DEMHS staff will coordinate REPT meetings: duties may include but not be limited to the following: (1) acting as the Recording Secretary; (2) providing notices, agendas, and minutes (in conjunction with the Recording Secretary); (3) arranging or assisting in arranging meeting locations; and (4) research and writing. At the request of DEMHS, regional planning organization or agency (RPO) staff may assist in some or all of these duties. RPO staff assisting in this manner will report to DEMHS on a regular basis regarding their assigned activities.
- 5.4 Recording Secretary:** The Region 2 Coordinator will serve as Recording Secretary and shall prepare and maintain the full minutes of all meetings; give written notice of all meetings to members; and retain all documents pertinent to REPT operations. See section 5.3.
- 5.5 Suspension or Removal.** The REPT Chair or Vice-Chair or the REPT Steering Committee Chair may be removed by a two-thirds vote of the REPT or REPT Steering Committee, or by the Commissioner of DEMHS. An RESF Working Group Chair may be suspended or removed by a two-thirds vote of the REPT Steering Committee.
- 5.6 Resignation.** Any officer may resign by delivering his or her written resignation to the REPT Chair, effective upon receipt (unless specified to be effective at some other time). Acceptance of the resignation shall not be necessary to make it effective unless it so states.
- 5.7 Vacancies.** If any office of the REPT becomes vacant, the Chair, in consultation with the Region 2 Coordinator, shall appoint a new acting officer within fourteen days of the vacancy. The REPT shall hold an election for the position within sixty days of the vacancy. If the REPT fails to appoint an acting officer within fourteen days of the vacancy, or fails to hold an election for the office within sixty days of the vacancy, the Commissioner of DEMHS shall appoint a new officer to a one-year term, **or until the next general election.**

ARTICLE VI REPT STEERING COMMITTEE

- 6.1 REPT Steering Committee.** The REPT shall establish an REPT Steering Committee whose mission shall be to meet on a regular basis to develop recommendations regarding the goals outlined in Section 2.1, to vote on these recommendations in a timely manner, and to present these recommendations for

consideration at the meetings of the full REPT. The REPT Steering Committee shall solicit and welcome participation, comments and ideas regarding how to achieve the goals outlined in Section 2.1 from all jurisdictions and disciplines within Region 2. Those individuals who have previously participated in emergency planning in Region 2 are particularly encouraged to provide their input to the process. The REPT Steering Committee will adhere to the timelines established under the DEMHS grant process.

6.2 Members. The voting members of the REPT Steering Committee shall be the following:

- The Executive Director, or his/her designee, of each of the regional planning organizations located in whole or in part in Region 2;
- Two Emergency Management Directors from the Valley Council of Governments
- Three Emergency Management Directors from the South Central Region Council of Governments
- Two Emergency Management Directors total from the CRERPA and the MRPA.
- The Region 2 DEMHS Regional Coordinator;
- The Chair or Vice Chair of each RESF Working Group in Region 2 convened under Section 7.1 below.

All other individuals interested in furthering the goals of the REPT shall be considered non-voting members of the REPT Steering Committee.

The Emergency Management Directors serving as voting members on the REPT Steering Committee will be selected by the members of the regional planning organizations represented. The members of the REPT Steering Committee will convene meetings in accordance with the requirements of Article IV, above, except that the quorum of the REPT Steering Committee shall be seven members. The REPT Steering Committee meetings will be run by a Chair elected by the members of the Steering Committee, and approved by the Commissioner of DEMHS. The terms of Article V, above, shall apply as noted.

An ESF Chairperson may designate an individual, other than the Vice Chair, to represent him/her at a meeting of the REPT Steering Committee by providing a signed, written letter to that individual for inclusion in the minutes of that specific meeting. It is recommended that the designee be an individual who is familiar with the respective Regional Emergency Support Function (RESF) within Region 2. Any individual so designated, must keep his/her RESF Chairperson informed of the activities of the REPT Steering Committee, and must consult with the respective RESF Chair and/or Vice Chair before voting on any Steering Committee recommendation.

ARTICLE VII EMERGENCY SUPPORT FUNCTION GROUPS

7.1 Emergency Support Function Working Groups. The REPT shall convene such Regional Emergency Support Function (RESF) working groups as are necessary within Region 2. Although in general the RESF groups will follow the functions established under the National Response Plan, Region 2 may establish more specialized RESFs as needed.

7.2 Definition and Mission. Regional Emergency Support Functions (RESFs) are defined as discipline-oriented working groups. The mission of the RESF groups is to foster collaborative planning within a particular discipline, not to alter existing incident management coordination. The RESF group structure is intended to provide a resource tool for the incident commander. The Region's regional emergency operations plan will describe the use of the RESF groups as determined by the REPT, with the facilitation and support of DEMHS staff and with the approval of the DEMHS Commissioner.

7.3 RESF Group Members. The purpose of the RESF groups shall be to advise and make recommendations to the REPT Steering Committee. The REPT Steering Committee shall be notified of the selection of a Chair by and for each working group, who will preside at that working group's meetings and will report the status and nature of the working group's activities to the REPT at each meeting of the REPT. The Chair of each RESF shall provide notices of meetings, agendas and minutes of meetings. At least once each quarter, the Chair of each RESF working group shall submit a roster of that working group's current members for approval by a simple majority vote of the REPT Steering Committee. Every effort will be made to provide broad representation of Region 2's municipalities on each of the RESF working groups. The Chair of the REPT Steering Committee shall be an Ex Officio member of each RESF working group. The DEMHS Region 2 Coordinator may also participate in one or more of the Region 2 RESF working groups.

ARTICLE VIII

AMENDMENTS

8.1 These bylaws may be altered, amended or repealed in whole or in part upon the recommendation of two-thirds of the REPT voting members present at the second reading of the proposed amendment, after consultation with the Region 2 Coordinator and approval of the Commissioner of DEMHS. Proposed amendments must be distributed to all voting members and be read into the official minutes of a previous meeting, allowing for a thirty-day discussion period before the recommendation vote.

**ARTICLE IX
DISSOLUTION**

9.1 This REPT may be dissolved by the Commissioner of DEMHS, in consultation with the REPT.

**ARTICLE X
RULES OF PROCEDURES**

10.1 The conduct of REPT meetings including without limitation, debate and voting, shall be governed by the most current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED, except where Robert's Rules conflicts with these bylaws, in which case these bylaws shall prevail.

**ARTICLE XI
ORDER OF BUSINESS**

11.1 Unless otherwise stated in the agenda, the order of business for regularly advertised meetings shall be:

- Call the meeting to order;
- Introductions;
- Adoption of previous minutes;
- Financial report (when appropriate);
- Public comment;
- Report of the Chair;
- Report of the REPT Steering Committee;
- Reports of ESF groups;
- Presentations;
- Old Business;
- New Business;
- Motion to adjourn.

*Bylaws approved by REPT December 3, 2007
Signed by Chair*