

**DEMHS Region 3
Training and Exercise Planning Workgroup Charter**

1. Name of Organization: Region 3 Training and Exercise Planning Workgroup (T&EPW).
2. Mission: Manage the Region 3 exercise program, provide training and exercise guidance and maintain the Region 3 Training and Exercise Schedule.
3. Membership: The T&EPW was established by the Region 3 Regional Emergency Planning Team Steering Committee (REPT SC) by the following resolution:
“...establish a Regional Training and Exercise Planning Workgroup. Membership includes representatives from RESFs: 2, 4, 5, 6, 8, 13, 14, the CRCOG Training Coordinator, and representatives from CT DEMHS and DPH. The Workgroup is tasked to provide oversight of regional training and exercises supporting achieving regional strategies in the development of needed regional capabilities.” The REPT SC further advised the Workgroup to include any other Regional Emergency Support Functions (RESFs) or agencies deemed appropriate and the Workgroup has included RESF-19, Special Needs, to ensure special needs requirements are included in regional exercises. Each member or their designee shall have one vote on all items voted on. Contracted personnel support the T&EPW in an advisory and labor capacity only, and are not allowed to vote on issues before the committee.
4. Organization and Workgroup Decisions: The T&EPW shall be headed by a Chairperson and a Vice-Chairperson who report to the Regional Emergency Planning Team Steering Committee Chairperson. Support for the T&EPW is provided by the Capitol Region Council of Governments (CRCOG). Decisions will be made by consensus of the committee as determined by the Chairperson. In the event the committee cannot achieve consensus, votes will be taken following Robert’s Rules of Order and the outcome determined by a simple majority of Workgroup members present at the meeting. Electronic votes via e-mail or other verifiable means are valid for establishing Workgroup decisions.
5. Quorum: A quorum for T&EPW meetings and voting exists when five (5) committee members are present. A quorum is needed for all decisions requiring consensus or voting.
6. Meetings: Regular meetings of the T&EPW will be held quarterly at a time, date and location determined by the Chairperson or their designee. Notice of meeting will be provided via e-mail as soon as practical prior to the meeting date. Additional meetings to address regional training and exercise requirements will be scheduled as needed. Use of virtual meeting technology is a valid and approved method of conducting meetings.
7. Duties: The Chairperson and Vice-Chairperson are elected annually (by consensus or vote) by the members present at the fourth quarterly meeting of the calendar year to serve for the next calendar year. The Chairperson shall preside over all meetings, appoint committees and perform other such duties as may be incident to the office. The Vice-Chairperson will perform duties of the Chairperson in his/her absence and support Workgroup activities as assigned.

8. Order of Business: The order of business for regular meetings shall be:

1. Call to order
2. Attendance/Verification of a Quorum
3. Adoption of Previous Minutes
4. Status Report of Workgroup Activities
5. Unfinished Business
6. New Business
7. Next Meeting Schedule
8. Motion to Adjourn

9. Amendments to Charter: The Charter may be amended as necessary by a 2/3 majority vote of all T&EPW members. Proposed amendments should be provided to members 5 days prior to the meeting during which the amendments will be considered for adoption.

ADOPTED

CHAIRPERSON: _____

DATE: _____