

**THE BYLAWS
OF THE
DEPARTMENT OF EMERGENCY MANAGEMENT AND
HOMELAND SECURITY
REGION 3
REGIONAL EMERGENCY PLANNING TEAM**

**ARTICLE I
NAME, AUTHORITY & MISSION**

1.1 Name, Authority and Purpose. The name of this organization shall be the Department of Emergency Management and Homeland Security Region 3 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 the people and property in Region 3 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 Region 3 REPT also serves as the Regional Emergency Planning Committee under Connecticut General Statutes §22a-601(b).

**ARTICLE II
RESPONSIBILITIES**

2.1 Responsibilities. The responsibilities of the REPT are to:

- Foster regional collaboration through regional resource coordination.
- Assist DEMHS with the development of a regional all-hazards emergency plan, and assist with the update of Region 3 municipal government emergency plans if requested.
- Coordinate regional resources to increase the operational readiness of the Region 3 municipal governments in handling all types of emergency incidents, including hazardous material incidents.
- Increase mitigation efforts in dealing with all types of hazards in the region.
- Reduce the number of all-hazard accidents through educational programs and community hazards analyses, especially for facilities with extremely hazardous substances (EHS).
- Identify and reduce vulnerability zones and accident potential in the region.
- Provide public access to chemical hazards information in the region.
- Increase the awareness and involvement of the Region 3 municipal governments in the recognition of hazard threats in the region.
- Receive notification of all regional emergencies, including emergency chemical releases, occurring within Region 3.

- Provide Regional Emergency Support Function (RESF) subcommittee liaison to the DEMHS Region 3 Office in order to coordinate 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.

ARTICLE III MEMBERS

For purposes of this Article, the term member, unless otherwise specified, refers to both voting and non-voting members.

3.1 Number, Election and Qualification. The REPT shall have two classes of members, voting members and non-voting members. Each municipality will have at least one voting member on the REPT, selected by the Chief Executive Officer of that municipality within Region 3, in consultation with the Commissioner of the Department of Emergency Management and Homeland Security (DEMHS) and/or his/her designee and any previous ad hoc regional emergency planning group. It shall be the responsibility of the municipal representatives to keep their Chief Executive Officer informed of the activities of the REPT, and to consult with the Chief Executive Officer or his/her designee before voting on any REPT recommendation. Replacement members may be added at annual, special or regular meetings, in accordance with these bylaws and subject to the approval of the Chief Executive Officer of the municipality represented, in consultation with the Commissioner of DEMHS or his/her designee.

Voting Members. Voting members shall consist of one representative from each municipality, discipline, local or state agency involved with emergency management, or their designee, as follows:

- A minimum of two chief executive officers or his or her designee to represent the first 14 municipalities in the region, with an additional chief executive officer or his or her designee for each additional group of ten municipalities in the region;
- The chair or designated representative from each Emergency Support Function group established by the REPT. A designated representative who is a government employee or official will be appointed as the voting member for the ESF group by the Chair of the REPT if the ESF chair is an employee or official of a nongovernmental organization;
- The Emergency Management Director of each Region 3 municipality, selected by the Chief Executive Officer of that municipality as described above;

- One representative from the Department of Emergency Management and Homeland Security, who will be the DEMHS Region 3 Coordinator.

In voting upon any recommendation, the individual must identify himself/herself and the municipality/agency 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, as defined in Conn. Gen. Stat. §1-79.

Non-Voting Members. Non-voting members are all others interested in furthering the goal of incident management.

3.2 Tenure. In general, each member shall hold membership from the date of acceptance until resignation or removal.

3.3 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.

3.4 Suspension and Removal. A representative may be suspended or removed by simple majority vote of the REPT under its own authority, or upon the recommendation of the Commissioner of DEMHS, after consultation with the Chief Executive Officer of the municipality represented. Serious failure to attend the REPT meetings within a calendar year may be a specific cause for removal from the membership.

3.5 Resignation. A member may resign by delivering a written resignation to the Chair of the REPT.

ARTICLE IV MEETINGS

4.1 Regular Meetings. The regular meetings of the REPT shall be held on the third Thursday of each month at locations to be determined.

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

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 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 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.

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 Chair or Vice-Chair and a minimum of fifteen (16) other voting members 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. The presiding Chair will cast a vote only in the case of a tie.

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 at the January meeting of the REPT.

5.2 Tenure. The terms of office of the Chair and the Vice-Chair and the chairs of the RESF working groups shall be one year, 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 3 Coordinator and staff will coordinate REPT meetings: duties may include but not be limited to the following: (1) providing notices, agendas, and minutes; (2) arranging or assisting in arranging meeting locations; and (3) 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 Suspension or Removal. An officer may be removed by a two-thirds vote of the REPT, either on its own motion, or upon the recommendation of the Commissioner of DEMHS. An RESF chair may be suspended or removed by a two-thirds vote of the REPT.

5.5 Resignation. An officer may resign by delivering his or her written resignation to the REPT Chair and shall be 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 REPT 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.

ARTICLE VI EMERGENCY SUPPORT FUNCTION GROUPS

6.1 Emergency Support Function Working Groups. The REPT shall convene such Emergency Support Function groups as are necessary within Region 3.

6.2 Definition and Mission. Emergency Support Functions (ESFs) are defined as discipline-oriented working groups. The mission of the ESF groups is to foster collaborative planning within a particular discipline, not to alter existing incident management coordination. The ESF group structure is intended to provide a resource tool for the incident commander. The Region's regional emergency plan will describe the use of the ESF groups as determined by the DEMHS Region 3 REPT, with the facilitation and support of DEMHS staff and with the approval of the DEMHS Commissioner.

6.3 ESF Group Members. The purpose of the RESF groups will be to advise and make recommendations to the REPT. The REPT Chair will appoint a chair for each working group, who will preside at that working group's meetings and will report the status and nature of that working groups activities to the REPT at each meeting of the REPT. 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. Every effort will be made to provide broad representation of Region 3's municipalities on each of the RESF working groups. Either the Chair or the Vice-Chair of the REPT shall be an Ex Officio member of each RESF working group. The DEMHS Region 3 Coordinator may also participate in one or more of the Region 3 working groups.

**ARTICLE VII
AMENDMENTS**

7.1 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 3 Coordinator and the Commissioner of DEMHS. Proposed amendments must be distributed to all voting members and read into the official minutes of a previous meeting, allowing for a thirty-day discussion period before the recommendation vote.

**ARTICLE VIII
DISSOLUTION**

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

**ARTICLE IX
RULES OF PROCEDURES**

9.1 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.

**ARTICLE X
ORDER OF BUSINESS**

10.1 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;
- Reports of ESF groups;
- Presentations;
- Old Business;
- New Business;
- Motion to adjourn.

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