

CAPITOL REGION EMERGENCY PLANNING COMMITTEE

BY-LAWS

Adopted November 19, 2001

Article 1 Name of Organization

The name of the organization shall be the Capitol Region Emergency Planning Committee (CREPC). The CREPC will function as a committee of the Capitol Region Council of Government's Public Safety Council.

Article 2 Mission

The mission of the Capitol Region Emergency Planning Committee (CREPC) is to protect the citizens of the member municipal governments from all types of natural and man-made disasters. Specifically, without limiting its purpose, the CREPC shall serve as the local emergency planning committee for hazardous materials for each member community.

The mission of the CREPC shall be accomplished through research, plan development, resource sharing, and plan implementation during emergency events.

Article 3 Goals

The goals of the Capitol Region Emergency Planning Committee (CREPC) are to:

- ?? Increase the awareness and involvement of member municipal governments in the recognition of hazardous material and all other hazard threats in the region.**
- ?? Increase the operational readiness of the member governments in handling hazardous material incidents and all types of emergency incidents.**
- ?? Increase mitigation efforts in dealing with all types of hazards in the region.**
- ?? To reduce the number of hazardous material accidents through educational programs and community hazards analysis for facilities with extremely hazardous substances (EHS).**
- ?? To identify and reduce the vulnerability zones and accident potential in the region.**
- ?? To provide public access to chemical hazards information in the region.**

- ?? **Develop hazardous materials emergency plans; an overall emergency management plan; and update existing plans for member municipal governments.**

- ?? **Receive notification of all emergency chemical releases among the member governments.**
- ?? **Evaluate and make recommendations with regard to resources for plan development, maintenance, and implementation for all types of emergencies.**

Article 4 Membership

The membership of the CREPC shall consist of at least one (1) representative from each of the member governments and such other members as required by Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA). Each municipality or organization member shall have one voting member.

The categories specified in SARA include: elected and local officials; law enforcement; emergency management; firefighting; EMS; health; local environmental and transportation agencies; hospitals; broadcast and print media; community groups; and representatives of facilities subject to the emergency planning and community right-to-know requirements.

Committee nominations may originate from current members of the CREPC or from the chief executive officer of any member government.

Municipal government membership is open at all times to other communities who express an interest in joining the regionalized local emergency planning committee concept. A vote of the membership is not required for entry into the CREPC.

Member governments may withdraw from the CREPC at anytime based on the vote of the elected board or council of that municipal government.

All committee members shall be submitted to and approved by the State Emergency Response Commission for Hazardous Materials (SERC) and shall be submitted to all other state emergency agencies.

Recognized professional experts in any given field may be used as advisors to the CREPC at the committee's discretion.

Article 5 Organizational Structure

The CREPC officers shall consist of a chairperson, vice-chairperson, recording secretary, and the remaining committee members.

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Appropriate sub-committees may be utilized as deemed appropriate by majority vote of the CREPC.

Robert's Rules of Order shall govern CREPC meeting procedures.

Article 6 Quorum

A quorum shall exist when the number of committee members present is equal to the number of member communities in the CREPC.

Article 7 Staff Support

The Capitol Region Council of Governments (CRCOG) agrees to provide professional support to the CREPC in the form of staff assistance and a centralized mailing address.

Article 8 Fiscal Support

In order to achieve the stated goals of the CREPC, the committee itself shall be empowered by majority vote of the membership to raise and expend funds in any manner as may be determined by the committee and consistent with local, state and federal regulations.

Fiscal accountability for distribution of funds raised and expended by the CREPC shall be through the oversight of a member municipal government or The Capitol Region Council of Governments (CRCOG).

Article 9 Meetings

As required by SARA Title III legislation, the CREPC shall meet at least once a year and at such other frequency as required to fulfill the organization's mission and goals.

Article 10 Duties of the Chairperson

A chairperson shall be selected by majority vote of the members present at the November meeting each year for a period of one year. The chairperson shall preside over all meetings, appoint all committees, and perform such other duties as may be incident to the office or shall be required state or federal law. The

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chairperson shall sign all official correspondence and documents on behalf of the CREPC.

Article 11 Duties of the Vice-Chairperson

A vice-chairperson shall be selected by majority vote of the members present at the November meeting each year for a period of one year. In the absence of the chairperson or inability of the chairperson to perform all the duties the office, the vice-chairperson shall assume the duties of the chairperson.

Article 12 Duties of the Recording-Secretary

A recording-secretary shall be selected by majority vote of the members present at the November meeting each year for a period of one year. The recording-secretary shall prepare and maintain the full minutes of all meetings; give written notice of all meetings to members; and retain all documents pertinent to the CREPC operations.

Article 13 The Order of Business

The order of business for regularly advertised meetings shall be:

- ?? Call the meeting to order**
- ?? Adoption of previous minutes**
- ?? Report of the Chairpers on**
- ?? Report of the standing committees**
- ?? Presentations**
- ?? Unfinished business**
- ?? New business**
- ?? Motion for adjournment**