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2
3 **BYLAWS OF THE**
4 **CAPITOL REGION EMERGENCY PLANNING COUNCIL**
5 **INCLUDING**
6 **ROLE AS**
7 **DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**
8 **DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY**
9 **REGION 3 REGIONAL EMERGENCY PLANNING TEAM**

10 *January 16, 2014*

11 **ARTICLE I**
12 **PREFACE**

13
14 As described below, the Capitol Region Emergency Planning Council (CREPC) is an organization
15 comprised of all 41 municipalities in the Connecticut Department of Emergency Services and Public
16 Protection/Division of Emergency Management and Homeland Security (DESPP/DEMHS) Region
17 3. CREPC serves as the DEMHS Region 3 Regional Emergency Planning Team (REPT), and is
18 committed to serving the communities in Region 3 by promoting the active participation of
19 representatives from all 41 municipalities, including members of all Regional Planning
20 Organizations within Region 3. The goal of CREPC in its role as the DEMHS Region 3 REPT is to
21 provide the framework for emergency preparedness, response, recovery, and mitigation through
22 collaborative planning and mutual aid. The Capitol Region Council of Governments (CRCOG) may
23 serve as the fiscal agent and/or provide support services for the CREPC/REPT. All planning
24 decisions, including funding recommendations, shall be made by the CREPC/REPT.

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26 **ARTICLE II**
27 **NAME, AUTHORITY, MISSION & PURPOSE of CREPC**

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29 **2.1 Name, Authority, Mission and Purpose of the Capitol Region Emergency Planning Council**
30 **(CREPC).** There shall be an organization known as the Capitol Region Emergency Planning
31 Council (CREPC). The CREPC's authority derives from Connecticut General Statutes §7-148cc,
32 §22a-601(b), and other provisions dealing with the Department of Energy and Environmental
33 Protection (DEEP), and municipal service sharing.

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35 The *mission* of CREPC is to provide critical research, plan development, resource and
36 information coordination, and emergency plan implementation during times of regional
37 emergencies or disasters so as to enhance the resilience of the Whole of Community: BE
38 AWARE, PLAN, PREPARE.

39
40 One of the *purposes* of CREPC is to operate as the DEMHS Region 3 Regional Emergency
41 Planning Team (REPT). The REPT's authority derives from Connecticut General Statutes Titles
42 28 and 29, including Conn. Gen. Stat. §§28-1b(a)(4) and (5) and other provisions dealing with
43 DESPP/DEMHS. The REPT's mission is to protect the people and property in the 41
44 municipalities in Region 3 from all types of natural and man-made disasters, fostering regional
45 collaboration and mutual aid through research, planning, resource sharing and coordination.
46 CREPC shall operate the REPT in the administration of its responsibilities by, among other
47 things, working with the DEMHS Region 3 Coordinator and staff to communicate and coordinate
48 with all 41 DEMHS Region 3 municipalities.

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50 Another *purpose* is to serve as a Regional District Local Emergency Planning Committee
51 (LEPC) for identified municipal members for Title III of the Superfund Amendments and
52 Reauthorization Act of 1986 (SARA) activities under Conn. Gen. Stat. Section 221-601(b).

53 **ARTICLE III**
54 **RESPONSIBILITIES**

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56 **3.1 Responsibilities.** The responsibilities of the CREPC with regard to the REPT and the LEPC are
57 to:

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- 59 • Communicate, collaborate, and coordinate emergency management planning,
60 preparedness, response, recovery and mitigation in DEMHS Region 3 (REPT);
- 61 • Provide all -hazards support to the planning and operational readiness of the Region 3
62 municipalities;
- 63 • Provide regional coordination of information and available resources through the REPT
64 process to all municipalities in Region 3 (REPT);
- 65 • Increase mitigation and recovery efforts in dealing in all- hazards environments through
66 educational programs, training and exercises;
- 67 • Develop and maintain the Regional Emergency Support Plan for DEMHS Region 3
68 through the REPT process (REPT);
- 69 • Operate a standing committee to address SARA Title III requirements for LEPC
70 municipalities (LEPC);
- 71 • Develop and maintain the LEPC Hazardous Materials Emergency Response Plan (LEPC);
- 72 • Reduce the number of all-hazards accidents through education programs and community
73 hazard analyses, especially for facilities with extremely hazardous substances (EHS);
- 74 • Provide public access to chemical hazards information in the region (LEPC);
- 75 • Increase the awareness and involvement of the Region 3 municipal governments in the
76 recognition of hazard threats in the region;
- 77 • Receive and disseminate notification of all regional emergencies, including emergency
78 chemical releases, occurring within Region 3;
- 79 • Provide Regional Emergency Support Function liaison to the CT-DEMHS Region 3
80 Office in order to coordinate regional resources in major emergencies or disasters
81 (REPT);
- 82 • Evaluate and make recommendations to DEMHS and/or Region 3 municipalities at least
83 annually with regard to resources for plan development, maintenance, and
84 implementation for all types of emergencies (REPT).
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86 **ARTICLE IV**
87 **MEMBERS**

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90 **4.1 Number, Selection and Qualification of CREPC/REPT Members.** All CREPC/REPT
91 business meetings are open to the public; further, the public will be provided a comment period
92 at the beginning of each meeting.

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94 Each member municipality and organization will be surveyed every two (2) years to designate, or
95 confirm, their respective official representative eligible to vote on CREPC/REPT matters in
96 accordance with Article VII Voting. A list of current CREPC/REPT members shall be
97 maintained by CRCOG, viewable on the CRCOG website and made available for each
98 CREPC/REPT meeting.

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100 If the designated representative for a municipality is not the Chief Executive Officer (CEO), then
101 it is the responsibility of the designated representative to regularly inform the municipal CEO and
102 the local Emergency Management Director of the activities and issues of the CREPC/REPT.

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Replacement members may be added at regular CREPC/REPT meetings, or special meetings in accordance with Article V Special Meetings.

4.2 Voting Members of the CREPC/REPT. Voting members of the CREPC/REPT shall consist of:

- The CEO for each CT-Region 3 municipality or his/her designated representative as described above;
- The Executive Director or his/her designee of each Regional Planning Organization of which a Region 3 municipality is a member;
- The Chair or designated representative from each Regional Emergency Support Function established by the CREPC/REPT;
- The Chair and Vice Chairs of the CREPC/REPT, if not already a voting member;
- The DEMHS Region 3 Coordinator;
- One representative from the Connecticut Department of Public Health (DPH) as designated by the Commissioner of DPH;
- The Chair of the CREPC / Region 3 Urban Area Security Workgroup;
- A designated representative from the Capitol Region Metropolitan Medical Response System (CR-MMRS);
- A designated representative from the Capitol Region Medical Reserve Corps.

Membership or participation in any of the CREPC/REPT Committees, may originate from current members of the CREPC/REPT or from the chief executive officer of any member government.

Non-governmental organizations (NGOs) may participate in the CREPC/REPT as RESF chairs or section leads, and may attend and participate at CREPC/REPT meetings, provided that no NGO shall hold more than two chair or lead positions.

For the CREPC Local Emergency Planning Committee (LEPC) membership see Article IX CREPC/ LEPC.

4.3 Tenure for CREPC/REPT. In general, each member shall hold membership from the date of appointment until resignation or removal.

4.4 Power and Rights of CREPC/REPT Members. In addition to such powers and rights as are vested in them by law, or these bylaws, the members shall have such other powers and rights as the Deputy Commissioner of DESPP/DEMHS may determine.

4.5 Suspension and Removal from CREPC/REPT. A representative may be suspended or removed by a simple majority vote of CREPC/REPT under its own authority or upon the recommendation of the Deputy Commissioner of DESPP/DEMHS, after consultation with the Chief Executive Officer of the municipality represented. Specific causes for removal from CREPC/REPT membership may include serious failure, without cause, to attend CREPC/REPT meetings, or to complete committee responsibilities.

4.6 Resignation. A member may resign by delivering a written resignation to the CREPC/REPT Chairperson or to the DESPP/DEMHS Deputy Commissioner.

**ARTICLE V MEETINGS
AND QUORUMS**

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5.1 Regular Meetings of the CREPC/REPT. Regular membership meetings of the CREPC/REPT shall be held at least quarterly on the third Thursday in January, April, July, and October. Meeting notices to include accessible meeting location will be available on the CRCOG website at www.crcog.org and the DEMHS website. At the beginning of each calendar year, the CREPC/REPT will file a notice of its schedule of regular meetings with the Secretary of the State’s Office.

The CREPC/REPT will provide an electronic (email or fax) notice of its meetings at least one week prior to the meeting date, to any person who has requested such notification.

The CREPC/REPT will make available its agenda for each regular meeting at least 24 hours before the meeting to which it refers on the CRCOG website and the DEMHS website.

The CREPC/REPT Chairperson may cancel or reschedule a regularly scheduled CREPC/REPT quarterly meeting, provided that no more than one meeting in a six month period is cancelled outright. Notice of a CREPC/REPT quarterly meeting cancellation will be posted on the CRCOG website and the DEMHS website, and sent electronically to CREPC/REPT members and to any person who has requested such notification.

5.2 Special Meetings of the CREPC/REPT. Special meetings of the CREPC/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 by the REPT Chairperson or the Deputy Commissioner of DESPP/DEMHS. A special meeting is called by filing with the Secretary of the State a notice stating the time, place and business to be transacted. Notice of the Special Meeting, to include the purpose and who is calling the meeting, will be posted to the CRCOG website and the DEMHS website and sent electronically to REPT members. No other business may be considered by the CREPC/REPT at a special meeting.

5.3 Emergency Meetings of the CREPC/REPT. An emergency meeting of the CREPC/REPT may be held without complying with the notice requirements in sections 5.1 and 5.2, provided that CREPC provides electronic notice to the REPT members on file. Minutes of the meeting, including the reason for the emergency, shall be filed within 72 hours (excluding weekends and holidays) of the meeting with the Secretary of the State.

5.4 Quorum of CREPC/REPT. At any meeting of the members, the Chair or one of the Vice-Chairs and a minimum of fourteen other voting members shall constitute a quorum.

5.5 Call and Notice. A. Reasonable notice of the time and place of special meetings of the CREPC/REPT 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.

5.6 Rules of Procedure. The conduct of CREPC/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 VI OFFICERS
AND DUTIES**

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6.1 Number and qualification of CREPC/REPT Officers. The Officers of CREPC/REPT shall be a Chair and two Vice-Chairs elected as follows:

1. Chairperson – A Chairperson shall be selected by majority vote of the members present at the October CREPC/REPT quarterly meeting of each EVEN numbered year.
Two Vice-Chairpersons –
2. The First Vice-Chair shall be selected by majority vote of the LEPC members (see Article IX CREPC/ LEPC – LEPC Chairperson) present at the October CREPC/REPT quarterly meeting of each ODD numbered year. The First Vice-Chairperson shall be from one of the CREPC/ LEPC member municipalities.
3. The Second Vice-Chair shall be selected by majority vote of the members present at the October CREPC/REPT quarterly meeting of each EVEN numbered year.

6.2 Tenure of Office for CREPC/ REPT. The terms of office of the Chair and Vice-Chair(s) and the Chairs of the RESFs shall be two years, or until his/her successor, if any, is elected or in each case, until he/she resigns, is removed from office, or becomes disqualified.

6.3 Chair or Vice-Chairs: Conduct of CREPC/REPT Meetings. The Chair, or one of the two Vice-Chairs, shall preside at all meetings of the CREPC/REPT. As necessary, assigned CRCOG staff will coordinate CREPC/REPT meetings: duties include but are not limited to the following; (1) providing notices, agendas, and minutes; (2) arranging or assisting in arranging meeting locations; and (3) researching and writing. As necessary, and upon request from CREPC/REPT, the Region 3 Coordinator and staff may coordinate CREPC/REPT meetings and/or assist CRCOG with assigned duties. CRCOG staff members will communicate with DEMHS Region 3 Office staff on a regular basis regarding their activities.

6.4 Duties of the CREPC/REPT Chair. In addition to presiding over CREPC/REPT meetings, the CREPC/REPT Chair can appoint and charter all committees, and perform such other duties as may be incident to the office or shall be required by state or federal law. The chairperson shall sign all official correspondence and documents on behalf of the CREPC/REPT.

6.5 Duties of the First Vice-Chair of CREPC. The First Vice-Chairperson serves as the Chair of the CREPC Local Emergency Planning Committee. In the absence of the chairperson or inability of the chairperson to perform all the duties the office, the First Vice- chairperson shall assume the duties of the chairperson. The First Vice Chairperson shall be charged with the coordination of all CREPC/REPT committees.

6.6 Duties of the CREPC Second Vice- Chair. The CREPC Second Vice- Chair shall coordinate all CREPC/REPT RESFs and will have a seat on all RESFs.

6.7 Suspension or Removal. An officer may be removed by a two-thirds vote of the CREPC/REPT, either on its own motion, or upon concurrence with a recommendation of the Deputy Commissioner of DESPP/DEMHS. An RESF Chair may be suspended or removed by a two-thirds vote of the CREPC/REPT.

6.8 Resignation of CREPC/REPT Officer. An officer may resign by delivering his or her written resignation to the CREPC/REPT Chair and shall be effective upon receipt (unless specified to be effective at some other time). If the CREPC/REPT Chair chooses to resign, he/she shall submit a written resignation to the CREPC/REPT Fiduciary Agent and to the

253 DESPP/DEMHS Deputy Commissioner. Acceptance of the resignation shall not be necessary
254 to make it effective unless it so states.
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256 **6.9 CREPC/REPT Officer Vacancies.** If any office of the CREPC/REPT becomes vacant, the
257 CREPC/REPT Steering Committee shall appoint a new acting officer within fourteen days of
258 the vacancy. The CREPC/REPT shall hold an election for the position within 60 days of the
259 vacancy.
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261 **ARTICLE VII**
262 **VOTING**
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264 It is the desire of the CREPC/ REPT to work by consensus: if, in accordance with this Article, a
265 tallied vote is to take place, voting privileges shall apply as described in Article IV Members.
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267 **7.1 Eligible voting members.** Duly authorized delegates representing their municipality,
268 organization, and RESF shall be identified in accordance with Article IV Members to include
269 alternate or proxy designation. Duly authorized delegates of the CREPC LEPC may also be
270 designated by their appointing authority as CREPC/REPT delegates.
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272 **7.2 Voting on Motions.** If consensus is not developed, or if a vote on motions is required a voice
273 vote shall be called. If the Chair is still in doubt the Chair shall request a show of hands of
274 eligible voting members. If the Chair is still in doubt, a standing vote of the authorized voting
275 delegates will be requested. Any duly authorized delegate may request a ballot vote. Roberts
276 Rules of Order will govern the balloting. A list of all duly authorized delegates shall be
277 maintained by CRCOG for the CREPC/ REPT. Members must identify himself/herself and the
278 municipality/organization which he or she represents. Voting members may not vote on issues
279 involving their personal financial interests, or the financial interests of their immediate family
280 members as defined in Connecticut General Statute §1-79.
281

282 **7.3 Proxies.** No authorized delegate shall carry a proxy for another voting member.
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284 **ARTICLE VIII**
285 **COMMITTEES**
286

287 **8.1 Standing Committees of CREPC/REPT.** Standing committees of CREPC/REPT may be
288 established or terminated by majority vote of the CREPC/REPT. Standing committees shall
289 include, but may not be limited to, the following:
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291 **8.1.a Steering Committee** – The Steering Committee shall be comprised of the CREPC/REPT
292 Officers; the Chairpersons from each of the RESFs; the DEMHS Region 3 Coordinator ; one
293 member appointed by the CRCOG Policy Board, and; one member appointed by each other
294 Regional Planning Organization of which a DEMHS Region 3 municipality is a member. The
295 Steering Committee shall serve to provide advice and consent to enact activities and actions
296 as authorized or approved by CREPC/REPT. The Steering Committee shall meet the third
297 Thursday of each month, or as called by the CREPC/REPT Chairperson. A quorum shall be
298 considered met when 33% of Steering Committee members are present to include those
299 members who tele-conference into meeting.
300

301 **8.1.b Local Emergency Planning Committee** – The CREPC LEPC serves as a Regional
302 District under SARA Title III and CT. General Statute § 22a-601(b) for certain municipalities

303 as listed in Attachment 1. The CREPC First Vice-Chairperson shall be elected by the duly
304 authorized delegates of these LEPC municipalities. Article IX CREPC LEPC shall serve as
305 the LEPC specific Bylaws for CREPC.

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307 **8.1.c Training and Exercise Planning Workgroup** – The Region 3 Training and Exercise
308 Planning Workgroup (TEPW) serves as the planning and coordinating body for Regionally
309 based training and exercises. The TEPW shall communicate with the DEMHS Training Unit
310 and with all municipalities in Region 3, and shall extend all training and exercise
311 opportunities to all such municipalities. When possible, the TEPW shall offer training
312 opportunities at locations throughout Region 3.

313
314 **8.1.d Nominations and Elections** – The purpose of the Nominations and Elections Committee
315 is to seek and recognize qualified nominees as candidates for CREPC/REPT Chairpersons in
316 accordance with Roberts Rules of Order Chapter 12 – Nominations and Elections. There shall
317 be no fewer than 3 individuals on the Nominations and Elections Committee, who shall
318 represent municipalities from all Regional Planning Organizations of which DEMHS Region
319 3 municipalities are members; further, the sitting CREPC/REPT Officers shall not serve on
320 this committee. Nominations for CREPC/REPT Chair shall be accepted from the floor of the
321 meeting, as well as from the CREPC /REPT Nominations and Elections Committee.

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323 **8.1.e Regional Emergency Support Functions**—The RESFs serve as planning, mutual aid,
324 and “operational” arms of the CREPC/REPT as defined within the Region 3 Regional
325 Emergency Support Plan (RESP.)

326
327 **8.1.f Urban Area Workgroup** – The Urban Area Workgroup (UAWG) is mandated for
328 organizations receiving Urban Area Security Initiative (UASI) grant funds from the US
329 Department of Homeland Security (US-DHS) Homeland Security Grant Program.

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331 **8.2 Ad Hoc Committees.** Ad Hoc Committees consisting of no fewer than 3 individuals will be
332 appointed by the CREPC/REPT Chairperson as needed. Those Ad Hoc Committees will operate
333 under a specific Project Charter detailing authorities and scope of work to be undertaken by the
334 committee.

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336 **ARTICLE IX**
337 **CREPC/ LEPC**
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339 **9.1 Members.** The membership of the CREPC/ LEPC shall consist of at least one (1) representative
340 from each of the member governments and such other members as required by Title III of the
341 Superfund Amendments and Reauthorization Act of 1986 (SARA). Each municipality or
342 organization member shall have one voting member. Duly authorized delegates for
343 CREPC/REPT in accordance with Article IV Members may also be designated by their
344 appointing authority as the duly authorized delegate for LEPC matters.

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346 The LEPC Chairperson shall appoint sub-committees as necessary to address the business of
347 the CREPC/LEPC. Membership or participation on said CREPC/LEPC sub-committee(s)
348 may originate from current members of the CREPC/ LEPC or from the chief executive
349 officer of any member government.

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351 Municipal government membership is open at all times to other communities who express an
352 interest in joining a Regional District LEPC to address SARA Title III activities. A vote of the

353 membership is not required for entry into the CREPC/ LEPC.

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355 Member governments may withdraw from the CREPC/ LEPC at any time based on the vote of
356 the elected board or council of that municipal government.

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358 All CREPC/ LEPC members shall be submitted to and approved by the Connecticut State
359 Emergency Response Commission for Hazardous Materials (SERC). Recognized professional
360 experts in any given field may be used as advisors to the CREPC/ LEPC at the committee's
361 discretion.

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363 **9.2 Meetings.** As required by SARA Title III legislation, the CREPC/ LEPC shall meet at least once
364 a year at the regularly scheduled July CREPC/REPT quarterly meeting and at such other
365 frequency as required to fulfill the organization's mission and goals. For scheduling purposes, the
366 CREPC /LEPC meeting shall be held in accordance and as part of the CREPC/REPT quarterly
367 meetings. Refer Article V Meetings.

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369 **9.3 Minutes.** Minutes from the CREPC/ LEPC meeting shall be incorporated into the general
370 CREPC/REPT minutes and filed with the appropriate State agency.

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372 **9.4 LEPC Chairperson.** The CREPC/REPT First Vice-Chair is the LEPC Chairperson in
373 accordance with Article VI Officers and Duties.

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375 **9.5 Voting.** Each CREPC/LEPC member municipality shall have one (1) vote per municipality.

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377 Voting on Motions – If consensus is not developed, or if a vote on motions is required a voice
378 vote shall be called. If the LEPC Chair is still in doubt the Chair shall request a show of hands of
379 eligible voting members. If the Chair is still in doubt, a standing vote of the authorized voting
380 delegates will be requested. Any duly authorized delegate may request a ballot vote. Roberts
381 Rules of Order will govern the balloting. A list of all duly authorized LEPC delegates shall be
382 maintained by CRCOG, and made available on the CRCOG website and at each CREPC LEPC
383 meeting.

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ARTICLE X

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REGIONAL EMERGENCY SUPPORT FUNCTIONS

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388 **10.1 Emergency Support Functions.** The CREPC/REPT shall convene such Emergency Support
389 Functions (ESFs) as are necessary within Region 3. Those ESFs shall be referred to as Regional
390 Emergency Support Functions (RESFs)

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392 **10.2 Definition and Mission.** Regional Emergency Support Functions are defined as discipline-
393 oriented workgroups. The mission of the RESFs is to foster collaborative planning within a
394 particular discipline and not to alter existing incident management coordination. The RESF
395 group structure is intended to provide a resource tool for the incident commander and may also
396 support the CREPC Regional Coordination Center or the DEMHS Region 3 Office. The Regional
397 Emergency Support Plan will describe the use of the RESFs as determined by the REPT in
398 consultation with all municipalities within DEMHS Region 3, and the Division of Emergency
399 Management and Homeland Security.

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401 **10.3 RESF Members.** The purpose of the RESFs will be to advise and make recommendations to

402 the REPT particular to their respective discipline. The CREPC/REPT Chair will appoint a chair
403 for each RESF, who will preside at that RESF's meetings and will report the status and nature of
404 said RESF activities and projects. Twice a year, the Chair of each RESF shall submit a roster of
405 that RESF's current members to the CREPC/REPT. Every effort will be made to provide broad
406 representation of DEMHS Region 3's municipalities on each RESF group. The Second Vice
407 Chair of CREPC/REPT shall be an Ex Officio member of each RESF group. The CT-DEMHS
408 Region 3 Coordinator may also participate in one or more of the DEMHS Region 3 RESFs.

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410 **ARTICLE XI**
411 **STAFF SUPPORT**

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413 **11.1 CRCOG Support.** CRCOG agrees to provide professional support to the CREPC in
414 the form of staff assistance and centralized contact information.

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416 **ARTICLE XII**
417 **FISCAL SUPPORT**

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419 **12.1 Financial Assistance to Benefit the CREPC/REPT.** Any offers of services, equipment,
420 supplies, materials or funds for the purpose of supporting the work of the CREPC/REPT shall
421 be considered and accepted only in accordance with the provisions of Connecticut General
422 Statutes Section 28-15.

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424 **ARTICLE XIII**
425 **AMENDMENTS**

426 **13.1 Bylaws.** The CREPC/REPT bylaws may be amended as necessary by a 2/3 majority vote of the
427 members present at the second reading of the proposed amendment, after consultation with the
428 DEMHS Region 3 Coordinator and the DESPP/DEMHS Deputy Commissioner or his/her designee.
429 Amendments must be read into the official minutes of a previous meeting and allow for a thirty-day
430 discussion period before the official vote. The proper notice for a bylaw amendment contains three
431 fundamental components:

- 432 • The proposed amendment, precisely worded;
433 • The current bylaw;
434 • The bylaw as it will read if the amendment is adopted.

435 Additionally, the notice should include the proposers' names and their rationale for offering the
436 amendment. It may also include other information such as whether a committee or board endorses or
437 opposes the amendment.

438 **13.2 Revisions.** A *revision* to bylaws is an extensive rewrite which may make fundamental changes
439 in the structure of the CREPC/REPT. By considering a revision of the CREPC/REPT bylaws, the
440 proposal is to substitute a new set of bylaws for the existing ones. Any revision of the CREPC/REPT
441 bylaws affecting its role as the DEMHS Region 3 REPT must be reviewed and approved by the
442 DESPP/DEMHS Deputy Commissioner.

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445 **13.3 CREPC/ LEPC.** Amendments to Article IX CREPC /LEPC shall be submitted for approval to
446 the CREPC/REPT body after action by the CREPC/ LEPC in accordance with section 13.1
447 Bylaws described above.
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**ARTICLE XIV
DISSOLUTION**

14.1 Dissolution. The CREPC in its role as the REPT may be dissolved by the Deputy Commissioner of DESPP/DEMHS, in consultation with the CREPC/REPT. If either the CREPC or the REPT is dissolved, the other organization may continue to function as appropriate.

**ARTICLE XV
ORDER OF BUSINESS OF CREPC/REPT**

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

1. Call the meeting to order
2. Pledge of Allegiance
3. Introductions
4. Adoption of previous minutes
5. Financial Report (when appropriate)
6. Public Comment
7. Consent Agenda, including written RESF Group Reports and Report of the Chair
8. Presentations
9. Old business
10. New business
11. Motion for adjournment

CREPC Bylaws
Adopted November 19, 2001
As amended October 28, 2004
As amended September 20, 2007

DEMHS REPT Adopted
October 18, 2007

CREPC/REPT Bylaws fully revised and adopted by
the CREPC/REPT on January 16, 2014