BYLAWS OF THE
CAPITOL REGION EMERGENCY PLANNING COUNCIL
INCLUDING
ROLE AS
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY
REGION 3 REGIONAL EMERGENCY PLANNING TEAM

January 16, 2014

ARTICLE I
PREFACE

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

ARTICLE II
NAME, AUTHORITY, MISSION & PURPOSE of CREPC

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

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

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

Another purpose is to serve as a Regional District Local Emergency Planning Committee
 (LEPC) for identified municipal members for Title III of the Superfund Amendments and
ARTICLE III
RESPONSIBILITIES

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

- Communicate, collaborate, and coordinate emergency management planning, preparedness, response, recovery and mitigation in DEMHS Region 3 (REPT);
- Provide all-hazards support to the planning and operational readiness of the Region 3 municipalities;
- Provide regional coordination of information and available resources through the REPT process to all municipalities in Region 3 (REPT);
- Increase mitigation and recovery efforts in dealing in all-hazards environments through educational programs, training and exercises;
- Develop and maintain the Regional Emergency Support Plan for DEMHS Region 3 through the REPT process (REPT);
- Operate a standing committee to address SARA Title III requirements for LEPC municipalities (LEPC);
- Develop and maintain the LEPC Hazardous Materials Emergency Response Plan (LEPC);
- Reduce the number of all-hazards accidents through education programs and community hazard analyses, especially for facilities with extremely hazardous substances (EHS);
- Provide public access to chemical hazards information in the region (LEPC);
- Increase the awareness and involvement of the Region 3 municipal governments in the recognition of hazard threats in the region;
- Receive and disseminate notification of all regional emergencies, including emergency chemical releases, occurring within Region 3;
- Provide Regional Emergency Support Function liaison to the CT-DEMHS Region 3 Office in order to coordinate regional resources in major emergencies or disasters (REPT);
- Evaluate and make recommendations to DEMHS and/ or Region 3 municipalities at least annually with regard to resources for plan development, maintenance, and implementation for all types of emergencies (REPT).

ARTICLE IV
MEMBERS

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

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

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

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

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
DESPP/DEMHS Deputy Commissioner. Acceptance of the resignation shall not be necessary to make it effective unless it so states.

6.9 CREPC/REPT Officer Vacancies. If any office of the CREPC/REPT becomes vacant, the CREPC/REPT Steering Committee shall appoint a new acting officer within fourteen days of the vacancy. The CREPC/REPT shall hold an election for the position within 60 days of the vacancy.

ARTICLE VII
VOTING

It is the desire of the CREPC/REPT to work by consensus: if, in accordance with this Article, a tallied vote is to take place, voting privileges shall apply as described in Article IV Members.

7.1 Eligible voting members. Duly authorized delegates representing their municipality, organization, and RESF shall be identified in accordance with Article IV Members to include alternate or proxy designation. Duly authorized delegates of the CREPC LEPC may also be designated by their appointing authority as CREPC/REPT delegates.

7.2 Voting on Motions. If consensus is not developed, or if a vote on motions is required a voice vote shall be called. If the Chair is still in doubt the Chair shall request a show of hands of eligible voting members. If the Chair is still in doubt, a standing vote of the authorized voting delegates will be requested. Any duly authorized delegate may request a ballot vote. Roberts Rules of Order will govern the balloting. A list of all duly authorized delegates shall be maintained by CRCOG for the CREPC/REPT. Members must identify himself/herself and the municipality/organization which he or she represents. Voting members may not vote on issues involving their personal financial interests, or the financial interests of their immediate family members as defined in Connecticut General Statute §1-79.

7.3 Proxies. No authorized delegate shall carry a proxy for another voting member.

ARTICLE VIII
COMMITTEES

8.1 Standing Committees of CREPC/REPT. Standing committees of CREPC/REPT may be established or terminated by majority vote of the CREPC/REPT. Standing committees shall include, but may not be limited to, the following:

8.1.a Steering Committee – The Steering Committee shall be comprised of the CREPC/REPT Officers; the Chairpersons from each of the RESFs; the DEMHS Region 3 Coordinator; one member appointed by the CRCOG Policy Board, and; one member appointed by each other Regional Planning Organization of which a DEMHS Region 3 municipality is a member. The Steering Committee shall serve to provide advice and consent to enact activities and actions as authorized or approved by CREPC/REPT. The Steering Committee shall meet the third Thursday of each month, or as called by the CREPC/REPT Chairperson. A quorum shall be considered met when 33% of Steering Committee members are present to include those members who tele-conference into meeting.

8.1.b Local Emergency Planning Committee – The CREPC LEPC serves as a Regional District under SARA Title III and CT. General Statute § 22a-601(b) for certain municipalities
as listed in Attachment 1. The CREPC First Vice-Chairperson shall be elected by the duly authorized delegates of these LEPC municipalities. Article IX CREPC LEPC shall serve as the LEPC specific Bylaws for CREPC.

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

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

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


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

ARTICLE IX
CREPC/LEPC

9.1 Members. The membership of the CREPC/LEPC 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. Duly authorized delegates for CREPC/REPT in accordance with Article IV Members may also be designated by their appointing authority as the duly authorized delegate for LEPC matters.

The LEPC Chairperson shall appoint sub-committees as necessary to address the business of the CREPC/LEPC. Membership or participation on said CREPC/LEPC sub-committee(s) may originate from current members of the CREPC/LEPC 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 a Regional District LEPC to address SARA Title III activities. A vote of the
membership is not required for entry into the CREPC/LEPC.

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

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

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

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

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

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

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

ARTICLE X
REGIONAL EMERGENCY SUPPORT FUNCTIONS

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

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

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

**ARTICLE XI**

**STAFF SUPPORT**

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

**ARTICLE XII**

**FISCAL SUPPORT**

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

**ARTICLE XIII**

**AMENDMENTS**

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

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

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

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

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