THE BYLAWS
OF THE
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY
REGION 4
REGIONAL EMERGENCY PLANNING TEAM

Approved October 16, 2007
Amended May 23, 2013
Admended July 22, 2014

ARTICLE I
NAME, AUTHORITY, MISSION, MEMBERS and CONTACT

1.1 Name, Authority, Mission, Members and Contact. The name of this organization shall be the Division of Emergency Management and Homeland Security Region 4 Regional Emergency Planning Team (REPT). The REPT's authority derives from Connecticut General Statutes Titles 28 and 29 dealing with the Department of Emergency Services and Public Protection and the Division of Emergency Management and Homeland Security (DEMHS.) The REPT mission is to protect the people and property in Region 4 from all types of natural and man-made disasters, fostering regional collaboration and mutual aid through research, collaborative plan development, resource sharing and coordination.

REPT members shall be the following municipalities and tribal nations:

Ashford, Bozrah, Brooklyn, Canterbury, Chaplin, Colchester, Columbia, Coventry, East Lyme, Eastford, Franklin, Griswold, City Of Groton, Town Of Groton, Hampton, Killingly, Lebanon, Ledyard, Lisbon, Lyme, Mansfield, Montville, New London, North Stonington, Norwich, Old Lyme, Pomfret, Plainfield, Preston, Putnam, Salem, Scotland, Sprague, Sterling, Stonington, Stonington Borough, Thompson, Union, Voluntown, Waterford, Willington, Windham, Woodstock, Mashantucket Pequot Tribal Nation, and Mohegan Tribal Nation

The primary contact for REPT business shall be the DEMHS Region 4 Coordinator, at (860) 465-5460. The Region 4 office is located at the Connecticut State Police Troop K, 15-B Old Hartford Road, Colchester, CT 06415.

ARTICLE II
GOALS

2.1 Goals. The following are the Region 4 Emergency Planning Team goals:

Primary Goals :

- Foster regional collaboration through regional resource coordination.
- Assist DEMHS with the development of a regional all-hazards emergency plan.
- Coordinate regional resources to increase the operational readiness of the Region 4 municipal/tribal governments in handling all types of emergency incidents, including hazardous material incidents.
- Provide Regional Emergency Support Function (RESF) subcommittee liaison to the DEMHS Region 4 Office in order to coordinate regional resources in major emergencies or serious disasters.
- Evaluate and make recommendations to DEMHS and/or member municipalities and tribal nations at least annually with regard to resources for plan development, maintenance, and implementation for all types of emergencies.

Secondary Goals:

- Assist with Region 4 municipal/tribal government emergency plans, if requested.
- Increase mitigation efforts in dealing with all types of hazards in the region.
- Work to increase the awareness and involvement of Region 4 municipal/tribal governments in the recognition of hazard threats in the region.

ARTICLE III
MEMBERS

3.1 Number, Election and Qualification. The Chief Executive Officer of each of the forty-three (43) municipalities and the two (2) Tribal Nations within Region Four (4) shall constitute the voting members of the REPT. A Chief Executive Officer may designate an individual to represent him/her at a meeting of the REPT by providing a signed and dated letter to that individual for inclusion in the minutes of that meeting. ***No individual so designated may represent and vote for more than ~~one~~ [two] Chief Executive Officer[s] at a meeting of the REPT.*** [1] Any individual so designated must keep his/her Chief Executive Officer informed of the activities of the REPT.

In voting upon any recommendation, the individual must identify himself/herself and the municipality/Tribal Nation 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.

3.2 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 Deputy Commissioner of DEMHS may determine.

ARTICLE IV
MEETINGS

4.1 Meeting Procedures. All meetings shall be held in accordance with the Connecticut Freedom of Information Act.

4.2 Regular Meetings. The regular meetings of the REPT shall be held at least once a year, and as necessary, at the call of the Chair or the Deputy Commissioner of DEMHS.

Each year, the REPT shall, in accordance with the applicable section(s) of the state Freedom of Information law, file a notice of its schedule of regular meetings with the Secretary of the State's Office, and with each Town Clerk of each REPT member municipality and tribal nation.

Any change in meeting location will be posted on the DEMHS web site and announced to the REPT members as soon as possible after the location change.

The REPT shall 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 shall make available its agenda for each regular meeting at least 24 hours before the meeting to which it refers. The agenda will be emailed or otherwise provided to the REPT members. New business not on the agenda may be considered and acted on only on a 2/3 vote of the members of the REPT present and voting.

4.3 Special Meetings. Special meetings of the REPT may be called by the Chair, the Deputy Commissioner of DEMHS, or by a petition of a simple majority of the REPT members 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. The notice will be emailed or otherwise provided to the REPT members. No other business may be considered by the REPT at a special meeting.

4.4 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, and with the Town Clerk of each REPT member municipality and tribal nation.

4.5 Call and Notice of Special Meetings. Notice of a special meeting shall be delivered to the usual place of abode of each member of the REPT prior to the meeting, as well as to the Office of the Town Clerk for each member municipality.

4.6 Quorum. At any meeting of the REPT members, the presence of 23 voting members shall constitute a quorum.

4.7 Action by Vote. Each voting member shall have one vote. When a quorum is present at any meeting, a simple 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.

ARTICLE V
OFFICERS AND AGENTS

5.1 Number and qualification. The officers of the REPT shall be a Chair and a Vice-Chair. The Chair and the Vice Chair shall be elected from the voting members of the REPT at the first meeting of the REPT. The election will be held every two years at the January meeting of the REPT, or the first meeting of the REPT after January in that calendar year.

5.2 Tenure. The terms of office of the Chair of the REPT and the Chairs of the REPT Steering Committee and RESF working groups shall be two years, 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 4 Coordinator and staff will coordinate the REPT meetings, and perform administrative duties that may include, but are not necessarily limited to, the following: (1) preparing and maintaining the full minutes of all meetings; (2) providing notices, agendas, and minutes; (3) arranging or assisting in arranging meeting locations; (4) retaining all documents pertinent to REPT operations; and (5) research and writing. At the request of DEMHS, council of government, regional planning organization or agency (RPO) staff will, to the extent possible under available funds and/or personnel, assist in these administrative duties. RPO staff assisting in this manner will report to DEMHS on a regular basis regarding their assigned activities.

5.4 Suspension or Removal. The REPT Chair or Vice Chair may be removed by a two-thirds vote of the REPT or by the Commissioner of DEMHS for cause.

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

5.6 Vacancies. If any office of the REPT becomes vacant, the REPT shall hold an election for the position within sixty days of the vacancy. If the REPT fails to hold an election for the office within sixty days of the vacancy, the Deputy Commissioner of DEMHS shall appoint a new officer to a one-year term, or until the next regular election.

ARTICLE VI
REPT STEERING COMMITTEE

6.1 REPT Steering Committee Mission. The REPT shall establish an REPT Steering Committee whose mission will be to meet on a regular basis to develop recommendations regarding the goals outlined in Section 2.1, to vote on these recommendations in a timely manner, and to present these recommendations for consideration at the meetings of the full REPT. The REPT Steering Committee will solicit and welcome comments and ideas regarding how to achieve the goals outlined in Section 2.1 from all jurisdictions and disciplines within Region 4. Those individuals who have previously participated in emergency planning in Region 4 are particularly encouraged to continue to provide their input to the process. The REPT Steering Committee will adhere to the timelines established under the DEMHS grant process.

6.2 Members. The members of the REPT Steering Committee shall be the following:

- The Executive Director, or his/her designee, of each of the Two Councils of Government located in Region 4;
- One Emergency Management Director/Public Safety Official from each of the two Tribal Nations located in Region 4, chosen by the Chief Executive Officer of the Tribal Nation;
- Five Emergency Management Directors/Public Safety Officials chosen by SCCOG, based on nominations from its towns;
- Three Emergency Management Directors/Public Safety Officials chosen by NECCOG, based on nominations from its towns;
- One Emergency Management Director from either Lyme or Old Lyme, chosen by those towns to represent both;
- One Emergency Management Director from Columbia, Coventry, Mansfield & Willington, chosen by those towns to represent them;
- The Region 4 DEMHS Regional Coordinator;
- One representative of Region 4 critical care hospitals, chosen by the critical care hospitals in Region 4;
- One representative of Region 4 public health departments/districts, chosen by the Region 4 public health departments/districts;
- The chair of each Region 4 RESF Working Group convened under Section 7.1.

The members of the REPT Steering Committee shall convene meetings in accordance with the provisions of Article IV, above, except that the quorum of the REPT Steering Committee shall be one-half of the voting members plus one. The REPT Steering Committee meetings will be run by a Chair elected by the members of the Steering Committee at its first meeting, and every two years thereafter, and approved by the Deputy Commissioner of DEMHS. The terms of Article V, above, shall apply as noted. The REPT Steering Committee Chair may be suspended or removed by a two-thirds vote of the REPT.

ARTICLE VII
EMERGENCY SUPPORT FUNCTION GROUPS

7.1 Emergency Support Function Working Groups. The REPT Steering Committee shall convene such Regional Emergency Support Function (RESF) working groups as are necessary within Region 4.

7.2 Definition and Mission. Regional Emergency Support Functions (RESFs) are defined as discipline-oriented working groups. The mission of the RESF groups is to foster collaborative planning within a particular discipline, not to alter existing incident management coordination. In order to foster collaboration and cooperation among emergency management disciplines, the Region 4 RESF working group chairs shall meet on a regular basis as needed. The purpose of the RESF groups will be to advise and make recommendations to the REPT Steering Committee. The RESF group structure is intended to provide a resource tool for the incident commander. The Region's regional emergency operations plan will describe the use of the RESF groups as determined by the DEMHS Region 4 REPT, with the facilitation and support of DEMHS staff and with the approval of the DEMHS DEPUTY Commissioner.

7.3 RESF Group Members. The REPT Steering Committee Chair shall be notified of the selection of a Chair by and for each working group. The RESF Group Chair will provide notices of meetings, agendas and minutes of meetings, preside at that working group's meetings, and will report the status and nature of the working group's activities to the REPT and REPT Steering Committee at each meeting of the REPT or the REPT Steering Committee, as needed. Every effort will be made to provide broad representation of Region 4's municipalities on each of the RESF working groups. The Chair of the REPT Steering Committee shall be an Ex Officio member of all RESF groups. The DEMHS Region 4 Coordinator may also participate in one or more of the Region 4 RESF Working Groups. An RESF Working Group Chair may be suspended or removed by a two-thirds vote of the REPT Steering Committee.

ARTICLE VIII

AMENDMENTS

8.1 These bylaws may be adopted, altered, amended or repealed in whole or in part upon the recommendation of two-thirds of the REPT voting members present at the meeting, after consultation with the Region 4 Coordinator and approval of the Deputy Commissioner of DEMHS. Proposed amendments must be distributed to all voting members and made a part of the official minutes of a previous meeting, allowing for a thirty-day discussion period before the recommendation vote.

ARTICLE IX
DISSOLUTION

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

ARTICLE X
RULES OF PROCEDURES

10.1 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, except where Robert's Rules conflicts with these bylaws, in which case these bylaws shall prevail.

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ARTICLE XI
ORDER OF BUSINESS

11.1 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;
- Report of the REPT Steering Committee;
- Reports of ESF groups;
- Presentations;
- Old Business;
- New Business;
- Motion to adjourn.

Bylaws approved October 16, 2007
Signed by Chair

[1.] Amended May 23, 2013 by REPT:

ARTICLE III MEMBERS. Section 3.1 Number, Election and Qualification…. No individual so designated may represent and vote for more than one Chief Executive Officer at a meeting of the REPT.

Amended Bylaws approved by

REPT

On Sept 2, 2015

Approved by

DEMHS Deputy Commissioner

Date