

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS EMERGENCY PREPAREDNESS PLANNING COUNCIL BYLAWS

Primary Responsibility of the Council

The EPPC serves in an advisory role to the North Central Texas Council of Governments (NCTCOG) Executive Board. The Council has the responsibility to provide policy direction and oversight for development of regional emergency planning and response systems. The Council may also recommend how to best utilize financial assistance for regional emergency planning, mitigation, and recovery.

The Council will specifically devote its attention to the following functions:

1. Recommending priorities for regional homeland security resources.
2. Providing advocacy for legal, regulatory, and legislative actions needed to ensure the most effective response to a major incident/disaster.
3. Providing assistance in assuring interagency communication capabilities.
4. Providing assistance in assuring planning and training opportunities for various regional stakeholders.
5. Facilitating regional preparedness and multi-agency planning for stakeholders, including interagency agreements and mutual aid.
6. Supporting coordination between medical, public health, and public safety.
7. Supporting assets for regional response.
8. Assisting in securing grant assistance for emergency management planning, equipment, personnel, and training requirements identified by stakeholders.

Recommendations of the Council

Recommendations of the Council will be accepted by the Executive Board through a simple majority vote.

Planning Area

The planning area includes all participating counties and cities in the 16 county NCTCOG region.

Eligibility to Participate

A county or city within the designated planning area is eligible to participate in the Regional Emergency Preparedness (EP) Program and to have Council representation if it submits its "membership dues" payment to the NCTCOG EP department for the limited purpose of funding the program. The annual dues amount is established by the Executive Board.

Jurisdictions must also be a member of the EP program in order to participate in special projects such as (CASA, Mitigation Planning, etc.) or pay an additional fee for service.

Council Membership

All members of the Council shall be elected officials who represent participating counties and cities within the designated planning area. Each participating county is entitled to one permanent Council seat.

Membership Population Range (Counties)	Annual Dues
750,000+	\$12,500
400,000-750,000	\$7,500
Less than 399,999	\$5,000

Participating cities within the planning area will be grouped according to population and representation for cities within certain population ranges will be assigned as shown below.

Membership Population Range	Number of EPPC Representatives	Annual Dues
1,000,000 and above	1	\$15,000
750,000-999,999	1	\$12,000
400,000-749,999	1	\$10,500
250,000-399,999	1	\$9,000
170,000-249,999	2	\$8,000
120,000-169,999	1	\$7,000
80,000-119,999	1	\$6,000
50,000-79,999	2	\$5,000
30,000-49,999	3	\$4,000
15,000-29,999	4	\$3,000
5,000-14,999	4	\$2,000
1-4,999	1	\$1,000
*Special Districts / Universities	n/a	\$5,000
*DFW Airport	n/a	\$7,000

Special districts, universities, and airports, are not currently eligible for EPPC representation; however, these entities are eligible for working group participation.

A review of population breakdowns and representation on the Council will be reviewed every three years. Population statistics will be gathered from NCTCOG's Regional Data Center population estimates data set January 1 of each year. This information will be used to determine which population range cities are classified by.

Appointment of Council

The Executive Board will appoint Council members for a two-year term of office. Council members will be appointed from nominations received from each eligible county and from eligible cities within population range categories with open seats. Considerations for Council seat selection will include regional geographic balance, emergency preparedness related experience, and opportunity for different jurisdictions to represent their population category.

- **Officers**

A Chair and Vice-Chair shall be the officers for the Council and shall serve approximate two-year staggered terms. To allow for balanced regional representation the Chair and Vice Chair should consist of one Urban Representative and one Rural Representative. An Urban representative may be a county or city representative from within the four largest counties

(Collin, Dallas, Denton, and Tarrant), A Rural representative may be a county or city representative from the smaller counties. The Chair and Vice-Chair must be primary member on EPPC. The Chair and Vice-Chair shall be recommended by the Council and approved by the Executive Board. At the end of a term, the Chair shall hold the position of Immediate Past Chair, a non-voting position. In the event of mid-term officer vacancy a replacement shall be appointed to serve for the remainder of the replaced officer's term.

- **Duties of the Officers**

The Chair shall lead Council meetings and meet as needed with various working groups, subcommittees, and regional partners to ensure excellence in all phases of regional emergency preparedness.

The Vice-Chair shall be the appointed liaison of the Regional Emergency Preparedness Advisory Committee (REPAC). This duty may be delegated to another Council member or appointee should the Vice-Chair be unable to attend. The Vice-Chair shall take over Chair duties when the Chair is not available, and will also meet with the various working groups, subcommittees, and regional partners to ensure excellence in all phases of regional emergency preparedness.

The Past Chair will perform the duties of the Chair or Vice Chair in conjunction with or in their absence.

- **Member Attendance**

Regular meeting attendance is required of Members. Forms will be provided for Members to select another elected official as their Alternate. Alternates should attend meetings if Member attendance is not possible. Alternates meeting eligibility requirements may vote on behalf of the Member. Elected Alternates may be selected from interested nominees who were not appointed to the Council.

Member stand-ins, or non-elected alternates, will not count toward attendance and will not have voting privileges.

Non-Attendance: Missing two consecutive meetings will result in a letter to the member requesting that an alternate be sent. A carbon copy (CC) to the jurisdiction's secretary or equivalent will be included.

Repeated non-attendance will result in a letter of inquiry as to the intent of the member to remain on the Council.

- **Council Vacancies**

Vacancies occurring during the regular term of a member will be filled for the remainder of the term by an elected official from the same jurisdiction. If the jurisdiction relinquishes the seat, a replacement will be chosen from another jurisdiction in the same population category to fill the unexpired term.

Meeting Schedule

Council meetings are scheduled quarterly, with new member orientation scheduled as needed.

Staff Support

Staff support for the Council will be provided by NCTCOG EP staff.

