

TRANSPORTATION EMERGENCY PREPAREDNESS COMMITTEE CHARTER

Ratified on May 9, 2018

NAME

The name of this committee is the Transportation Emergency Preparedness Committee hereinafter referred to as the Committee. The Committee aligns with the regional emergency support function (R-ESF) #1 – Transportation, which is defined in the Regional Emergency Coordination Plan (RECP) as the function that facilitates communication and coordination among regional jurisdictions and agencies concerning regional transportation issues and activities before, during, and after a regional incident or emergency. As such, the Committee may be referred to colloquially as the R-ESF 1 Committee.

PURPOSE

The Committee's purpose is to build working relationships, exchange knowledge and engage in the coordination and enhancement of transportation emergency preparedness and response efforts and programs across the COG region. The Committee advises the National Capital Region Transportation Planning Board (TPB) and its subcommittees, Emergency Preparedness Council (EPC), Homeland Security Executive Committee (HSEC) and COG Board of Directors, as requested, on regional matters pertaining to transportation emergency preparedness.

MEMBERSHIP

The membership of the Committee shall include designated representatives of public sector agencies/authorities that own or operate transportation facilities or systems in one or more COG member jurisdiction. Designees shall have authority to represent their organization's emergency preparedness programs pertinent to transportation activities before, during and after a regional incident or emergency. Each member entity shall appoint one primary and one alternate Committee member. Other transportation emergency preparedness subject matter experts are encouraged to participate in Committee business. A Committee roster shall be maintained that lists all Committee member entities, primary and alternate member points of contact, and other essential personnel that regularly participate in Committee business.

The Metropolitan Area Transportation Operations Coordination (MATOC) program shall be recognized as a regular member of the Committee.

Committee participation may expand at times to include other essential organizational personnel pertinent to special initiatives of the Committee (e.g. planning, operations, data/systems support, equipment specialists, training, etc.) Any such personnel are encouraged to participate, as appropriate, in Committee business, but they are to serve only in a technical/advisory capacity.

OFFICERS

The Committee shall be represented by an Executive Committee consisting of at least two officers: a chairperson and a vice chairperson; or co-chairpersons. The Executive Committee may consist of a second vice chairperson if warranted. Committee officers must be Committee members. Committee officers should represent jurisdictions from different regions (the District of Columbia, Maryland and Virginia) if possible. The duties of the Executive Committee officers are as follows:

The (co-)chairperson is the Committee's executive officer and will preside at all meetings, develop meeting agendas, represent the Committee at functions, act as the spokesperson for the Committee and otherwise assure that the Committees' responsibilities and activities are carried forth.

The vice chairperson(s) will assume executive officer duties in the chairperson's absence. Vice chairpersons will also represent the Committee, as requested, on various COG committees and at other meetings as assigned by the chairperson.

ELECTIONS

Officers shall hold office for a one-year period, however, nothing shall preclude an officer from serving more than one consecutive term in office. At each September meeting the chairperson shall appoint a nominating subcommittee, consisting of three primary Committee members from different agencies, who shall solicit potential nominees and make their recommendations at the December Committee meeting. Confirmation of new Committee officers shall be made by consensus of Committee membership as defined in the decision-making portion of this Charter. The term of office shall begin on the first day of January in the year following their election.

If any elected officer is unable to fulfill his/her term of office the following procedures shall apply:

Chairperson: the remaining members of the Executive Committee shall select a vice chairperson to temporarily assume the position of chairperson.

Vice chairperson: Any assigned duties shall be shared by the remaining vice chairperson(s). At the next scheduled meeting of the Committee, vacancies on the Executive Committee shall be filled by a process of nomination and election by the membership.

OPERATING PROCEDURES

MEETINGS

The Committee meets monthly, or as needed to fulfill responsibilities. An annual schedule will be established by consensus and communicated prior to each new calendar year. The Committee officers may decide to postpone, cancel or reorganize a meeting to occur as a joint meeting with other committees. Meeting notices and materials shall be distributed to the Committee one week prior to each meeting or as soon as feasible.

The Committee officers may call a special meeting for an issue that requires attention before the next regular meeting date without prior written notice, however, no business will be transacted except that for which the special meeting was called.

DECISION-MAKING

All decisions that come before the Committee will be made through consensus when a majority of Committee membership is present. Consensus is defined as:

- The process is explicit, rational, and fair.
- Participants are treated well and their input is heard.
- Participants can live with and commit to the outcomes.

Member entities with more than one representative in attendance shall be recognized as one single entity in the decision-making process. When necessary, the Committee Officers will develop a mechanism for establishing consensus and exercise leadership to move the dialogue forward in a productive manner.

KNOWLEDGE MANAGEMENT

Metropolitan Washington Council of Governments (COG) staff will maintain a permanent record of meetings and materials, to include:

- The charter and any subsequent revisions to include Committee roster.
- The annual schedule of meetings and Committee workplan.
- Committee meeting agendas and supplemental materials.
- Committee meeting summaries, including any action items and decisions made.

- A schedule of tasks and deliverables.
- Policies, priorities, and direction provided by the Committee.
- A list of any R-ESF 1 subcommittees/working groups and associated members and tasks.

A list of all Committee records may be found at: [secure SharePoint site coming soon](#)

SUBCOMMITTEES

Subcommittees of the Committee shall be defined as standing technical committees that have no defined end date. Work Groups of the Committee shall be defined as specialized groups that are organized to complete some specific task(s) with a defined end date.

The Committee may add, delete or repurpose subcommittees or time-bound work groups as it deems necessary to carry out its business, consistent with the goals and resources specified in the COG fiscal year work program and budget. Each standing subcommittee shall have an elected chairperson and vice chairperson, one of whom shall attend each meeting of the Committee and report on the activities of their subcommittee.

There are no subcommittees or work groups of the Committee (as of May 2018).

AMENDMENT OF CHARTER

Any amendment of this charter shall be made by consensus of a present majority of Committee members as outlined in the decision-making protocol in this charter. All members shall be provided with written information on proposed amendments to this charter at least fifteen days before a potential decision by consensus, and the proposed amendment shall have been discussed in at least one meeting of the Committee held in the three months before the decision. All members shall be notified of the date, place and time of the meeting at which the proposed charter will be presented to the Committee for decision.

ADOPTION AND MAINTENANCE OF CHARTER

This charter shall become effective upon the majority vote of a quorum of members assembled for deciding its ratification. The Committee officers shall sign this document attesting to its ratification.

This charter shall be reviewed and updated one year following its ratification date so that new regional templates that are currently in development can be applied appropriately.

This charter of the COG RESF 1 Committee was ratified on May 09, 2018.

Attested:

Shelley Kellam, Chief, Traffic Management Center Ops Division, Maryland Department of Transportation

Co-Chairperson _____

Gerald "JJ" Lynott, Acting Chief Safety Officer, Maryland Transit Administration

Co-Chairperson _____