

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS**  
**777 North Capitol Street NE**  
**Washington, D.C. 20002**

**BYLAWS**

**NATIONAL CAPITAL REGION EMERGENCY PREPAREDNESS COUNCIL**

**ARTICLE I – NAME**

The name of this entity is the National Capital Region Emergency Preparedness Council (EPC) of the Metropolitan Washington Council of Governments (COG or Council).

**ARTICLE II – AUTHORITY**

The authority of EPC derives from a Charter adopted by the COG Board of Directors on November 13, 2002.

**ARTICLE III – PURPOSE AND MISSION**

The EPC purposes shall be: oversight and implementation of the Regional Emergency Coordination Plan (RECP); the coordination of the activities of the various Regional Emergency Support Function (R-ESF) Working Groups as they develop their specific procedures and relationships; oversight of the development of unfinished annexes and ascertainment of such additional annexes may be desirable; the planning, development, and oversight of trainings or tests of various components of regional emergency preparedness in conjunction with COG and the CAO Committee. The EPC can add groups, institutions, and individuals to the ESF Working Groups, or expand its own membership with non-voting members.

**ARTICLE IV – MEMBERSHIP AND TERMS**

The EPC shall be composed of:

- Nine elected officials representing COG member jurisdictions, two each from the District of Columbia, the State of Maryland, and the Commonwealth of Virginia;
- The Chairs of the COG professional and technical committees of chief administrative officers, police chiefs, fire chiefs, public health officers, emergency management administrators, and other internal COG committees determined to have subject matter jurisdiction over significant aspects of disaster preparation and response;
- The directors of emergency management of the District of Columbia, the State of Maryland, and the Commonwealth of Virginia;
- Representatives of the Departments of Transportation of the District of Columbia, the State of Maryland, and the Commonwealth of Virginia;
- The chairs or other designees of the Homeland Security Councils of the District of Columbia, the State of Maryland, and the Commonwealth of Virginia;
- The COG Executive Director; and
- Representatives of such institutions and agencies of the Federal government and organizations representing the private, quasi-public, and non-profit sectors as may be jointly designated by the Council Chair and the COG Board Chair, and invited to participate, such designations to include the Office of Homeland Security, the Office of Personnel Management, the Federal Emergency Management Agency, the General Services Administration, the Washington Metropolitan Area Transit Authority, the Greater Washington Board of Trade, and the Non-Profit Roundtable of Greater Washington.

## **ARTICLE V – OFFICERS**

The presiding officer of the EPC shall be appointed annually by the Chair of the COG Board of Directors, and shall be designated Council Chair. The EPC may select other officers for duties and functions not inconsistent with this resolution.

There shall be an Executive Committee, consisting of the Chair, two additional elected officials selected by the EPC Chair, the Chief Administrative Officers of the District of Columbia and two participating jurisdictions each from the State of Maryland and the Commonwealth of Virginia, the three state emergency management directors, the chairs of the Homeland Security Councils of the District of Columbia, the State of Maryland and the Commonwealth of Virginia, and the COG Executive Director.

## **ARTICLE VI – DUTIES OF OFFICERS**

The EPC Chair shall preside at all meetings and shall perform such other duties that the EPC from time to time shall assign. If the EPC selects additional officers, it may devolve upon them such duties deemed appropriate not inconsistent with these Bylaws or the COG Resolution creating the EPC.

In the absence of the EPC, the Executive Committee is authorized to take any actions normally performed by the EPC except policy recommendations to the COG Board of Directors or PSPC, expansion of the EPC membership, or amendment of these Bylaws. Any action of the Executive Committee will be reported to the EPC at its next meeting for ratification or other action.

## **ARTICLE VII – MEETINGS, QUORUM, AND VOTING PROCEDURES**

The EPC shall meet at a frequency necessary for the conduct of its business, generally quarterly as EPC Board may determine, or at the call of the EPC Chair or the COG Board Chair. The EPC, by majority vote, may provide for alternates, who shall be counted for quorum and voting purposes.

The Executive Committee shall meet at the call of the EPC Chair, upon seven days written or telephonic notice. The Executive Committee may meet telephonically or electronically if the agenda of the meeting is circulated electronically to all members at least 72 hours prior to the meeting.

Twenty-five percent of the total number of members shall constitute a quorum of EPC, provided that there must be at least one member representing the District of Columbia and two members each representing the State of Maryland and the Commonwealth of Virginia or their respective participating jurisdictions. A majority of members shall constitute a quorum of the Executive Committee. When a quorum of the EPC (or Executive Committee) is present at any meeting, the vote of a majority of the EPC members (or Executive Committee members) present and voting shall decide questions brought before the body.

Except as may otherwise be provided by these Bylaws, Roberts Rules of Order, and Newly Revised, shall be the parliamentary authority for the conduct of meetings of the EPC.

COG staff shall prepare draft meeting summaries for adoption by the EPC at the next available meeting for which the summary was prepared. The EPC shall review and revise the meeting summaries as necessary that, upon adoption, shall constitute the official EPC Board record of actions and other deliberations.

## **ARTICLE VIII – AMENDMENT OF THE BYLAWS**

These Bylaws may be amended pursuant to the following procedures: (a) with the approval of the majority of those members of EPC present and voting, a proposal to amend the Bylaws may be introduced at any regular meeting of the Committee and entered into the minutes; and (b) the proposed amendment will be submitted to the COG Board of Directors and approved by a majority vote thereof.

**Adopted November 13, 2002**

**Amended March 12, 2003**