

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

- a) The EPC is a body advisory to and reporting to the COG Board of Directors, deriving its authority from a Charter adopted by the COG Board on November 13, 2002. It makes policy recommendations to the COG Board through the Public Safety Policy Committee and procedural or other recommendations to the COG Board or, through the COG Board, to various regional agencies with emergency preparedness or response operational authority.
- b) The EPC, by designation of the U.S. Department of Homeland Security, is also constituted as a UASI Work Group under the Urban Area Security Initiative.

ARTICLE III – PURPOSE AND MISSION

- a) 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.
- b) The EPC shall, from time, also perform such functions as a UASI Work Group as may be suggested or requested by the Department of Homeland Security.

ARTICLE IV – MEMBERSHIP

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, attorneys, 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, the Washington Area School Study Council, the Metropolitan Washington Airports Authority, the American Red Cross of the National Capital Region, and the Non-Profit Roundtable of Greater Washington.

ARTICLE V – OFFICERS

The presiding officer of the EPC shall be a local elected official appointed annually by the Chair of the COG Board of Directors, and shall be designated Council Chair. There shall be three Vice Chairs, elected annually by the EPC from among the its membership: (1) a local elected official from a state other than the Council Chair; (2) a State governmental official from a state other than the Council Chair; and (3) a member representing a regional stakeholder other than a local, state, or federal governmental entity. The newly appointed Chair and the previous year's Vice Chairs shall act as a nominating committee. Other nominations may be made from the floor. Upon the resignation or incapacity of a Vice Chair, the Chair, after consultation with the remaining Vice Chairs, shall appoint a successor to fill the remaining portion of the vacated term.

There shall be an Executive Committee, consisting of the Chair, the three Vice Chairs, the Chair of the COG Chief Administrative Officers Committee, The Director of the DHS Office of National Capital Region Coordination, 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. In the absence of the Chair, the functions of the Chair will be performed by the Vice Chairs in the order referenced in Article V, hereof. 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 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

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 may provide for alternates, who shall be counted for quorum 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.

Except as may otherwise be provided by these Bylaws, Roberts Rules of Order, 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, a proposal to amend the Bylaws may be introduced at any regular meeting of the Committee and entered into the minutes; and after agreement, (b) the proposed amendment will be submitted to the COG Board of Directors. Amendments proposed by the EPC will become effective unless affirmatively rejected by the COG Board of Directors at its next meeting, in which case the EPC Executive Committee and the COG Chair and Vice Chairs will meet to address the proposed amendments.

Adopted November 13, 2002

Amended March 13, 2003

Amended (Proposed) March 3, 2005