

**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 the 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 Executive Board establishes the annual dues amount.

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

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

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

Council Membership

A review of population breakdowns and representation of the Council will be conducted annually. Population statistics will be gathered from NCTCOG's Regional Data Center population estimates data beginning January 1 of each year and generally approved by the Executive Board each Spring. This information will be used to determine which population range cities are classified by.

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.

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
1,000,000 and above	2
400,000-999,999	1
250,000-399,999	1
170,000-249,999	1
100,000-169,999	2
50,000-99,999	2
30,000-49,999	3
15,000-29,999	4
1-14,999	4
*Special Districts / Universities	n/a
*DFW Airport	n/a

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

Appointment of Council

EPPC will approve and recommend nominees for the Council to the Executive Board for final approval. New Council members will serve an approximate two-year term of office beginning in August or as soon as possible thereafter. Council members will be appointed from nominations received from each eligible county and 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**

- The Executive Board appoints the Chair and Vice-Chair biannually, considering staff recommendations.
- A Chair and Vice-Chair shall be the officers for the Council and serve approximate two- year terms. To allow for balanced regional representation, the Chair and Vice Chair shall 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 the primary member on EPPC. At the end of a term, the Chair shall hold the position of Immediate Past Chair, a non-voting position unless representing a permanent position on the Council. In the event of a 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.
- Members will be able to appoint two alternates and are required to appoint at least one alternate to serve on EPPC. 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.
- In person attendance is preferred and recommended. In the event an in-person meeting cannot be held, teleconference or video conference services will be held with the approval of EPPC Chairs and EP Director. Confirmed online attendance will count toward meeting attendance requirements.
- 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, in addition to the nominator of the member (if different).
- 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.

Quorum and Voting Procedures

- A quorum is defined as a simple majority of the current committee membership.
- Action items requiring Council vote shall be decided through a simple majority of the quorum.
- Each member of the Emergency Preparedness Planning Council shall be entitled to one vote, except for the Chair who will only vote in the event of a tie. EPPC Members and alternate(s) may not share voting privileges simultaneously.
- If a teleconference or video conference is available, members are counted as present and may vote via teleconference or video conference.
- Electronic voting by email will be deemed binding if a remote decision is needed.

Subcommittees

- Subcommittees may be formed as needed for the purpose of exploring detailed issues before EPPC. EPPC will vote on the formation of subcommittees as needed. Subcommittees will consist of EPPC members and/or alternates.

Conflict of interest

- Any member or organization that has a conflict of interest concerning any matter before the committee shall inform the committee before participating in a discussion.
- A conflict of interest shall be defined as any issue in which there is a conflict between members or an organization's public obligation and private interests such as financial or other interests.

Compensation

- EPPC members and alternates shall not be compensated in any way for the performance of their duties as members of EPPC.

Meetings

- Council meetings are scheduled quarterly according to business needs. Emergency meetings may be required, and the council will be given ample notification.
- Meetings in December and June will be held in person to vote on business items. Meetings in March and September will be hybrid however we will not be able to vote on business items unless we have a quorum present at NCTCOG.
- All meetings shall be held, and meeting notice provided, in accordance with Chapter 551 of the Texas Government Code.

Staff Support

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