

**North Central Texas Council of Governments  
Regional Emergency Preparedness Advisory Committee  
Operating Guidelines**

**General:**

The Regional Emergency Preparedness Advisory Committee is a technical subcommittee of the Emergency Preparedness Planning Council (EPPC).

REPAC's purpose is to a) assist the EPPC in carrying out its duties and responsibilities, and b) to lead collaborative regional planning, formulate strategies and make recommendations to ensure that the best possible approaches to emergency management can be achieved in North Central Texas.

With guidance from the EPPC, REPAC will also establish and carry out grant administration procedures for the State Homeland Security Program (SHSP) Grant. These grant related procedures can be found in the REPAC SHSP Standard Operating Guidelines.

**Membership:**

REPAC membership shall be comprised in the following manner:

- a. Sixteen county seats will provide equitable geographical representation throughout the region. County seats are nominated by corresponding county representative on EPPC.
- b. Fourteen Subject Matter Expert (SME) seats will provide discipline specific representation and expertise.
  - a. Seven SME disciplines shall be represented on the committee. This includes Police, Fire, Communications, Education, Medical and Mass Prophylaxis, Public Works, and Emergency Management.
  - b. Each discipline specific chair will be assigned two (2) seats.
  - c. Subject matter expert chairs will seat nine (9) members from jurisdictions within the four (4) urban counties, and five (5) members from jurisdictions within the twelve (12) rural counties.
  - d. No more than three (3) seats assigned can fall under a single county's jurisdiction.
- c. Three (3) Urban Area seats will provide representation from each of the regions' core cities: Dallas, Fort Worth, and Arlington. Nominations for the three Urban Area seats will only be accepted from the Urban Area Security Initiative (UASI) Executive Committee.
- d. Two (2) seats will provide for committee officers. These include the chairperson and vice-chairperson.
- e. One (1) seat will provide liaison to the Emergency Preparedness Planning Council (EPPC). The seat will be filled by the chair of the EPPC. EPPC liaison is a non-voting seat.
- f. One (1) seat will provide liaison to the State of Texas. The seat will be filled by REPAC Chairs recommendations and EPPC approval. The State liaison is a non-voting seat.

Members may only serve on the committee if their jurisdiction is a member of the Regional Emergency Preparedness Program with NCTCOG.

New membership nominations and appointments will be held bi-annually. Yearly elections will take place in June to fill vacant seats. Interim vacancies will be filled during mid-term elections held in December.

REPAC Chairs can appoint liaison seats on an as needed basis. Any liaison seat appointed to REPAC will be a non-voting seat.

REPAC members must designate their authorized alternate via an EPPC approved alternate nominations form. Only the designated alternate will count towards attendance of a REPAC member.

To serve as an alternate, a potential representative must be employed in the same discipline as the primary delegate (in the case of subject matter expert seats) or represent the same jurisdiction (in the case of county representative seats). Alternates for the Urban Area seats are assigned by the Urban Area representatives.

### **Term of Office:**

Membership is a three (3) year term unless the elected member formally resigns their position.

Membership terms of office will begin and end on the last day of June each year. Members elected during mid-term elections to fill interim vacancies will serve the remainder of the term available under the previous occupant's term of office.

REPAC members may resign by submitting a letter of resignation to the REPAC Chairperson. Primary membership changes must go before the EPPC.

### **Attendance:**

A member will be considered to have resigned their position on REPAC when they or their designated alternate miss 50% of the meetings held in a twelve (12) month period or if they or their designated alternate miss three (3) consecutive meetings.

Members so resigned may appeal in writing to the EPPC Chair within two (2) weeks of the date of notification. Appeals will be dealt with in a timely manner and the member will be notified in writing of the decision.

### **Compensation:**

REPAC Members and Alternates shall not be compensated in any way for the performance of their duties as members of REPAC.

### **Code of Conduct:**

Each REPAC member and their designated alternate must sign a code of conduct at the beginning of each term of office to assure ethical and behavioral standards are understood by all members and interested parties.

Committee members shall not:

1. Appear before the Regional Emergency Preparedness Advisory Committee while acting as an advocate for any other person or business entity.
2. Knowingly use their position on the committee for their own private gain or for the financial gain of their or any other business or agency.

3. Accept or solicit any gift or favor that could influence that individual in the discharge of official duties (stated under Section 2: Compensation).

### **Officers:**

The REPAC will nominate and recommend a committee member to serve as Vice-Chairperson every two (2) years beginning in June of 2013. The recommendation must be approved by the Emergency Preparedness Planning Council. Leadership is committed to a four (4) year term with a succession from Vice-Chairperson to Chairperson. No person will fill the same leadership position for more than two (2) years within their four (4) year consecutive term.

1. The two (2) leadership positions (Chairperson and Vice-Chairperson) will be modified every other June by the chairperson stepping down and vice chairperson rotating up.
2. In the event the vice-chairperson resigns his/her duties, a new vice-chairperson will be nominated in the December or June election (whichever comes first) and will serve the remainder of the term. In the event the chairperson resigns his/her seat, the vice-chairperson would rotate to the chairperson during the next June election; a new vice-chairperson would be nominated during that June election.

### **Duties of Officers:**

The REPAC chairperson will preside over the REPAC meetings, and in his/her absence, the vice-chairperson will preside. The chairperson and vice-chairperson will establish the meeting agenda with the assistance of the EP Department staff.

The REPAC chairperson, or in their absence the vice-chairperson, will appoint subcommittees as necessary, act as the official spokesperson for the committee or delegate others from the committee as appropriate to ensure that the work of the committee accomplishes the objectives listed in Article 1, Subsection 3: Purpose.

### **Minutes/Agendas:**

Minutes of all REPAC meetings shall be retained by the EP Department staff and posted to the REPAC webpage in a reasonable amount of time after regular meetings, when possible. Meeting minutes shall be approved by a simple majority of the entire current REPAC membership. Agendas shall be prepared by the Chairperson and Vice-Chairperson, with assistance of the EP Department staff and posted in advance of any regularly scheduled meeting.

### **Quorum and Voting Procedures:**

A quorum is defined as a majority of the current committee membership.

For voting purposes, a simple majority of the present committee membership is required to approve any proposed action item during meetings at which a quorum is present.

All members or their alternates have voting privileges (with the exception of EPPC liaison); however, a member and alternate may not share voting privileges simultaneously.

### **Subcommittees/Task Forces:**

Subcommittees and Task Forces may be formed as needed for the purpose of exploring issues before the Regional Emergency Preparedness Advisory Committee in more detail than regular Regional Emergency Preparedness Advisory Committee meetings may allow.

**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 interest.