

GEORGE
WASHINGTON
REGIONAL COMMISSION

**George Washington
Regional Emergency
Planning Committee
(GWR-LEPC)
Bylaws**

**George Washington Regional
Emergency Planning Committee**

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Article 1: NAME

The name of this organization shall be the **George Washington Regional Emergency Planning Committee**, hereinafter referred to as the "GW-REPC" or "REPC".

Article II: PURPOSE

The purposes and function of the GW-REPC shall include, but is not limited to the following:

- A. To develop, maintain and update a regional Hazardous Materials Emergency Response Plan, entitled the George Washington Regional Emergency Response Plan, for Planning District 16. This includes procedures for regulated facilities to provide information to the GW-REPC and member local governments in accordance with SARA Title III and notifications of accidental releases of hazardous chemicals.
- B. To establish procedures for receiving and processing requests from the public for information about and/or copies of emergency response plans, material safety data sheets and chemical inventory forms.
- C. To devise, observe and critique regional emergency operations exercises annually.
- D. To educate the public about risks from accidental and routine releases of chemicals, and work with facilities to minimize such risks within the region.
- E. To encourage hazardous materials training of public and quasi-public personnel within the region.

Article III: MEMBERSHIP

A. Appointment of Members

The GW-REPC will consider nominees from each of the five local governing bodies and member organizations, and applications from other interested personnel. Nominations should be submitted in writing from the member organization to the Commonwealth of Virginia Emergency Response Commission (VERC).

B. Membership Requirements

There should be one or two members (as indicated) on the GW-REPC from each of the following 13 categories:

1. Local Emergency Services Coordinator/Manager (or designee) – 1
2. Fire/EMS Professionals (Fire Chief or designee) – 2
 - a. Regional Hazardous Materials Representative
 - b. Local Fire/EMS Staff
3. Elected Officials – 2
4. Law Enforcement (State Police) – 1
5. Health Official (Rappahannock Health District Director or his/her designee) – 1
6. Hospital Representative- 1
(Mary Washington, Stafford Regional, Spotsylvania Regional Medical Center)
7. Transportation Official (FAMPO) – 1
8. Federal Officials - 2
 - a. Local Federal facility or agency
 - b. U.S. Environmental Protection Agency Representative
9. State Emergency Management Officials – 2
 - a. VDEM Regional Coordinator
 - b. VDEQ Representative
10. Planning District Commission Representative (Executive Director or designee) – 1
11. Media Representative (print or broadcast media) – 1
12. Community Group /Private Citizen – 2
(any citizen without EMS, medical, or fire expertise; neutral lens desired)
13. Business/Industry Representative-2
(businesses subject to the requirements of SARA Title III)

Members must meet the criteria established by the Commonwealth of Virginia Emergency Response Commission. Groups which may include more than one activity; (i.e. Community Groups and Fire/EMS) may form a subcommittee and elect one member to speak for them on the various committees that are created.

C. Resignation of Members

Any member may resign from the GW-REPC by giving written notice of such intention to the Chair. The Chair shall present all resignation notices to the GW-REPC at the first meeting following their receipt, and the replacement process should commence immediately.

D. Removal of Member for Non-Participation

1. If a member fails to attend fifty percent of the GW-REPC meetings or is not represented by ~~prn,y~~, in any calendar year, or otherwise fails, in the opinion of the Chair, to actively participate as a member of the GW-REPC, the Chair shall notify the member of such fact and shall request an improvement in participation.
2. **If** such member's participation fails to increase within six months of the notification, the Chair shall send a letter of notice to the member organization or government ~~t~~ and request appropriate action.

E. Terms of GW-REPC Members

The term of appointments of rotating GW-REPC members shall be for a period of two (2) years not to exceed one (1) term; however, non-rotating members of the GW-REPC may serve multiple terms at the pleasure of the governing body they represent.

F. Roster of GW-REPC Members

A roster of the names, business addresses and telephone numbers of the GW-REPC members shall be on file in the George Washington Regional Commission office, as well as the Local Emergency Management Offices of local governments in PD 16 and at the Virginia Departments of Environment Quality (SARA Title II Program office) and Emergency Management.

Article IV: VOTING

Any proposal for an action or position taken by the GW-REPC or one of its committees must be adopted by a majority vote of more than half the membership present at a legally posted meeting at which a quorum is present.

Article V: OFFICERS and STANDING COMMITTEES

A. Election of Officers

The GW-REPC shall elect from its members a Chair, a Vice Chair, and a Secretary/Treasurer. The officers shall be elected at the first regular meeting of each calendar year at which a quorum is present, and shall serve for a term of two years. In the event of an officer's resignation prior to the end of the officer's term, a new officer shall be elected at the next meeting of the Committee at which a quorum is present, and shall serve out the remainder of the resigning officer's term.

B. Duties of Elected Officers

1. **Chair:** The Chair of the GW-REPC shall preside at all regular and special meetings of the GW-REPC, shall appoint all Subcommittee members, shall sign the approved minutes of the Committee and any other documents as designated by the GW-REPC, shall act as spokesperson for the GW-REPC, shall be an ex officio member of each subcommittee, and shall perform such other duties as the GW-REPC may assign.
2. **Vice Chair:** The Vice Chair shall perform all the duties of the Chair in the Chair's temporary absence or disability, and shall perform any other duties assigned by the Chair.

C. Duties of Appointed Officers

1. **Secretary:** The Secretary may be an appointed position as determined by a majority vote of the GW-REPC and shall be responsible for:
 - a. maintaining a record of the proceedings of the GW-REPC and prepare the GW-REPC's meeting minutes,
 - b. posting announcements of GW-REPC and its Subcommittee meetings,
 - c. sending out meeting notices to GW-REPC members prior to GW-REPC meetings,
 - d. mailing out (or distributing electronically) meeting minutes and other documents prepared by the Chair,
 - e. annually mailing (or distribute electronically) to the local newspaper(s) the annual legal notice of the GW-REPC, and
 - f. performs such other duties as the Chair may assign.
2. **Treasurer:** The Treasurer may be an appointed position as determined by a majority vote of the GW-REPC and shall be responsible for:
 - a. overseeing funds allocated to the GW-REPC, and
 - b. submitting an audited financial statement to the GW-REPC at the first meeting after June 30th.
3. **Secretary/Treasurer:** At the discretion and by a majority vote of the GW-REPC, a member may be dually-elected to the offices of Secretary/Treasurer and be responsible for the duties enumerated above for each office.
4. **Public Information Officer (PIO):** The Executive Committee shall appoint a PIO to provide oversight to the Public Information Committee, which is a standing committee.

D. Executive Committee

The GW-REPC officers will form an Executive Committee, which shall include the immediate Past Chair and the three Standing Committee chairs. The Executive Committee shall:

1. Annually review the work of the standing and other committees and their recommended goals and objectives for the coming year. Make recommendations as needed.
2. Prepare an annual report to the membership and the local governing bodies; and
3. Set the agenda for upcoming meetings.

E. Standing and Other Committees

The Chair of the GW-REPC may appoint members to the standing committees, the members of which shall elect a chair. Such standing committees, consisting at a minimum of Planning, Training, and Public Information, shall study and report to the GW-REPC business requiring special attention, expertise, or investigation. The GW-REPC Chair will serve as an ex officio member of each subcommittee, and may assign tasks to each. Other committees may be created by the GW-REPC as needed and voted on by a majority of the GW-REPC.

Standing committees of the GW-REPC shall be comprised of members and staff to the GW-REPC and shall function on a continual basis. The Standing Committees may have other non-voting, non-members of the GW-REPC as necessary. All members of the GW-REPC must volunteer to serve on at least one Standing Committee. Final membership on the Standing Committees shall be determined by the GW-REPC Chair after consultation with the Executive Committee to ensure that all committees have sufficient manpower and the technical skills to carry out their assigned tasks. The names and functions of the committees are as follows:

1. **GW Regional Emergency Response Plan.** The committee shall be comprised of Fire Chiefs, Local Emergency Service Coordinators, Hazmat Officers and other personnel. The committee shall be responsible for reviewing the plan once a year, or more frequently as changed circumstances in the community or at a facility may require. The plan should incorporate lessons learned during the regional exercises.
2. **Exercises/Training.** The committee is responsible for coordinating training opportunities for GW-REPC members. Additionally, this committee is responsible for coordinating an annual regional exercise with the intent of exercising the plan. Such exercises may involve a tabletop exercise or participation in other exercises conducted by GW-REPC members' facilities. Local government, commercial facilities and federal installations are responsible for hazardous materials training as needed for their fire, law enforcement and other emergency response personnel.
3. **Public Information.** The Public Information committee shall:
 - a. Develop and distribute through print and broadcast media public information to promote community awareness about the potential for, nature and handling of hazardous substance emergencies, and advise the public on appropriate actions to take in such emergencies.
 - b. Respond to public inquiries and complaints regarding specific facilities or incidents in coordination with the Local Emergency Services Coordinator/Manager or Fire Chief as
 - c. Develop and maintain a system of public notification and outreach.

F. Task Forces

The Chair shall have the authority to create task forces, appointing members from the GW-REPC general membership to research or resolve an issue. The task force's mission will be single purpose, and members shall have access to all available resources essential to complete the task. The task force shall cease to exist once there is resolution.

Article VI: GW-REPC MEETINGS

A. Regular GW-REPC Meetings

The regular meetings of the Committee shall be held at such times and places as designated by the Committee Chair, and shall be announced to GW-REPC members and the public at least three working days in advance of the meeting. Meetings shall be held at least quarterly.

B. Standing and Other Sub-Committee Meetings

The Chair of any Standing or Subcommittee may call a meeting at their discretion, provided that each subcommittee member, the public, and the Committee are provided notice at least three working days in advance of the meeting.

C. Meeting Notice

Notice, reasonable under the circumstances, of special or emergency meetings shall be given contemporaneously with the notice provided members of the public body.

D. Quorum

Eight members of the GW-REPC and its standing or other committees must be present at a meeting of either, in order for official action to be taken by either group.

E. Voting

1. Any vote by the GW-REPC on any issue shall have no force or effect unless or until taken in open session in a manner in which the decision or each member can be publicly observed.
2. Any motion made by a GW-REPC member must receive a second from another member in order for any vote to be taken on such motion. When a motion is made and receives no second, the motion shall be deemed dismissed from consideration.
3. Every GW-REPC member present at a meeting shall vote on each matter placed before the body for vote, unless the member is disqualified from voting pursuant to the State and Local Government Conflict of Interest Act, Code of Virginia 2.2-3100 et seq., 1950, as amended. Members shall disclose personal interest as required by the Act.

Article VII: PARLIAMENTARY AUTHORITY

The rules contained in the current version of Robert's Rules of Order, Newly Revised, shall govern the Committee in all cases to which they are applicable and when they are not consistent with these bylaws; provided that, however, in no case shall a breach of parliamentary procedure invalidate an action taken by the committee unless the chairman determines that the breach resulted in a misleading of one or more committee members as to the nature of the action taken.

Article VIII: AMENDMENT OF BYLAWS

These Bylaws may be amended during any regular or special meeting of the Committee by an affirmative vote of a majority of the Committee members when a quorum is present, provided any such proposed changes have been submitted in writing to each Committee member at least ten days in advance of the meeting called to amend the Bylaws.