

## BYLAWS

### TRORC REGIONAL EMERGENCY MANAGEMENT COMMITTEE

#### ARTICLE I: NAME

The name of this Committee shall be the TRORC Regional Emergency Management Committee, hereon referred to as the REMC.

#### ARTICLE II: PURPOSE

The purpose of the REMC shall be to coordinate emergency planning and preparedness activities to improve the region's ability to prepare for, respond to, and recover from all disasters.

#### ARTICLE III: GEOGRAPHIC BOUNDARIES

The Vermont Division of Emergency Management is charged with establishing geographic boundaries for REMCs in coordination with regional planning commissions and mutual aid associations. The geographic boundary for the TRORC REMC coincides with the existing geographic boundary for the Two Rivers-Ottauquechee Regional Commission (TRORC).

#### ARTICLE IV: AUTHORIZATION

REMCs are established by the Emergency Management Division in accordance with Sec. 12. 20 VSA §6.

#### ARTICLE V: FISCAL YEAR

The REMC fiscal year will follow the federal fiscal year – October 1 through September 30.

#### ARTICLE VI: MEMBERSHIP

The REMC shall consist of the following:

- A. Voting Members: One emergency *management* representative (e.g., Emergency Management Director (EMD)) and one emergency *services* (e.g., fire, police, EMS) representative from each municipality shall serve as the REMC voting members. The local EMD may appoint a designee to serve as the emergency management representative.
- B. Non-voting Members: Representatives from the following organizations serving within the region may serve as non-voting members: fire departments, emergency medical services, law enforcement, media, transportation, regional planning commissions, hospitals, the Department of Health's district office, the Division of Emergency Management, **American Red Cross**, **VDART**, organizations serving vulnerable populations, and any other interested public or private individual or organization.

## **ARTICLE VII: STRUCTURE**

Voting members shall annually elect a Chair and Vice Chair of the REMC from the voting membership. The Chair shall develop a meeting schedule, agenda, and facilitate each meeting. The Vice Chair shall fill in for the Chair during the Chair's absence.

## **ARTICLE VIII: QUORUM AND VOTING**

Quorum is defined as 20 percent of voting members, including proxies, being present.

Matters that require a vote of the REMC must be voted upon by a quorum of REMC voting members. Voting proxies may be delegated **between members from the same town**, but notification of proxy delegation must be made to the TRORC in writing via email prior to the meeting. Voting is required for:

- A. Financial matters of the REMC.
- B. Electing of officers.
- C. Electing of individuals to represent the REMC.

## **ARTICLE IX: MEETINGS**

As a public body, the REMC is subject to Vermont's Open Meeting Laws and will adhere to the following:

- A. Meetings will be held at least quarterly at a date, time, and place to be determined by the REMC.
- B. Additional meetings may be called by the Chair **or by a majority vote**.
- C. If quorum is not reached, informational meetings may be held but no decisions requiring a vote can be made.
- D. Advance public notice of meetings, including a meeting agenda, will be provided.
- E. All business and actions will be taken in open meeting unless an exception in statute applies.
- F. Members of the public are allowed to attend and participate in meetings.
- G. Minutes will be published after all meetings, including informational meetings.

## **ARTICLE X: RESPONSIBILITIES OF THE REMC**

The REMC shall:

- A. Coordinate and support regional all-hazards emergency management activities, including planning, training, and exercising.
- B. Develop and maintain a Regional Plan, following guidance and the template provided by Vermont Emergency Management (VEM), and submit the plan to the VEM Regional Coordinator annually by June 1. The Regional Plan will describe regional coordination and regionally available resources.
- C. Annually elect from the membership, 1 individual to represent the REMC on the statewide Local Emergency Planning Committee. This individual will receive information about hazardous materials in the TRORC Region and share it with the REMC.

- D. Annually elect from the membership, 1 individual to represent the REMC in the VEM Threat and Hazard Identification and Risk Assessment and Stakeholder Preparedness Review. This individual will report on the current capabilities and gaps in the TRORC Region's response to threats and hazards.
- E. Annually elect from the membership, 1 individual to represent the REMC in the VEM Integrated Preparedness Planning Workshop. This individual will report on the plans, trainings, and exercises needed or planned for the TRORC Region over a three year period.
- F. Create and maintain bylaws that document meeting procedures.

#### **ARTICLE X: RESPONSIBILITIES OF THE TRORC AND VEM**

Administrative services will be performed by the TRORC, paid for by VEM. These duties include supporting the Chair, maintaining a list of voting and non-voting members, securing meeting space, advertising meetings and agendas, taking and disseminating minutes, and documenting the REMC decisions in the Regional Plan and submitting the Regional Plan to VEM.

Technical assistance will be provided by the VEM Regional Coordinators. This technical assistance may include facilitating plan development workshops, instructing trainings, and coordinating exercises.

#### **ARTICLE XI: FUNDING**

For specific projects identified to close capability gaps, the REMC may have access to competitive grant funding including, but not limited to, Homeland Security Grant Program and Hazard Mitigation Grant Programs. At the time of application, the REMC will determine a fiscal agent, and may create a Memorandum of Understanding between those contributing funding or benefiting from the project.

#### **ARTICLE XII: CONFLICTS OF INTEREST**

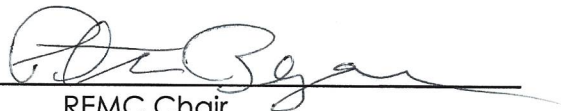
In the event any REMC voting member has a personal or financial interest with any individual, partnership, firm, or corporation seeking to provide materials or services to the REMC, or has a personal or financial interest in a project subject to REMC decision-making, such person shall:

- a) state for the record the nature of his or her interest,
- b) refrain from exercising influence with respect to the provision of such materials or services or with respect to such decision-making,
- and c) shall not discuss or vote.

#### **ARTICLE XIII: AMENDMENTS TO BYLAWS**

- A. A proposed amendment to these Bylaws shall be placed on the agenda for any regular meeting upon a vote of the Chair and Vice Chair **or a majority of voting members**.
- B. The proposal shall be discussed at such meeting and may be amended at that meeting.
- C. The proposal shall be placed on the agenda for and voted upon at the next regular meeting of the REMC.
- D. Passage of any amendment to these bylaws shall require an affirmative vote of a **majority of voting members**.

Adopted at a meeting of the REMC this 31<sup>st</sup> day of May, 2023.

Signed by:   
REMC Chair