

**THE BYLAWS
OF
REGIONAL COLLABORATION COMMITTEE
OF THE
STATE-WIDE EMERGENCY MANAGEMENT AND HOMELAND
SECURITY COORDINATING COUNCIL
*November 9, 2009***

**ARTICLE I
NAME & PURPOSE**

1.1 Name, Authority and Purpose. The name of this Committee of the State-wide Emergency Management and Homeland Security Coordinating Council (Coordinating Council) shall be the Regional Collaboration Committee (Committee.) The Committee's authority derives from various state and federal statutes, including but not limited to: Connecticut General Statutes Title 28, including Conn. Gen. Stat. §§28-1b(a)(4) and (5) and other provisions dealing with the Department of Emergency Management and Homeland Security (DEMHS.) The primary purpose of the Committee is to make policy recommendations to the Coordinating Council and to the Commissioner of DEMHS with regard to regional emergency planning and the coordination of all such activities across all five DEMHS Regions in Connecticut, including the development and standardization of regional emergency preparedness plans and federal and state-funded initiatives.

**ARTICLE II
MEMBERS**

For purposes of this Article, the term member, unless otherwise specified, refers to both voting and non-voting members.

2.1 Number, Election and Qualification. The Committee shall have two classes of members, voting members and non-voting members. The initial voting members will be selected and/or approved by the Commissioner of the Department of Emergency Management and Homeland Security (DEMHS), in consultation with the Coordinating Council. New members may be added at annual, special, or regular meetings, subject to the approval of the Commissioner of DEMHS.

Voting Members. Voting members shall consist of one representative from each organization, entity, DEMHS region or political subdivision(s) identified below, or their designee:

- DEMHS Grants and Strategic Planning Manager (Chair)
- DEMHS Emergency Management Operations Representative
- DEMHS Region 1 Representative
- DEMHS Region 2 Representative

- DEMHS Region 3 Representative
- DEMHS Region 4 Representative
- DEMHS Region 5 Representative
- Representative of the State-wide Emergency Management and Homeland Security Coordinating Council
- United States Coast Guard
- CT Conference of Municipalities
- CT Council of Small Towns
- Office of Policy and Management
- Department of Public Health
- One representative from the Connecticut Association of Regional Planning Organizations

In voting on any issue, the individual must identify himself/herself and the agency which he or she represents. Voting members may not vote on issues involving their personal financial interests, or the financial interests of any of their immediate family members, as defined in Conn. Gen. Stat. §1-79.

Non-Voting Members. The Committee shall solicit and welcome participation, comments and ideas regarding regional planning.

2.2 Tenure. In general, each member shall hold membership from the date of acceptance until resignation or removal.

2.3 Power and Rights. In addition to such powers and rights as are vested in them by law, or these bylaws, the members shall have such other powers and rights as the Commissioner of DEMHS may determine.

2.4 Suspension and Removal. A representative may be suspended or removed by the Commissioner of DEMHS for cause, after consultation with the agency represented. Failure to attend, or send a designee to, at least 3 out of 6 Committee meetings within a calendar year shall be a specific cause for removal from the membership.

2.5 Resignation. A member may resign by delivering a written resignation to the Commissioner of DEMHS, the Chair of the Committee or a meeting of the members.

2.6 Regular Meetings. The regular meetings of the Committee shall be held on the second Monday of every other month at 10:00 a.m. at 25 Sigourney Street in Hartford, Connecticut, or other location specified in advance by the Committee.

Any change in location will be posted on the DEMHS web site and announced to the Committee members as soon as possible after the location change. Each year, the Committee will file a notice of its schedule of regular meetings with the Secretary of the State's Office.

The Committee will provide a notice of its meetings, where practicable, at least 1 week prior to the meeting date, to any person who has made a written request.

The Committee will make available its agenda for each regular meeting at least 24 hours before the meeting to which it refers. New business not on the agenda may be considered and acted on only on a 2/3 vote of the members of the Committee.

2.7 Special Meetings. Special meetings of the Committee may be called by the Chair, or the Commissioner of DEMHS, up to 24 hours (excluding weekends, holidays, and days on which the Office of the Secretary of the State is closed) before the time set for the meeting. A special meeting is called by filing with the Secretary of the State a notice stating the time, place and business to be transacted. No other business may be considered by the Committee at a special meeting.

2.8 Emergency Meetings. An emergency meeting of the Committee may be called by the Chair, or the Commissioner of DEMHS, and held without complying with the notice requirements in sections 2.6 and 2.7, provided that the Committee files its minutes of the meeting, including the reason for the emergency, within 72 hours (excluding weekends and holidays) of the meeting with the Secretary of the State. The holding of any emergency meeting must be pre-approved by the Commissioner of DEMHS.

2.9 Call and Notice.

- A. Reasonable notice of the time and place of special meetings of the members shall be given to each member.
- B. Except as otherwise expressly provided, it shall be reasonable and sufficient notice to a member to send notice by mail at least seven days (7) or by e-mail or facsimile at least seven days (7) before the meeting, addressed to such member at his or her usual or last known business address, or, to give notice to such member in person or by telephone at least seven days (7) before the meeting.

2.10 Quorum. At any meeting of the members, the Chair and a minimum of six (6) other voting members shall constitute a quorum.

2.11 Action by Vote. Each voting member shall have one vote. When a quorum is present at any meeting, a majority of the votes properly cast by voting members present shall decide any question, including election to any office, unless otherwise provided by law or these bylaws. The presiding Chair will cast a vote only in the case of a tie.

ARTICLE III OFFICERS AND AGENTS

3.1 Number and qualification. The officers of the Committee shall consist of a Chair, selected by the Commissioner of DEMHS, and such other officers, if any, as the

Commissioner of DEMHS may determine. All officers must be voting members of the Committee.

- 3.2 Tenure.** Each officer shall each hold office until his or her successor, if any, is chosen or in each case until s/he resigns, is removed or becomes disqualified.
- 3.3 Chair.** The Chair shall be the chief executive officer of the Committee and shall have general charge and supervision of the operation of the Committee. The Chair or his/her designee shall preside at all meetings of the Committee.
- 3.4 Suspension or Removal.** An officer may be removed by the Commissioner of DEMHS, for cause, as determined by the Commissioner.
- 3.5 Resignation.** An officer may resign by delivering his or her written resignation to the Commissioner of DEMHS and shall be effective upon receipt (unless specified to be effective at some other time). Acceptance of the resignation shall not be necessary to make it effective unless it so states.
- 3.6 Vacancies.** If any office of the Committee becomes vacant, the Commissioner of DEMHS shall appoint a new officer within fourteen days of the vacancy.

ARTICLE IV WORKING GROUPS

- 4.1 Working Groups; Ex-Officio Working Group Membership.** The Committee may from time to time convene working groups, whose members shall be appointed by the Chair, subject to the approval of the Commissioner of DEMHS. The Chair shall be an Ex Officio member of all working groups. The purpose of a working group will be solely to advise and make recommendations to the Committee. The Chair will assign topics to a working group at a meeting of the Committee; the working group will research and discuss the topics and report back to the Committee the results of its research. The Chair of the Committee will appoint a Chair for each working group, who will preside at that working group's meetings and will report the status and nature of the working group's activities to the Committee at each meeting of the Committee.

ARTICLE V AMENDMENTS

- 5.1** These bylaws may be altered, amended or repealed in whole or in part by the Commissioner of DEMHS, acting after notice of the proposed change to the Committee, or upon the recommendation of the two-thirds of the Committee voting members present.

Ten-day prior written notice of the intent to change these bylaws will be provided to all Committee members.

**ARTICLE VI
DISSOLUTION**

6.1 This Committee may be dissolved by the Commissioner of DEMHS, in consultation with the Committee and the Coordinating Council.

**ARTICLE VII
RULES OF PROCEDURES**

7.1 The conduct of Committee meetings including without limitation, debate and voting, shall be governed by the most current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED.

Bylaws approved November 9, 2009