

**MOUNT ASCUTNEY REGIONAL COMMISSION
REGIONAL EMERGENCY MANAGEMENT COMMITTEE BYLAWS**

Adopted: MM/DD/2024

Article I. Organization Name

The Regional Emergency Management Committee for the ten member-towns of Mount Ascutney Regional Commission (MARC) shall be known as the “MARC Regional Emergency Management Committee,” herein referred to as the “MARC REMC.”

Article II. Authorization

Regional Emergency Management Committees are established by the Vermont Emergency Management Division, created by [Act No. 52 \(H.122\)](#) of 2021 under [20 V.S.A. § 6](#). The MARC REMC will follow a fiscal year beginning July 1st and ending June 30th.

Article III. Purpose

The duties and purposes of the REMCs are those set forth pursuant to Vermont Statutes ([20 V.S.A. § 6](#)). The purpose of the MARC 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. To this end, the REMC will maintain an all-hazards emergency management plan in accordance with guidance set forth by the Division of Emergency Management.

Article IV. 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 MARC REMC includes all MARC municipalities: Andover, Baltimore, Cavendish, Chester, Ludlow, Reading, Springfield, Weathersfield, West Windsor, and Windsor.

Article V. Membership

Each municipality in the region is required to designate two voting representatives to the MARC REMC and is encouraged to invite additional stakeholders (non-voting representatives) to ensure broad-based perspective across the region.

1) Voting Membership

One emergency management representative (i.e. Emergency Management Director (EMD)) and one emergency services (i.e. fire, police, EMS) representative from each municipality shall serve as the MARC REMC voting members. The local EMD may appoint a designee to serve as the emergency management representative.

2) Nonvoting Membership

Other representatives from the following organizations serving within the region: 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, organizations serving vulnerable populations, and any other interested public or private individual or organization.

Article VI. Officers and Duties

1) Officers

Voting members shall annually elect a Chair, Vice Chair, and Treasurer of the REMC from the voting membership. These officers form the Executive Committee.

The Executive Committee will meet in the month prior to the regular MARC REMC meeting to plan the upcoming meeting, develop the meeting agenda, and prepare materials and recommendations pertaining to the business of the Committee to take to the group. The Chair will facilitate each MARC REMC meeting. The Vice Chair shall fill in for the Chair during the Chair's absence.

2) Support Staff

Administrative services for the MARC REMC shall be provided by a representative of the MARC, funded by Vermont of Emergency Management. However, this does not preclude any of the *ex officio* members' agencies or departments from providing administrative support to the Emergency Management Committee.

3) Duties

The Chair shall be responsible for calling and presiding over all meetings of Emergency Management Committee. The Vice Chair shall serve as Chair and shall perform all duties assigned to the Chair in the absence of the Chair.

A MARC representative shall be responsible for providing administrative support to include: supporting the Chair, maintaining a list of voting and non-voting members, securing meeting space, advertising meetings and agendas, taking & disseminating minutes, and documenting the MARC REMC decisions in the Regional Plan & submitting the regional plan to Vermont Emergency Management. Draft minutes shall be posted and sent out in advance for approval at the next regular meeting of the MARC REMC.

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

Hazmat information (mapping, new facility identification) will be provided to the Regional Emergency Management Committee by the statewide Local Emergency Planning Committee and State Emergency Response Commission.

4) Vacancies

Vacancies due to resignation or other causes can be filled, with the concurrence of the remaining elected officers, by appointment. The local EMD or emergency services representative may designate another member in their city or town to serve as their proxy, but must notify the Regional Planning Commission in writing prior to the meeting in which the proxy designation is made.

Article VII. Meetings

1) Meetings

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

- Meetings will be held at least quarterly at a date, time, and place to be determined by the REMC.
- Meetings subject to open meeting law must have a physical location where members of the public can attend. Meetings may be held as hybrid, where there is a physical location that the public can attend but the meeting is also available virtually.
- Additional meetings may be called by the Chair.
- Members of the public are allowed to attend and participate in meetings.
- Advance public notice of meetings, including a meeting agenda, will be provided on the MARC website: <https://marcvt.org/remc/>
- If quorum is not reached, informational meetings may be held but no decisions requiring a vote can be made.
- All business and actions will be taken in open meeting unless an exception in statute applies.
- Minutes will be published after all meetings, including informational meetings, on the MARC website: <https://marcvt.org/remc/>

2) REMC Chair

The Chair shall preside at all meetings that they attend. In the case of the Chair's absence, the Vice Chair shall preside.

3) Quorum

A quorum shall consist of a majority of voting members from the established MARC REMC positions, either by attendance at a regular meeting or by proxy. For the MARC REMC, this translates to 11 out of 20 voting members in attendance. A quorum shall be required to hold an official meeting, hold elections, or transact business. Attendance at a regular or special meeting also may be via telephone, teleconference, or any electronic means by which the voting members can see and/or hear one another. In the absence of a quorum, the MARC REMC may still hold an informational meeting and discuss any issue that may come before them, but no official decisions can be made until later ratified by a quorum. Minutes must still be published after an informational meeting.

4) Minutes of Meetings

Minutes of all MARC REMC meetings shall be maintained by the MARC Representative. Minutes shall include, but not be limited to, a record of MARC REMC motions and votes, a record of MARC REMC members in attendance or absent from all meetings and a summary of pertinent discussion. Meeting schedules and copies of approved minutes will be posted on the MARC webpage: <https://marcvt.org/remc/>

5) Conflicts of Interest

In the event any MARC 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 their 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 VIII. Responsibilities of the MARC REMC

The REMC shall:

- Coordinate and support regional all-hazards emergency management activities, including planning, training, and exercising.
- 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 1st. The Regional Plan will describe regional coordination and regionally available resources.
- 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 MARC Region and share it with the REMC.
- 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 MARC Region's response to threats and hazards.
- 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 MARC Region over a three year period.
- Create and maintain bylaws that document meeting procedures.

The MARC REMC will conduct these elections at their annual MARC Meeting, held in October. These positions will be held for one year.

Officers and representatives shall be elected by a majority of voting members in attendance or represented by proxy at the meeting or by any other voting method allowed by these bylaws. Nominations may be made in advance by committee members or accepted from the floor. All officers and representatives may run for re-election.

Article IX. Subcommittees

Officers may appoint subcommittees, list duties and establish deadlines as deemed necessary. Subcommittees may include committees for planning, training, exercising, and other tasks as appropriate.

Article X. Finances

For financial purposes, the MARC REMC will operate on a fiscal year beginning July 1st. Only the Treasurer shall receive money into and disburse money from the MARC REMC's accounts. Any MARC REMC accounts must be non-interest bearing to be eligible to receive grant allocations. Authorization for the Treasurer to disburse funds requires a minimum of the concurrence of two (2) standing officers and one member, or as a result of a motion passed at any regular MARC REMC meeting. The Treasurer shall make a report of current financial status available to the Committee at each regularly scheduled meeting. In the event the Treasurer is unable to

perform any of these duties, they may be performed by the Chair who shall also be a signatory on all MARC REMC bank accounts.

For specific projects identified to close capability gaps, the MARC 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, Regional Emergency Management Committees will determine a fiscal agent, and may create a Memorandum of Understanding between those contributing funding or benefiting from the project.

Article XI. Requests for Information

In the event the MARC REMC receives a Public Records Act request relating to the release of Stakeholder Preparedness Review or other security related documents that originate with VEM, the MARC REMC will inform VEM who will adjudicate these requests to assist the MARC REMC Management Committee.

Any requests received by the MARC REMC for chemical inventory information provided under the requirements of EPCRA shall be directed to the statewide LEPC.

Article XII. Changes to Bylaws

- 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.
- The proposal shall be discussed at such meeting and may be amended at that meeting.
- The proposal shall be placed on the agenda for and voted upon at the next regular meeting of the REMC.
- Passage of any amendment to these bylaws shall require an affirmative vote of the quorum.

Adopted at a meeting of the MARC REMC this _____ day of _____, 2024.

Signed by: _____
REMC Chair