



PUBLIC WORKS EMERGENCY RESPONSE TEAM (PWERT)

BYLAWS

Article I. Name

The name of this committee shall be the Public Works Emergency Response Team, hereafter referred to as PWERT.

Article II. Mission

The PWERT mission is to provide resources for local governments and political subdivisions to assist one another during emergencies beyond the scope of local resources.

Article III. Purpose

The purpose of PWERT is to provide an organized, efficient channel through which affected cities, towns and counties may pursue mutual aid from regional public works departments in a manner that compliments currently in-place mutual aid agreements thereby further reducing the encumbrance placed on state and federal resources. Per the Mutual Aid Agreement, non-reimbursable assistance is limited to the first thirty-six (36) hours.

Article IV. Membership

Section I. Eligibility

Participation through the PWERT Mutual Aid Agreement provides for one membership seat for each participating agency and one alternate seat. The primary seat should be held by a Public Works Official or designee. The alternate seat should be held by a member of the jurisdiction who is within the Emergency Management discipline. The jurisdiction is not required to fill the seats, but it is strongly recommended, in order to receive information and training for emergency response.

Section II. Attendance

If a participating agency accrues four (4) absences at regularly scheduled or special meetings in a twelve (12) month calendar period, a Notice of Inactivity will be sent to the primary seat of that participating agency requesting an active replacement and/or the



naming of a new alternate seat. If no response is received from the agency then the agency will be listed in the roster as inactive. Inactivity will not cause a participating agency to lose membership in PWERT but will significantly hinder the operational value of having trained, responsive, educated and informed members available for mutual aid. Inactive agencies may not receive full benefits from free training and/or potential grant opportunities for their jurisdictions.

Section III. Replacements/Vacancies

New and replacement members may come from:

- A. Local participating agencies recently entering into the PWERT Mutual Aid agreement
- B. Individuals who request membership in writing and who qualify under one of the following circumstances:
 - a. The individual qualifies as a representative of one of the categories listed in Section I – Membership, and does not currently have a representative in PWERT
 - b. The participating agency names a replacement primary or alternate seat
 - c. The individual is a representative of one of the groups recommended by NCTCOG, PWERT or other Emergency Management Agencies as potential members and possesses special skills of value to the PWERT

Section IV. Responsibilities

To better serve the mission of the PWERT, members are required to participate in the call out process by assisting with “Hot Phone” duties on a rotating basis. “Hot Phone” provides a 24 hour contact via the primary PWERT phone number and initiates the call out process. In order to be a voting member of PWERT, members must participate in the “Hot Phone” process.



Section V. Voting

For voting purposes a simple majority of the members present during the vote will pass action on an item.

When discussion pertaining to a particular action item has taken place prior to the meeting in which the members will vote, and where time and reason allows, absentee members may email their vote to the PWERT chairperson or identify a proxy in writing.

Each participating agency will be able to cast one vote for an action item. If a participating agency has both the primary member and alternate member present only the primary member may vote.

Article V. Meetings

PWERT shall meet at regularly scheduled meetings to be held on a day and at a time and place designated and agreed to by PWERT during the first meeting in each calendar year. The meeting schedule may be changed or later revised by the Chairperson. Special meetings may be called by the Chairperson or subcommittee chairs when conditions warrant.

Notice of all meetings shall be given by the Chairperson to all members in a reasonable time in advance of a called meeting. Meeting notices should be posted to the appropriate website and disseminated by email.

All meetings shall be open to the public.

Article VI. Officers

A Chairperson , Vice-Chairperson and a Secretary shall be elected by a majority of PWERT members present and voting per Section IV – Voting, at the first scheduled meeting each calendar year. The Vice-Chairperson should be held by an individual within the Emergency Management discipline. The individuals so elected shall serve in those capacities for one year until the first scheduled meeting of the following year. At the end of their term, if not reelected, the Chairperson shall hold the position of Past Chair.

Any individual so elected shall be eligible for re-election in subsequent years. The Vice-Chairperson shall preside and/or perform the duties of the Chairperson in their absence. In the absence of both the Chairperson and the Vice-Chairperson the Past Chair will perform the duties of Chairperson in their absence.



The Chairperson shall appoint other officers as deemed necessary.

Any vacancy in the office of Chairperson or Vice-Chairperson shall be filled at the next scheduled meeting by a majority vote.

Article VII. Sub-Committees

Sub-committees may be established as deemed necessary by the PWERT and a sub-committee chairperson shall be elected from among active membership. No limit will be placed on the number of advisory members assigned to a subcommittee.

All participating members will be encouraged to participate on at least one sub-committee.

Article VIII. Parliamentary Authority

The business of the PWERT shall be conducted according to *Robert's Rules of Order*, subject to the terms of these Bylaws and such exceptions as may be agreed to by a majority of the members

Article IX. Amendments to Bylaws

These Bylaws may be amended by an affirmative vote per Section IV – Voting. An amendment to the bylaws shall be presented during a regularly scheduled meeting of the PWERT and voting on the amendment shall take place at the next regularly scheduled meeting following its proposal.