

**Prince William County, City of  
Manassas, City of Manassas Park**

**Local Emergency Planning  
Committee**



**Rules and Procedures**

**August 2003**

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## Rules and Procedures of the Local Emergency Planning Committee

### I. Meetings

#### A. Regular Meetings

The Committee shall adopt an annual schedule of regular meetings for each calendar year. The schedule will include the date, time, and place for each meeting. The schedule for the next calendar year will be approved by a majority of the Committee present at the last meeting of the current calendar year. The schedule will be provided to each committee member. The meetings will be scheduled once a quarter and will be on the third Monday. Meetings will begin at 1:30 p.m. and will end at 3:00 p.m.

#### B. Changing Meetings

The Committee may cancel a regularly scheduled meeting, as deemed appropriate or necessary by the Chairman, and notification will be provided to each committee member at least five days before the scheduled meeting. Changes to the meeting schedule involving two or more meetings will be presented as an agenda item and must be approved by a majority of the Committee present.

#### C. Special Meetings

Special meetings of the Committee may be called by the Chairman on his initiative or by request of two members or more to the Secretary a minimum of ten working days before the desired meeting date. Scheduling of special meetings will be dependent on the availability of suitable facilities in which to convene the Committee. Notification of special meetings will be provided to Committee members as soon as practicable upon confirmation of a meeting facility but not less than five days before the special meeting.

#### D. Adjourned Meetings

Any regular meeting may be adjourned to a date and time prior to the next regular meeting at the discretion of the Chairman.

#### E. Place of Meeting

Unless otherwise prescribed or required, the Committee's regular meetings shall be convened in the Occoquan River Conference Room, James J. McCoart Administration Building, 1 County Complex Court, Prince William, Virginia 22192.

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## F. Open Meetings

All Committee meetings shall be open to the public provided that the Committee may meet in executive or closed session for those purposes authorized by the Virginia Freedom of Information Act. No meeting shall become an executive or closed session unless there shall have been recorded in open meeting an affirmative vote to that effect after a motion calling for the executive or closed session. The motion shall include a specific statement as to the purpose of the closed session. No resolution or motion adopted, passed, or agreed to in an executive or closed session shall become effective unless the Committee, following an executive or closed session, reconvenes in open meeting and takes a vote on such resolution or motion.

## II. Presiding Officer

### A. Chairman

The Chairman of the Committee shall preside over all meetings and represent the Committee at official functions and ceremonial events.

### B. Vice Chairman

The Vice Chairman of the Committee shall preside at meetings in the absence of the Chairman. The Vice Chairman shall perform such duties and represent the Committee as directed by the Chairman.

## III. Quorum and Actions

### A. Quorum

One-third of the appointed membership and one ex-officio member of the Committee shall constitute a quorum, and the number of votes necessary to transact the business shall be a majority of the members present and voting at an open meeting. The Chairman shall be included in determining whether a quorum exists. Voting shall be by roll call but may be modified at the Chairman's discretion.

### B. Required Absence

No action shall be taken by the Committee unless a quorum is present, provided however that the temporary absence from the meeting room of members sufficient to constitute a quorum shall not be deemed to prevent the hearing of presentations or the discussion of matters submitted to the Committee or the taking of action by the Committee. The Chairman or Secretary shall suggest the absence of a quorum prior to the taking of any

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action by the Committee; however, failure to make such suggestion does not alter the rule regarding a quorum as a prerequisite to any action by the Committee.

### C. Actions

The Committee shall act in one of the following ways:

#### 1. Motion

If action is required on matters simply stated, the Committee may act on oral motion only.

#### 2. Unanimous Consent

If no formal action is required and no objection is heard, a request of a member shall be deemed a request of the Committee without further action, provided that such a request is made at a meeting with a quorum present, and further provided that the Chairman states that such a request shall be deemed to be a request of the Committee.

#### 3. Resolutions

Resolutions shall be in writing and shall be delivered to the Secretary and to all members of the Committee before the resolution is proposed for adoption.

### D. Proclamation and Commendations

The Committee may issue proclamation on such issues and at such times as it shall deem appropriate. Proclamations shall only be issued upon resolution of the Committee adopted as other resolutions are adopted (C-3). Such proclamations shall be signed by the Chairman of the Committee. The Committee may issue commendations to any persons or groups for acts or service to the community meriting public notice or special recognition. Such commendations shall be adopted as other resolutions are adopted.

#### 1. Chairman's Commendations

The Committee hereby expressly authorizes the Chairman to prepare commendations for any person or groups for actions that the Chairman shall deem worthy of note. The Chairman shall sign these commendations on behalf of the Committee without the necessity of further formal Committee action or vote thereon.

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### IV. Voting

#### A. Votes

Votes shall be taken only upon motions made and seconded.

#### B. Method of Voting

Votes shall be by voice unless otherwise directed by the Chairman.

#### C. Restating the Motion

The Chairman shall restate the motion or ask the Secretary to restate the motion prior to taking the vote.

#### D. Chairman's Vote

The Chairman shall be a member of the assembly and as such shall only be permitted to cast a vote when the vote is by ballot or when his vote would change the outcome.

### V. Reconsideration

A. Action on a resolution or motion may be reconsidered only upon motion of a member voting with the prevailing side on the original vote. The motion must be made at the same or immediately subsequent meeting and may be seconded by any member.

B. Action upon reconsideration of a motion shall be taken only following notice with at least as much notice as was given prior to the original action, unless such action upon reconsideration is taken at the same meeting as the original action.

### VI. Order of Business

#### A. Commencement of Meetings

At the time specified in Section I, A (Regular Meetings), or at the hours specified for adjourned meetings, the presiding officer shall call the meeting to order and direct the Secretary to note the presence or absence of Committee members.

#### B. Agenda

The Chairman shall prepare the agenda, assisted by the appropriate County staff, for each meeting. Any member having matters to be considered by the

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Committee shall submit the item to the Secretary at least 10 working days in advance of a regularly scheduled meeting. The agenda for each regular meeting will be mailed to each member before the next scheduled meeting.

### C. Consent Agenda

The Chairman is authorized and directed to prepare a consent agenda for each regular Committee meeting for matters of a routine, non-controversial nature. Motions to approve the consent agenda shall not be debatable and shall be adopted only by unanimous consent of all Committee members present at the meeting. Items may be removed from the consent agenda and placed on the regular agenda for debate at the request of any Committee member.

### D. Citizens' Time

The Committee shall set appropriate time aside at each regular meeting to allow citizens to comment on any non-agenda item, without restriction, provided that the Chairman may prohibit the use of profanity, objectionable speech tending to create a breach of peace, or comments concerning or regarding subject matters not within the purview of the Committee. The Chairman shall establish a time limit for each citizen to comment and so inform the citizen before comment begins.

### E. Members' Time

1. A period of time shall be designated on each agenda as Member's Time. Each member will be entitled to five minutes time for such purposes as the member deems appropriate. The Chairman shall poll the membership at the appropriate point in the agenda to determine which members desire to use their time. At conclusion of the members' use of the time, or if no member polled elects to use the time, the Chairman shall call the Committee to order and continue with the agenda. Matters not included on the agenda but raised during the member time will be taken up by the Committee only if the Chairman determines that:
  - a. The matter is of an emergency nature, or
  - b. The matter involves persons present at this meeting who will not be at a subsequent meeting, or
  - c. The member initiating the matter secures the majority consent of members present.

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### F. Administrative and Informational Matters

1. Administrative and informational matters shall not be placed on the agenda or considered by the Committee until an unreasonable amount of time following a request for administrative action has lapsed and sufficient action has not been taken.
2. Matters having to do with failures of the administrative staff shall not be placed on the agenda or considered by the Committee until the Chairman has been given a reasonable opportunity to furnish the interested member(s) with an explanatory statement.

### G. Agency Matters

Matters having to do with agencies not under the administrative supervision of the Chairman shall not be placed on the agenda or considered by the Committee until the affected agency(ies) has been given a reasonable opportunity to furnish interested members of the Committee with information, data, or such materials that may be pertinent to the matters to be considered.

### H. Agenda Order

Order on the agenda shall be established by the Chairman, assisted by the appropriate County staff, by taking into account probable public interest and the need for staff or other presentations. Agenda order shall attempt to maximize convenience to the public and minimize any adverse impact on performance of normal staff functions.

### I. Minutes

The Secretary shall keep minutes of the meetings of the Committee in brief sheet form and shall also record the proceedings, by means of an electronic device, of each regular meeting and executive or closed session. The recorded proceedings of a meeting will be maintained until the Committee approves the written meeting minutes. Copies of the minutes of the proceedings shall be made available by the Secretary to any citizen who makes a written request and agrees to pay a fee to the County for the cost of retrieving, reproducing, and mailing such copies.

### J. Executive Session

Each agenda shall have time allotted at each meeting, generally after all public business has concluded, for executive sessions properly called. When requested, the Chairman may permit an executive session at any other time prior to consideration of any agenda item.

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### VII. Order in Conduct of Business

#### A. Persons Addressing the Committee

Persons addressing the Committee shall limit their presentations to five minutes unless the Chairman either limits or extends such time. The Chairman, in allotting the time, shall consider the potential for member questions, explanations in response to member questions, the importance of the matter in regard to the other business of the Committee, and the time available during the meeting. At the discretion of the Chairman, the business of the Committee may be reordered to allow earlier consideration of matters about which two or more persons have indicated a desire to address the Committee. Persons desiring to address the Committee may be required to provide a written copy of their remarks to the Secretary before the meeting. Written copies may also be required to be submitted to each of the Committee members a minimum of five working days before the meeting.

#### B. Recognition

Recognition shall be given only by the presiding officer. No person shall address the Committee without first being recognized.

#### C. Questions

Questions by members of the Committee shall be reserved to the maximum extent possible until the end of a presentation so as to avoid interrupting or disrupting the person making the presentation and to facilitate the timely delivery of presentations.

#### D. Committee Discussion

Committee member discussion and debate shall follow the presentation of the agenda item pending. Members will not speak to an item until recognized by the Chairman. A member will not be recognized to again speak to an item until all other members have had an opportunity to speak.

### VIII. Decorum

#### A. Committee Members

1. Decorum of the members shall be maintained in order to expedite disposition of the business before the Committee. Questions and remarks shall be limited to those relevant to the agenda item or matter being addressed.

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- a. Decorum of persons other than members shall be maintained by the Chairman who may request such assistance as may be deemed necessary and appropriate. Persons addressing the Committee shall limit their remarks to the pending items or to answering questions and shall address the Committee as a whole unless responding to an individual member's question. The Chairman shall call the speaker to order. If the out-of-order remarks persist or if other indecorous conduct is displayed, the Chairman shall order the person from the lectern or from the meeting chamber.
- b. Persons whose allotted time to speak has expired shall be warned by the Chairman, after which such person shall cease speaking and leave the lectern unless the Chairman determines that it is in the best interest of the Committee to permit the person to continue or, if asked, to remain to answer questions from the Committee.
- c. No persons in attendance shall be permitted to voice remarks other than those recognized by the Chairman. Recognition shall be followed by the person stating his or her name and the organization or group represented.
- d. Groups in attendance creating an atmosphere detrimental to the conduct of the business of the Committee shall, at the discretion of the Chairman, be asked to leave.
- e. The Chairman shall adjourn the meeting at his discretion should the indecorous actions of either the members or persons in attendance be significant enough to interfere with the conduct of the business of the Committee or disrupt the progress of the meeting sufficiently to obviate a timely conclusion of the agenda.

### IX. Miscellaneous

#### A. Robert's Rules of Order

Robert's Rules of Order Newly Revised shall govern the conduct of all meetings of the Committee to the extent that they are not inconsistent with these Rules of Procedure. Where inconsistencies may exist, these Rules of Procedure take precedence.

#### B. Amendment of Rules

These Rules of Procedure may be amended by majority vote of the membership provided that a quorum is present. The text of a proposed amendment will be provided to each member, and the amendment will be presented to the Committee at least one regularly scheduled meeting prior to

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the meeting date at which a vote on the amendment is to be taken. An amendment may be voted and accepted subject to further amendment.

### C. Subcommittees

1. Subcommittees shall be formed at the direction of the Chairman to address matters of special interest or perform such duties as deemed necessary for the conduct of the business of the Committee.
  - a. Standing subcommittees shall be formed at the direction of the Chairman. Approval of the standing subcommittees shall be an agenda item the first regular meeting of the calendar year. Subcommittee members shall be selected from the members of the Committee.
  - b. Special subcommittees shall be formed at the direction of the Chairman for purposes of addressing such matters and issues that are unique, short-term, or otherwise determined by the Chairman to be beyond the scope of a standing subcommittee. The members of the special subcommittee shall be selected as deemed appropriate by the subcommittee chairman. Persons selected need not be members of the Committee. The special subcommittee shall be appointed for a specified period of time as required to perform such duties as may be assigned.

### X. Membership

#### A. Qualification for Membership

1. Persons deemed qualified for membership shall be those whose residence, employment, or duties affect Prince William County, the City of Manassas, and the City of Manassas Park in such a manner as to be directly related to the purpose and functions of the Committee.
  - a. Membership will include representation from the following activities:
    - (1) Municipal Emergency Coordinators: Prince William County, Community Emergency Coordinator; City of Manassas, Community Emergency Coordinator; and City of Manassas Park, Community Emergency Coordinator.
    - (2) Elected state and local officials.
    - (3) Public safety, health, and transportation.
      - Law enforcement.

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- Civil defense.
  - Firefighting.
  - Emergency medical services.
  - Health and local environment.
  - Transportation.
- (4) Media.
- (5) Community groups and hospitals.
- Prince William Hospital.
  - Potomac Hospital.
  - Chamber of Commerce.
- (6) Citizen representatives.
- (7) Owners and operators of facilities subject to reporting requirements.
- (8) Ex-officio members.

### B. Membership Appointment.

The membership subcommittee chairman shall notify prospective principal members of their appointment in writing. Principal members will acknowledge acceptance or declination of a membership invitation in writing.

### C. Alternate Members

Principal members will nominate an alternate member and submit such nomination to the Chairman for approval. Alternate members shall have the authority to act for the principal member when the principal is absent.

### D. Term of Membership

Term of membership is considered to be permanent unless terminated at the request of the member. Such a request for membership termination shall be made in writing to the Chairman as soon as practicable so as not to leave a position vacant and to provide for a minimum of one regular meeting overlap between the outgoing member and the replacement.

### E. Membership Roster

The Secretary shall prepare and maintain a membership roster. The roster will identify the principal member and the designated alternate member.

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### F. Responsibilities

Principal members shall attend scheduled meetings or shall ensure that the alternate attends.

## XI. Standing Subcommittees

### A. Standing Subcommittee Functions and Responsibilities

The following standing subcommittees will be established to conduct the business of the Committee:

1. Response Preparedness Subcommittee
  - a. Prepare Hazardous Materials Emergency Response Plan.
  - b. Update plan annually.
  - c. Report as required.
2. Community Awareness Subcommittee
  - a. Publicize committee activities.
  - b. Produce and edit literature and handouts.
  - c. Maintain coordination with local media.
  - d. Report as required.
3. Hazard Analysis Subcommittee
  - a. Perform hazard and risk analysis.
  - b. Monitor hazardous material users and generators.
  - c. Monitor local development plans.
  - d. Provide changes and additions as required to the Local Emergency Response Plan.
  - e. Report as required.
4. Plan Review Subcommittee
  - a. Conduct annual review of the Local Emergency Response Plan.
  - b. Develop changes, additions to the plan as necessary.
  - c. Evaluate exercises involving the plan.
  - d. Report as required.

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### 5. Incident Review Board

- a. Review hazardous material response and reports investigation.
- b. Evaluate incident response in accordance with the Emergency Response Plan.
- c. Report as required.

### B. Subcommittee Meetings

Standing subcommittees shall meet at the direction and discretion of the subcommittee chairman. At least one meeting will be scheduled annually for each standing subcommittee to be held the third Monday of the month in which the Committee does not meet. Meetings shall be scheduled to provide timely information regarding the responsibilities of the subcommittee to the Committee at regularly scheduled meetings.