

# WA WARN REGIONAL COMMITTEE CHARTER

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## **Introduction**

This document describes the mandate of a WA WARN Regional Committee and details of how its roles will be fulfilled. Its duties will be defined, the staffing and structure outlined, the meeting schedule detailed, and its authorities and reporting requirements will be laid out.

## **Chartering Authority**

The Regional Committee is chartered under the general authority of the WA WARN signatories and the "Mutual Aid and Assistance Agreement for Washington State for Intrastate Water/Wastewater Agency Response Network (WARN)" also known as the WARN Agreement. The Regional Committee is accountable to the Statewide Committee and the membership of the WA WARN region.

## **Purpose**

Within the scope of the WA WARN, the Regional Committees plan and coordinate emergency planning and response activities among the members of their respective Region and facilitate the work of the Statewide Committee.

## **Region Composition**

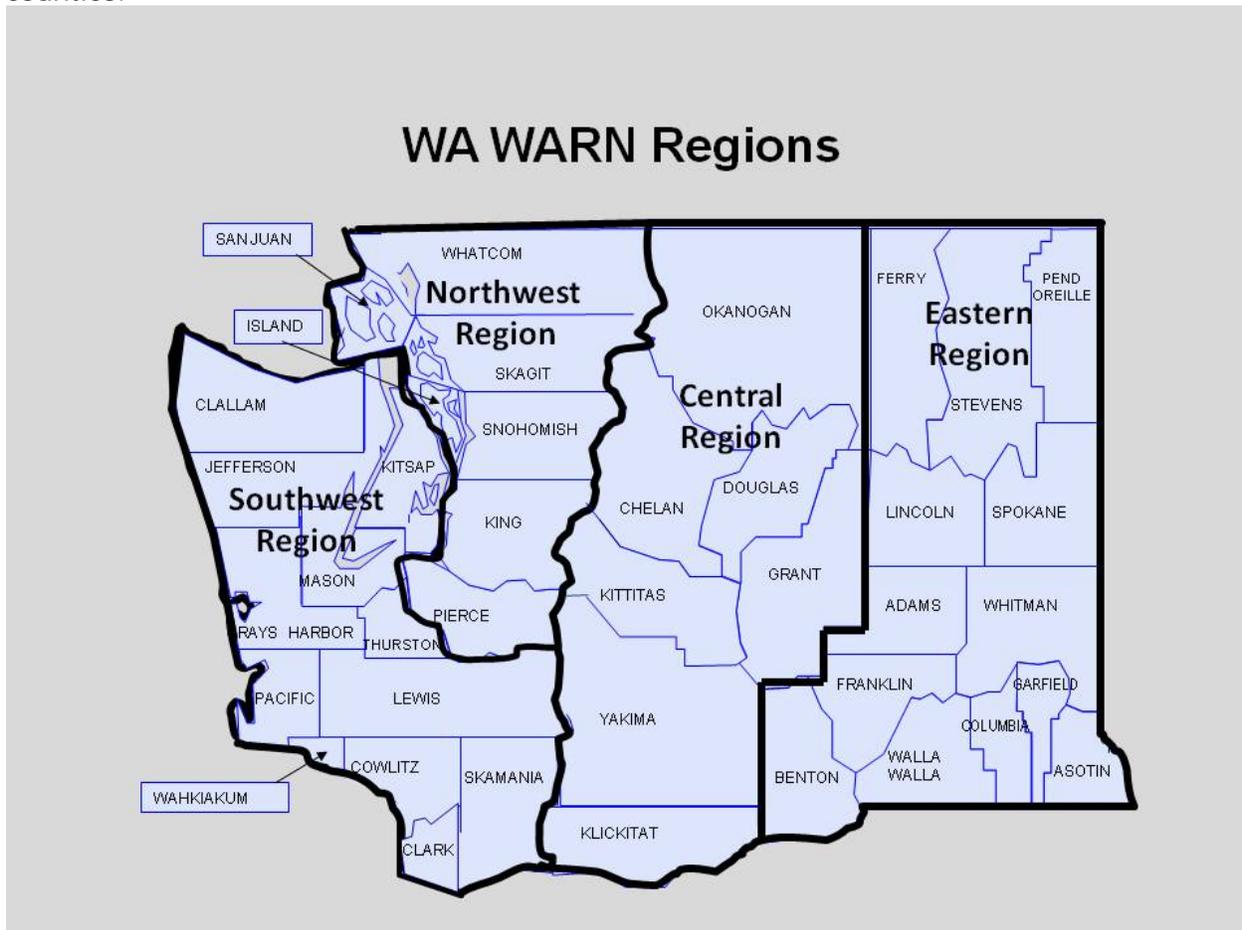
The WA WARN is divided into four regions that are geographically the same as the existing Department of Health Office of Drinking Water regions of the state, with the exception that the eastern region is divided to create a central region.

Each Region has a Regional Committee that represents the interests of the WA WARN membership within that Region.

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The Region includes the following counties:



## Tasks

The tasks of the Regional Committee include, but are not limited to, the following:

- Assist the Statewide Committee to organize and coordinate emergency planning and response activities for the WA WARN among Regional Members.
- Encourage active participation of Members.
- Establish regular Regional Committee meeting schedules to maintain continuity.
- Maintain communication with Members regarding regional issues and concerns.
- Provide representation for regional member issues at the Statewide Committee.

## Membership

Each Member agency within a region, as defined in the WA WARN Agreement, may appoint one representative of its organization and an alternate to be a member of its Regional Committee. If the representative Member leaves employment/affiliation with the Member agency, the member agency shall appoint a replacement Member representative. The appointed Member representatives or alternate are the voting members of the Regional Committee.

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WARN Associates, as defined in the WARN Agreement, may be members of the Regional Committee by invitation of the Regional Chair.

## **Term of Service**

Representatives of WARN members serve at the pleasure of their sponsoring organization and serve for a term determined by their sponsoring organization.

WARN Associates serve at the pleasure of the Regional Committee for a term determined by the Regional Committee.

Regional Chair and Vice Chair, shall serve a term of two years, and may be reelected.

## **Leadership**

The leadership of the Regional Committee shall be selected as follows:

- Chair
  - The voting members of the WA WARN Regional Committee elect the Chair by majority vote.
- Vice Chair
  - The voting members of the WA WARN Regional Committee elect the Vice Chair by majority vote.

## **Non-leadership Selection process of the Statewide Committee**

- Secretary
  - The Chair appoints the Secretary. This position may be filled by either a Member or an Associate.

## **Member Responsibilities and/or Authorities**

The Chair and Vice Chair of the Regional Committee are *ex officio* members of the Statewide Committee.

The Regional Committee shall have the authority necessary to discharge its duties and responsibilities as describe in this WA WARN Regional Committee Charter.

### **Chair**

- Presides at all duly constituted meetings of the membership.
- Represents the WA WARN Members of the region to the Statewide Committee.
- Acts as the Executive of the Regional Committee and is an *ex officio* member of all standing subcommittees of their respective Regional Committee.

### **Vice Chair**

- During a temporary absence of the Regional Committee Chair, the Vice Chair provides direction to the WA WARN Regional Committee.
- Represents the WA WARN Members of the region on the Statewide Committee.
- Performs duties as assigned by the Chair.
- In case the WA WARN Regional Committee Chair retires, resigns, or experiences a long-term absence, the Vice Chair acts in place of the Chair until the WA WARN Regional Committee elects a new Chair.

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## **Secretary**

- Responsible to document the proceedings at all meetings of the Regional Committee.
- Edits and publishes any official administrative publications for the Regional Committee.
- Receives and maintains a file of notes and records for the Regional Committee and subcommittees.
- Sends official messages approved by the Chair to Members – either directly or through the Intrastate Region Chairs.
- Performs other administrative duties as assigned.

## **General Regional Members**

- Attend all Regional Committee meetings.
- Bring concerns and issues raised within their sponsoring organization to the Regional Committee.
- Communicate and explain committee actions to their sponsoring organization.
- Serve on appointed project teams or sub-committees.

## **Associates**

- Associates participate on the WA WARN Regional Committee as advisors. While not voting members, they do provide valuable input. Associates may include, but not limited to:
  - o Professional water sector association representatives
  - o State drinking water primacy agency
  - o State wastewater permitting authority
  - o State Emergency Management agency
  - o Department of Public Health
  - o U.S. Environmental Protection Agency Region
  - o Other stakeholders with an interest in the water and wastewater sector of the State of Washington
- Bring concerns and issues raised within their stakeholder organization to the Regional Committee.
- Communicate and explain committee actions to their stakeholder organization.
- Serve on appointed project teams or sub-committees.

## **Meetings**

The Regional Committee should meet four times a year (quarterly) to review the operations and procedures of the Network and to conduct the business of the WA WARN region. The Committee Chair shall set the time and date and place of the meetings. Notice of the meeting should be distributed to members at least four weeks prior to meeting date.

The Chair may call additional meetings when needed to address timely issues raised by a Member of the Regional Committee or Associate Member that requires Regional discussion or action prior to the next quarterly meeting. Notice of the meeting should be made available to members within 2 business days of the Chair's call for the meeting.

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## **Quorum**

A quorum for conducting business at each meeting shall be the participating member agencies attending the meeting.

## **Voting Process – Regional Committee business**

Only those Regional Committee members representing their respective Member agency are entitled to vote on matters before the Regional Committee. An invited Associate is a non-voting member of the Regional Committee.

The voting members of the Regional Committee vote upon issues before the Regional Committee using an informal process approved by the Regional Committee. Unless otherwise determined by the Regional Committee on a specific issue, a simple majority will be the normative method of deciding an issue.

## **Subcommittees of Regional Committee**

Subcommittees may be formed as needed to address issues requiring investigation and development of recommendations to the committee as a whole. The Regional Committee will provide clear directions to the subcommittee, when formed, as to purpose and scope of the subcommittee, the expected outcomes, and the term of operation of the subcommittee.

Subcommittees shall document the proceedings of their respective subcommittee. Such documentations of proceedings shall be provided to the Regional Committee Secretary for archiving.

WA WARN Members and Associates may participate in one or more subcommittees.

Subcommittee participation may be drawn from the membership of the Regional Committee and Regional Associates as well as from subject matter experts. All participants on a subcommittee may vote on the issues before the subcommittee.

## **Resources**

WA WARN is a voluntary membership Network. There are no charges or dues for membership, thus the Network and its Committees operate without a stream of financial resources. The Network may from time to time obtain grants for specific projects. In addition, the Network may develop training and resources for which cost needs to be recovered, charges may be assessed to nonmembers. The viability of the Network is dependent upon the voluntary mutual sharing of the costs of Network operations. No committee or member may solicit or accept funds on behalf of WA WARN without the concurrence of their regional and or statewide committee chairs. Acceptance of any funds or resources will only occur after appropriate steps are taken by the Statewide Committee and are in place to account for, and control resources.

## **Process for Amending**

This charter can be amended by majority vote of the Regional Committee Members.