

**BYLAWS  
OF  
PHILADELPHIA FEDERAL EXECUTIVE BOARD  
EMERGENCY PREPAREDNESS AND SECURITY WORKING GROUP**

**ARTICLE I – NAME AND PURPOSE**

*Section 1 – Name:* The name of the organization is EMERGENCY PREPAREDNESS AND SECURITY WORKING GROUP, hereinafter referred to as EP&S WORKING GROUP. The EP&S Working Group is a committee under the auspices of the Philadelphia Federal Executive Board in the Philadelphia Metropolitan Area.

*Section 2 – Purpose:* The Working Group's purpose is to be an effective force in promoting Emergency Preparedness and Security, including but not limited to Continuity of Operations, Emergency Communications, Test, Training, & Exercises (TT&E), Risk Management and Security. To that end, the Working Group provides recurring forums to inform and advise organizational leadership in the principles and practices through which such goals can be attained.

*Section 3 – Justification:* The U.S. Office of Personnel Management is responsible for the organization and functions of FEBs (5 C.F.R. § 960.107). The FEB Network Strategic Plan states that it is the goal of the FEB to create effective collaboration on emergency response and readiness, and to educate the Federal workforce on health and safety issues in emergency situations. The EP&S Working Group fulfills this goal by increasing the emergency preparedness of Federal communities through emergency planning events and training.

**ARTICLE II – MEMBERSHIP**

*Section 1 – Eligibility for membership:* Membership shall consist of Federal employees who have primary responsibility for some or all aspects of Emergency Preparedness or Security programs. The primary responsibility can be carried out on either a full or part-time basis. State and local government personnel with Emergency Preparedness and Security responsibilities are eligible for membership but will not be granted voting rights.

*Section 2 – Officers and Duties:* There shall be four officers on the EP&S Working Group, consisting of the chairman, vice-chairman, secretary and the assistant secretary. The term of office is for a period of two years, starting at the beginning of the fiscal year. (FY 13 commences the start of the first year.) The duties of the officers are as follows:

- *Chairman:* The chairman shall convene regularly scheduled meetings, shall preside or arrange for the other members of the Executive committee to preside at meetings (if necessary) in the following order: vice-chairman, secretary. The chairman is also responsible for reporting activities and progress of the EP&S Working Group to the FEB Policy Committee at Policy Committee meetings.
- *Vice-Chairman:* The vice-chairman shall preside at meetings of the EP&S Working Group in the absence of or request of the chairman and shall perform other duties as requested by the chairman.
- *Secretary:* The secretary shall be responsible for keeping records of committee actions, including overseeing the taking of minutes at all meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each member, and assuring that records are maintained.
- *Assistant Secretary:* The assistant secretary shall assist the secretary with record keeping, including overseeing the taking of minutes at all meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each member.

### ARTICLE III – COMMITTEES AND SUB-COMMITTEES

*Section 1 – Executive Committee:* The four officers of the EP&S Working Group, as well as an Executive Chairman and Executive Director, shall serve as members of the Executive Committee. Except for the power to amend the Articles and bylaws, the Executive Committee shall have all the powers and authority of the EP&S Working Group in the intervals between meetings of the committee, and is subject to the direction and control of the full Federal Executive Board.

- *Executive Chairman:* The executive chairman of the EP&S Working Group is appointed by the Federal Executive Board to provide executive leadership to the EP&S Working Group and shall serve as the group's liaison to the Federal Executive Board. The Executive Chairman is usually the head of an agency and provides advisory services as needed and advocates for the Working Group with the members of the Federal Executive Board.
- *Executive Director:* The executive director is appointed by the Federal Executive Board. The executive director has day-to-day responsibilities for the FEB organization, including carrying out the organization's goals and policies. The executive director will attend the EP&S Working Group meetings, report on the progress of the Working Group, and answer questions of the board members regarding the activities and accomplishments of the group.

*Section 2 – Steering Committee:* The role of the Steering Committee shall be to oversee all EP&S Working Group activities and initiatives with the responsibility for

general communications, bylaws, guidance, and direction of programs. The Steering Committee shall consist of members of the Executive Committee and representatives from each participating agency. The Steering Committee also has the responsibility of electing Officers for the EP&S Working Group and chairpersons for each sub-committee from among its members.

*Section 3 – Sub-Committees:* The EP&S Working Group operates several committees to address the overall purpose of the Working Group.

- *Continuity Test, Training & Exercise (TT&E) Sub-Committee:* The Continuity TT&E Sub-Committee plans and executes the annual Liberty Down Continuity Exercise as well as additional training and exercise events throughout the year. Two chairpersons are selected to oversee this function each year.
- *Safety, Security and Risk Management Sub-Committee:* The Safety, Security and Risk Management Committee shall promote the principles and practices of security, risk management and employee safety through presentations, training and seminars at least once per quarter.

#### ARTICLE IV – MEETINGS OF MEMBERS

*Section 1 – Regular Steering Committee meetings:* Regular Steering Committee meetings of the members shall be held monthly, generally on the third Tuesday of every month, or at a time and place designated by the chairman.

*Section 2 – Executive Committee Meetings:* The Executive Committee shall meet at least quarterly, at an agreed upon time and place. An official committee meeting requires that each member have written notice at least two weeks in advance.

*Section 3 - Special meetings:* Special meetings may be called by the chairman, the Executive Committee, or Executive Chairman of the EP&S Working Group.

*Section 4 – Sub-Committee meetings:* Sub-Committee meetings are called by the chairman of each sub-committee, and may be held as often as required to conduct business.

*Section 5 – Notice of meetings:* An electronic notice of each meeting shall be sent to each voting member not less than one week prior to the meeting.

*Section 6 – Quorum:* At any properly announced meeting, a minimum of six voting members will constitute a quorum.

*Section 7 – Voting:* Each participating Agency, shall be granted one vote. When a quorum exists, all issues to be voted on shall be decided by a two-thirds majority.

*Section 8 – Vacancies:* When a vacancy exists mid-term, the secretary must receive nominations for new officers from committee members two weeks in advance of a regularly scheduled meeting. These nominations shall be sent out to the committee members with the regular meeting announcement, to be voted upon at the next meeting. These vacancies will be filled only to the end of the particular committee member's term.

*Section 9 – Resignation, termination, and absences:* Resignation from the committee must be in writing and received by the Secretary. An officer shall be terminated due to excess absences.

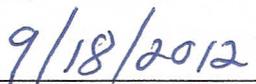
#### ARTICLE V – AMENDMENTS

*Section 1 – Amendments:* These bylaws may be amended when necessary by two-thirds majority of the EP&S Working Group members. Proposed amendments must be submitted to the Secretary to be sent out with regular committee announcements.

#### CERTIFICATION

These bylaws were approved at a meeting of the EP&S Working Group members by a two-thirds majority vote on August 21, 2012.

  
Chairman

  
Date

  
Vice-Chairman

  
Date