

**Principles of Operation**  
**Massachusetts Emergency Preparedness Region 4B**  
(As Amended April 2008)

The following document sets forth the principles of operation adopted by the members of the Massachusetts Department of Public Health Emergency Preparedness Region 4B, who are the local health directors or other legally authorized representative of the local public health authority for the 27 communities which comprise the Region. These principles establish the governing structure for Region 4B.

**1. Purpose**

The members of Region 4B agree to work collaboratively together to meet the goals associated with the Massachusetts Department of Public Health Emergency Preparedness initiatives as well as other regional public health efforts.

**2. Membership**

Membership shall consist only of the health director or other legally authorized representative of the local public health authority, or her/his designee, for the following communities: Arlington, Belmont, Braintree, Brookline, Cambridge, Canton, Chelsea, Cohasset, Dedham, Everett, Hanover, Hingham, Hull, Milton, Needham, Newton, Norwell, Norwood, Quincy, Revere, Scituate, Somerville, Watertown, Wellesley, Westwood, Weymouth, and Winthrop. Each member shall have one (1) vote, for a total of 27 votes within the Region.

**3. Administration**

**A. Host Agency**

The Host Agency serves as the fiscal and administrative agent/conduit for Region 4B.

**B. Executive Committee**

The Executive Committee (Committee) is responsible for overall administration and management of Region 4B activities, and delegates responsibility for day-to-day operations to the Regional Coordinator, who is supervised directly by the host agency and works in consultation with the Committee. The designated representative of the host agency, or her/his designee, shall chair the

executive committee. The executive committee shall have five (5) members, including the chair, and shall represent the geographic and population diversity of Region 4B. Each member of the executive committee shall have one (1) vote.

Actions proposed by the Committee shall be subject to review by the members of Region 4B.

**Executive Committee Composition:**

A. Population-Based Membership: In order to reflect the diversity of Region 4B, the members of the executive committee, other than the chair, will be selected from the four (4) groups of communities based on population size set forth below. Each January, the members within a group shall be responsible for selecting the member from their district who will serve on the executive committee.

*Population 7,000 – 20,000<sup>1</sup>:* Hingham, Scituate, Westwood, Hanover, Winthrop, Hull, Norwell, and Cohasset;

*Population 20,001 – 30,000:* Canton, Dedham, Belmont, Milton, Wellesley, Norwood, and Needham;

*Population 30,001-50,000:* Watertown, Braintree, Chelsea, Everett, Arlington, and Revere;

*Population 50,001-100,000+:* Weymouth, Brookline, Somerville, Newton, Quincy, and Cambridge.

B. Sub-Regional Membership: For administrative purposes, it has been useful to divide Region 4B into 4 sub-regions. Should it be found that, in using the size of population as the basis for determining Executive Committee membership, a sub-region is not represented, that sub-region shall have the option of appointing a member to the Executive Committee.

**Quorum:** A majority of the members of the executive committee shall constitute a quorum for the purposes of transacting business. The executive committee may act by a simple majority of members present and voting unless otherwise provided in these principles.

**Meeting Schedule:** The executive committee shall meet at least once annually, and may schedule additional meetings as necessary. A representative from Region 4C (Boston) may be invited to attend the executive committee meetings as a non-voting participant.

**Committees:** The executive committee may create committees and working groups as needed. Members of the region may form committees or work groups among themselves to consider matters of interest. Proposals or projects developed by committees or work groups established

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<sup>1</sup> Community populations were determined using 2000 federal census figures.  
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independently by members of the region are subject to review and ratification by the executive committee.

### **C. Regional Meetings**

**Meetings:** Region 4B shall meet at least quarterly, at an agreed place and time. Meetings may be scheduled more frequently as necessary. A representative of Region 4C (Boston) will be invited to attend the regional meetings as a non-voting participant.

**Quorum:** A majority of the members of the Region shall constitute a quorum for the purposes of transacting business. The Region may act by a simple majority of members present and voting unless otherwise provided in these principles.

**Voting:** Each member of Region 4B shall have one (1) vote. The member shall be responsible for briefing his/her respective board of health or other legally designated health authority about actions pending and taken by Region 4B.

**Notice:** Notice of each meeting shall be given to each member by email not less than ten (10) days before the meeting.

**Regional Coordinator:** The Regional Coordinator shall, at the direction of the executive committee and under the supervision of the host agency, arrange the Regional Meetings and provide all necessary administrative support to schedule and direct the meetings. The Regional Coordinator shall be responsible for keeping records of the Region's actions, including overseeing the taking of minutes at all Regional Meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each member, and assuring that Region 4B records are maintained.

**Annual Report:** Region 4B shall annually prepare or cause to be prepared in August a report of finances, program and personnel, and other matters of interest for the fiscal year just ended. These reports shall be distributed to all members. The fiscal year for this report and all financial matters will begin on July 1.

## **4. Amendments**

These principles may be amended when necessary by a two-thirds majority vote of the members of Region 4B. A proposal to amend the principles may be initiated by any member of the Region. The proposed amendment shall be submitted in writing to the Regional Coordinator in a timely manner

so that it may be distributed to the members at least ten (10) days prior to the next regularly scheduled meeting at which the proposed amendment may be considered.