

Adopted May 17, 1993  
Revised June 13, 1996

## **LOCAL EMERGENCY PLANNING COMMITTEE**

### **BYLAWS**

#### **ARTICLE I NAME**

The name of this organization shall be the Local Emergency Planning Committee (LEPC).

#### **ARTICLE II MISSION**

The LEPC's mission will be to support and implement SARA Title III as well as to advise the Emergency Management Executive Council on matters related to emergency management; to educate and increase local awareness and preparedness for all natural and technological hazards; to provide a continuing forum through which all levels of government, business and industry, and the general public can address issues relating to emergency management.

#### **ARTICLE III SECTION I MEMBERSHIP**

The Local Emergency Planning Committee should be composed of at least one representative from each of the following categories and will not exceed thirty voting members:

- Elected State and Local Officials
- Law Enforcement
- Emergency Management
- Fire Service
- Emergency Medical Service
- Health Department
- Local Environmental Organization or Group Representative
- Hospital
- Transportation
- Broadcast and Print Media
- Community / Citizen Groups
- Emergency Communications
- Public Works
- Local Weather Service
- American Red Cross
- Business and Industry

Each representative will serve a two year term and may be reappointed upon recommendation of the Chairperson and approval of the LEPC.

The following agency representatives shall be advisory (non-voting) members:

Federal Environmental Protection Agency  
Idaho Bureau of Hazardous Materials  
Idaho Department of Health and Welfare  
Idaho Bureau of Disaster Services  
Private Consulting Firms

## **SECTION II MEMBERSHIP ATTENDANCE**

If any member accrues four (4) unexcused absences, at regularly scheduled or special meetings in a twelve (12) month calendar period, a Notice of Member Inactivity will be sent to the director of that representing agency, with a copy mailed to the member, requesting an active replacement.

If no response is received from the agency, that representative will be dropped from membership and the Chairperson, with approval of the Committee, will appoint an appropriate replacement in accordance with the membership guidelines and criteria in Section I.

## **SECTION III MEMBERSHIP VACANCIES**

New and replacement members may come from:

- A. Specifically recruited volunteers who agree in writing to serve, or:
- B. Individuals who request membership in writing and who qualify under one of the following circumstances:
  - 1. The individual qualifies as a representative of one of the categories listed in Section I - Membership, and the LEPC does not have such a representative.
  - 2. The individual is a representative of one the groups suggested by EPA as potential members (Page I3, NRT-1 Hazardous Materials Emergency Planning Guide, March 1987) and possesses special skills of value to the LEPC.

All new and replacement members will be confirmed by a simple majority vote of the Committee. Vacancies will be filled by recruiting through heads of agencies or organized citizen groups that represent one of the categories listed in Section I - Membership.

## **ARTICLE IV MEETINGS**

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

Notice of all meetings shall be given by the Chairperson to all members a reasonable time in advance of a called meeting. All meetings shall be open to the public.

## **ARTICLE V OFFICERS AND ORGANIZATION**

A Chairperson and a Vice-Chairperson shall be elected by a majority of the members of the committee present and voting at the first scheduled meeting of each calendar year. The individuals so elected shall serve in those capacities for one year until the first scheduled meeting of the following year. 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 his or her absence.

The Chairperson shall appoint other officers of the committee 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.

The Community Coordinator for EPCRA (Emergency Planning & Community-Right-to-Know Act) information shall be the Ada City-County Emergency Management Office.

## **ARTICLE VI SUB-COMMITTEES**

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

## **ARTICLE VII PARLIAMENTARY AUTHORITY**

The business of the committee 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 majority of the members. Under these provisions a quorum is defined as a simple majority, which is 50% plus one (1) of the membership.

**ARTICLE VIII**  
**AMENDMENTS TO BYLAWS**

These Bylaws may be amended by an affirmative vote of a simple majority of the membership at a regularly scheduled meeting subject to approval by the Emergency Management Executive Council. A Bylaws change shall be presented for consideration at a regularly scheduled meeting of the Committee, however, voting shall be deferred until the regularly scheduled meeting following the meeting at which the Bylaws change was proposed.