

# Adams County

Local Emergency Planning Committee



## Articles of Constitution and By-Laws

### Article I

Section I This organization shall be named “The Adams County Emergency Planning Committee”

### Article II

Section I The objective of said committee, pursuant to Superfund Amendment and Reauthorization Act (SARA), as enacted by the United States Congress on October 17, 1986, including Title A, Section 301 of Title III, The Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA), shall be to follow the Mandates of this Public Law 99-499 and amendments adopted under Title 37B, Chapter 13 of the Maine Revised Statutes Annotated.

Section II Further, it is the intention of the Committee to establish a safe environment for the people of Adams County by overseeing the movement and use of hazardous materials in our county and its communities, and assisting businesses and other governmental agencies in the establishment of policies and procedures for handling these materials which will be effective and equitable for all.

Section III The LEPC shall establish a procedure by which the general public may request information about hazardous materials in accordance with Sections 311,312, and 324 of EPCRA. This procedure shall be advertised at least once a year, to include, but not be limited to, a place where information may be obtained and times and days that this information may be available for review.

### Article III

Section I Membership will consist of a minimum of 14 members comprised of the following agencies: elected state and local officials; law enforcement; emergency management; firefighting; emergency medical services; health department; environmental protection; hospitals; transportation; broadcast and print media; general citizenry; community groups ( i.e. the American Red cross); facility owners, operators and emergency coordinators; and facility employees.

Section II Additional members shall be accepted as to provide the greatest possible cross section of the county in regard to occupancy and location.

Section III Resignation and/or change in an agency’s representation shall be submitted in writing to the Committee Secretary at the earliest possible convenience.

### Article IV

Section I Officers shall consist of a Chairman, Vice-Chairman, Secretary, and Treasurer. These positions shall comprise an executive board.

Section II Officers will be elected by recommendation of a nomination committee and a vote of all members present.

Section III Term of office shall be a period of two years, with the elections taking place during the last meeting of each calendar year. The Chairman will be elected on even-numbered years, with the Vice-Chairman, Secretary, and Treasurer being elected on odd-numbered years.

Section IV In the event of a vacancy, the committee shall fill the vacancy at the next regular meeting.

Section V Duties of the officers shall be as follows:

The Chairman shall preside at all meetings of the Committee and their executive board. S/he shall appoint the Chairman of each Standing Committee: the other members thereof shall be appointed from the floor. S/he shall appoint such special committees as may be authorized by the body. S/he shall obey the mandating federal and state laws, the Committee by-laws, and parliamentary law and procedure.

The Chairman will review training applications, and formulate and sign a letter of recommendation from the Adams County LEPC in the event that the training application is found complete and appropriate for submission to the State Emergency Response Commission. At his/her discretion, the Chairman may forward any training applications to the Adams County LEPC for review.

The Vice-Chairman shall assume and perform the duties of the Chairman in the absence or disability of the Chairman. In the event of the resignation or death of the Chairman s/he shall become Chairman for the unexpired term.

The Secretary shall keep records of the minutes of meetings. S/he shall keep an up-to-date roster of all members of the Committee. S/he shall take care of routine business matters for the Committee, and compile an agenda for meetings in consultation with the Chairman.

The Treasurer shall be custodian for the Committee funds except as may be otherwise provided or ordered. S/he shall be ex-officio member of all committees except the nomination committee. S/he shall provide a brief annual report to the Committee.

Section VI

All officers have the right to vote and to debate questions as does any other member.

Section VII

Officers shall assume their duties at the first meeting of the calendar year following elections.

## Article V

Section I

Regular meetings of the Committee shall take place bi-monthly on the fourth Thursday of January, March, April, September, and the second Thursday of June and December.

Section II

If the meeting fall son a holiday, then it will be held the following Thursday.

Section III

Special meetings may be called by a majority of the executive board.

Section IV

The last meeting of the calendar year shall be deemed the Annual Meeting, and shall be for the election of officers, finalization of financial matters pertaining to reporting requirements, and other businesses as necessary.

Section V

Meetings will be held in locations to be determined prior to each meeting.

Section VI

The Secretary is responsible for providing an agenda to all Committee members to include date, time, and location of each meeting at least one week prior to said meeting.

Section VII

Nine members of the Committee at a meeting shall constitute a Quorum for the transaction of business. If a Quorum is not present, a vote as to call a special meeting at a later date or to adjourn until the next regularly scheduled meeting can be made by those members present. When a quorum is not covered, the next called meeting shall be a valid meeting notwithstanding lack of a quorum, and the call shall so inform the members.

Section VIII

Duties of members to attend meetings and committee meetings are as follows: Members shall give at least one day notice of inability to attend the meeting. Any member absent for three consecutive Committee meetings without reason and not having notified the Chairman, Vice-Chairman, Secretary or Treasurer shall be deemed to have resigned.

## Article VI

Section I

The rules contained in “Robert’s Rules of Order, Revised Edition” shall govern all cases to which they are applicable and in which they are not inconsistent with federal and state laws and/or guidelines and these by-laws.

## Article VII

Section I

These by-laws may be amended at any regular meeting by a majority vote of the members present.

Adopted [date]

Original Articles of Constitution: [date]

Revisions/Amendments:

NOTE:

Yellow areas are highlighted because they may need changed or may not completely apply to our LEPC. They are brought to your attention simply for consideration.

Adopted [date]  
Revisions/Amendments:

Original Articles of Constitution: [date]