

JASPER COUNTY LOCAL EMERGENCY PLANNING COMMITTEE BYLAWS

*THE FOLLOWING BYLAWS SHALL ESTABLISH AND GOVERN THE OPERATION OF THE LOCAL
EMERGENCY PLANNING COMMITTEE FOR JASPER COUNTY, IOWA.*

ARTICLE ONE NAME

1.1 NAME OF THE COMMITTEE:

The name of the committee shall be the "Jasper County Local Emergency Planning Committee", and is hereby referred to as the "LEPC".

1.2 MAILING ADDRESS AND TELEPHONE NUMBER.

The official mailing address and telephone number of the LEPC shall be:
Jasper County Local Emergency Planning Committee
115 North 2nd Ave East
Newton Iowa, 50208
641-792-7555

1.3 EMERGENCY CONTACT POINT

The Jasper County Emergency Management Coordinator shall be the 24 hour emergency contact point for emergency release notifications

ARTICLE TWO LEGAL STATUS

2.1 The Local Emergency Planning Committee is appointed by the Iowa Emergency Response Commission and is granted the powers necessary to carry out the functions and duties specified in Chapter 30 of the Iowa Code, and the Emergency Planning and Community Right-to-know Act of 1986.

2.2 The LEPC shall serve as a subcommittee to the Jasper County Emergency Management Commission. As such, the LEPC shall function as an agent of the Commission and is covered by the provisions and limitations as set forth in Chapter 29C of the Iowa Code.

2.3 The LEPC is granted the authority to carry out the functions and duties insofar as such actions taken by the LEPC are not in conflict with any laws within the State of Iowa, and fulfill the requirements as established in SARA Title III.

ARTICLE THREE

PURPOSE

The overall purpose of the LEPC is to provide for the various planning needs and requirements as represented by the membership of the LEPC.

The primary goal of the LEPC is that such plans will be the result of a meaningful planning process that will result in plans that are relevant, practical, and understood by those who are expected to use them.

ARTICLE FOUR

MEMBERSHIP

4.1 REPRESENTATION

In as much as possible, the LEPC should consist of, but not be limited to, representation from each of the following:

Elected Officials, Emergency Management, Public Health, Medical, Public Works, Transportation, Public Safety, Environmental Agencies, Media, Community Groups, and Private Sector Facilities

4.2 APPOINTMENT

Members must be nominated and approved by the LEPC membership and submitted to the Iowa Emergency Response Commission for appointment.

4.3 TERM OF MEMBERSHIP

All members shall serve for a two (2) year term from the date of appointment by the Iowa Emergency Response Commission. Members in good standing will automatically be appointed to successive terms. Polling of the membership concerning tenure and review of appointments shall take place in conjunction with the election of officers.

4.4 MEETING ATTENDANCE

Members are to attend at least fifty percent of LEPC meetings held in any twelve month period unless excused by the Chair person. A committee member may be excused from a meeting upon notification to the Chair person or Vice Chair person.

4.5 ALTERNATE

LEPC members may have a designated alternate on record that shall represent them and have the right to vote in their absence.

4.6 PROXY

In the absence of a designated alternate, LEPC members may designate by proxy another individual to represent them. Such proxy shall be communicated to the Chair / Vice Chair prior to the meeting and be effective for no more than one meeting.

4.7 TERMINATION OF MEMBERSHIP

LEPC membership may be terminated by voluntary resignation or replacement of the LEPC member by the represented entity. Resignation or replacement shall be submitted in written form to the Chair.

The LEPC may terminate the membership of a member for good cause. Such termination will be determined by the Executive Board. Membership termination shall not terminate the responsibilities or status of the political subdivision, agency or organization represented. Resignations and terminations will be forwarded to the Iowa Emergency Response Commission and removed from the LEPC membership list.

ARTICLE FIVE OFFICERS

5.1 OFFICERS

The officers of the Committee shall be the Chair, Vice Chair and Secretary.

5.2 CHAIR

The Chair shall preside at all meetings of the Committee. The Chair shall sign or delegate to the Vice Chair the authority to sign, all official documents of the committee. The Chair shall also insure that an agenda of each Committee meeting is mailed or delivered to all members.

5.3 VICE CHAIR

The Vice Chair shall perform the duties of chair person in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice Chair shall perform such duties as are imposed on the Chair person until such time as the LEPC shall elect a new Chair.

5.4 SECRETARY

Secretary/Treasurer shall be responsible for keeping minutes, receiving mail, filing, maintain databases and keeping financial records.

5.5 EXECUTIVE BOARD

An Executive Board shall be established to consist of the Chair, Vice Chair, Secretary, and Past Chair. The Executive Board can be called at the pleasure of the Chair or Vice Chair for purposes consistent with the business of the LEPC or situations that require action in a timely manner.

5.6 ELECTIONS

Elections the officers shall be elected the first meeting of each odd numbered year to serve for a period of two (2) years.

5.6 VACANCIES

Should the office of Chair or Vice Chair become vacant, the LEPC shall elect a successor from the Committee membership for the unexpired portion of the term at the next regularly scheduled meeting.

ARTICLE SIX SUBCOMMITTEES

The Chair may appoint subcommittees to carry out tasks of the committee. The subcommittee participants are not required to be members of the LEPC.

ARTICLE SEVEN

MEETINGS

7.1 Committee business shall be conducted in compliance with the Iowa Code chapter 21, "Official Meetings Open to Public," and Iowa Code Chapter 22, "Examination of Public Records."

7.2 FREQUENCY

The LEPC will typically meet on a bi-monthly basis. The Chair or Vice Chair may alter the meeting schedule as necessary to conduct the business of the LEPC or upon the request of the membership.

7.3 AGENDA

An agenda shall be prepared and will be distributed to the membership prior to the meeting. The agenda shall be posted in accordance with Chapter 21 of the Iowa Code.

7.4 QUORUM

The quorum shall consist of the members present at any meeting. Unless specified in these by-laws, all votes shall pass by a simple majority of those present.

7.5 PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall be the reference for parliamentary procedures in conducting meetings.

ARTICLE EIGHT

PUBLIC INFORMATION

8.1 The Jasper County Emergency Management Agency shall receive all non emergency notifications from facilities subject to the EPCRA Section 324, including Tier II information under Section 312 and respond to requests for information from public (e.g.: MSDS, chemical inventory forms, minutes of LEPC meetings, and emergency response plans).

8.2 The hazardous materials response plan will be distributed as a part of the county-wide multi-hazard emergency response plan.

ARTICLE NINE

AMENDMENTS

9.1 AMENDMENTS TO BYLAWS

Any proposed amendment must be submitted in writing. No vote shall be taken to amend the bylaws until the proposed amendment has been reduced to writing and distributed with the agenda for the meeting at which the amendment is to be voted on.

The bylaws may be amended by an affirmative vote of three fourths of those present.

9.2 FILING OF BYLAWS AND AMENDMENTS

The bylaws shall be recorded with the county recorder and a copy of the bylaws shall be forward to the Iowa Emergency Response Commission to be kept on file.

ARTICLE TEN

FINANCING

The LEPC may cooperate with, contract with, and accept and expend funds from governmental, public, or private entities as long as such transactions and contracts are consistent with the purpose of the LEPC under Chapters 29C and 30 of the Code of Iowa.

ARTICLE ELEVEN

SEVERABILITY

Invalidation of any provision or application of these bylaws shall not affect other provisions or applications

ARTICLE TWELVE

DISSOLUTION

12.1 The committee shall not be dissolved by an action other than that caused by changes in federal and state laws dissolving or significantly reorganizing the organization, structure and operational processes. The LEPC may dissolve to merge into a regional multi-county LEPC.

12.2 Upon dissolution of this administration, all assets of the LEPC shall become property of the Jasper County Emergency Management Commission who may liquidate and distribute as they see fit.

ADOPTED BY JASPER COUNTY LOCAL EMERGENCY PLANNING COMMITTEE,

DECEMBER 4TH, 2008.

Chairperson

Vice Chair