



## **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.



## **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 4<sup>TH</sup>, 2008.

\_\_\_\_\_  
Chairperson

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Vice Chair