



**By-Laws
Gem County
Local Emergency Planning Committee (LEPC)**

**ARTICLE I
Members**

The Gem County LEPC shall consist of, as a minimum but not limited to, representatives from each of the following groups or organizations: elected officials; law enforcement; emergency management; fire response; emergency medical services; public health; business industry; environmental; schools; public works; hospital; National Guard; fertilizer plant; co-op; transportation; media; Idaho Office of Emergency Management; Volunteer Organizations Active in Disaster (VOAD) community groups such as the Friendship Coalition; owners and operators of facilities subject to reporting under the Emergency Planning and Community Right-to-Know Act (EPCRA);

Working groups or sub-committees will be appointed, as necessary, to carry out detailed planning and coordination of LEPC activities as voted on by the LEPC at a regular business meeting.

**ARTICLE II
Officers and Board Committees**

2.1 Officers. Officers of the LEPC shall be The Board Chair, The Board Co-Chair, and the LEPC Coordinator. The LEPC Chair and Co-Chair shall be elected by the members of the LEPC. The LEPC Coordinator function will be carried out by the Gem County Emergency Manager. The Secretary/Treasurer role is to be served by the office of Emergency Management. An election for the Chair and Co-Chair will be held biennially in the months of November or December and new officers will take office on January 1. In the event of a vacancy, a special election will be held for the remaining term of the vacated office.

In the event an activity or an emergency situation requires action by the LEPC, prior to a regular scheduled meeting, an Executive Session of the Board Officers will meet in person or by electronic means to determine the necessary action. The action must be brought before the LEPC at its next regular scheduled meeting for affirmation by the full committee.

2.2 Board Committees. The Board shall have power to delegate and act through committees as established by the Board. Board committees shall be standing and special. The standing committee shall be: the Executive Committee.

2.2.1 Executive Committee. The Executive Committee will be made up of the Board Chair, the Board Co-Chair and the LEPC Coordinator. The Board Chair shall be the Chairman of the committee. The Board Chair shall call meetings of the committee.

ARTICLE III

Meetings

Meetings are open to the public and shall be held on a regularly scheduled basis. Structured organization meetings will be held at least quarterly. Training meetings will be held as determined necessary. Notice of all meetings shall be published according to all applicable state laws. When voting on any LEPC matters, at least 50% of the regular voting members, based on the last two meeting attendances, will be present to make a quorum. The Secretary/Treasurer will maintain meeting records of regular member attendance so a 50% quorum number can be determined at a meeting.

ARTICLE IV

Public Availability

The Gem County LEPC shall annually publish notice on the Gem County website during the month of May, advising that the Hazardous Materials Response Plan, Material Safety Data Sheets (MSDS), chemical inventory lists, and follow-up emergency notices are available for public review; consistent with Section 322 of the Emergency Planning and Community Right-to-Know Act (EPCRA). The public notice shall also state that follow-up emergency notices may be issued.

The public may review these documents at the Gem County Courthouse, during normal business hours.

ARTICLE V

Public Request for Information

Any person may submit a written request for information under Sections 311, 312 and 324 of EPCRA. Requests shall be addressed to:

Gem County Disaster and Emergency Management

Attn: LEPC

415 E. Main St.

Emmett, ID 83617

The LEPC shall respond to requests for information in compliance with Idaho Code § 74-103 (1) (2015). The LEPC Executive Board shall serve as the Coordinator of Information for public information releases.

ARTICLE VI

Public Comment

Public comments concerning the Emergency Operations Plan, or the LEPC activities in general are welcome. Public comment is a standing agenda item for Gem County LEPC meetings, or comments may be submitted to the Gem County Emergency Manager. Comments or questions directed to the LEPC will be answered in writing. Response timing shall comply with Idaho Code § 74-103 (1) (2015), after appropriate coordination.

ARTICLE VII

Distribution of the Emergency Response Plan

Routine distribution of the Emergency Operations Plan will be in accordance with operational needs. Copies of the most recent published plan will be available for public review in the Commissioners' office at the Gem County Courthouse, during normal office hours; on the Gem County website or by

submitting a Public Information Request to the Gem County Emergency Manager. Some contents of the Plan may be exempt from disclosure according to Idaho Code 74-105 (4)(a)(i) & (4)(b).

ARTICLE VIII
Change of By-Laws-Notice Given

The by-laws of this organization may be changed by the majority vote of the committee members at a regular meeting with a quorum present. Notice of any proposed by-law changes must be made to the members two weeks in advance of the meeting date that the proposed changes will be discussed and voted upon.

ARTICLE IX
Dissolution of LEPC

In the event that the Gem County LEPC is dissolved or becomes inactive as determined by the Gem County Board of Commissioners; all equipment and LEPC responsibilities shall revert to the Gem County Board of Commissioners