

CONSTITUTION AND BYLAWS
of the
KNOX COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE

Article I.
NAME

Section 1 This organization shall be the "Knox County Local Emergency Planning Committee". Short title "Knox County LEPC" herein referred to as the "Committee."

Article II.
PURPOSE AND FUNCTION

Section 1 The object of this Committee shall be (a) to follow the mandates of Public Law 99-499, "Emergency Planning and Committee Right-to Know Act of 1986 (SARA Title III)" and amendments adopted under Title 37B, Chapter 13 of the Maine Revised Statutes Annotated.

Section 2 Further, it is the intention of the Committee to promote a safe environment for the people of Knox County through public education and by overseeing the movement, use and storage of hazardous materials in our county and communities; assisting businesses and government agencies in the establishment of effective and equitable policies and procedures for handling these materials.

Article III.
MEMBERSHIP

Section 1 Membership shall consist of a minimum of 14 members, including the following groups: elected state and local officials, law enforcement, emergency management, fire fighting, emergency medical, health department, environmental protection, hospital, transportation, broadcast and print media, general citizen, community groups (e.g. Red Cross), facility owners/operators, and facility employees.

Section 2 Additional members shall be accepted to provide the greatest possible cross section of the county in regards to occupation and location.

Section 3 Resignation and/or change in a group's representative is to be submitted in writing to the Committee Secretary at the earliest possible convenience.

Section 4 The Committee may employ those persons deemed necessary to carry out the purpose and functions of the Committee.

Article IV
OFFICERS AND DUTIES

- Section 1 Officers shall consist of Chair, Vice Chair, Secretary and Treasurer. These officers also serve as the Knox County LEPC executive board.
- Section 2 Officers shall be elected by majority vote of the quorum.
- Section 3 Term of office shall be two years, with elections to take place during the last meeting of each calendar year. The Chair will be elected during even numbered years, with the Vice Chair, Secretary and Treasurer being elected during odd numbered years.
- Section 4 In the event of a vacancy, the Committee shall fill the vacancy at the next regular meeting in the manner described in Section 2.
- Section 5 Duties of the Officers:
- a) The Chair shall preside at all meetings of the committee. He/She shall appoint the Chair of each standing subcommittee, the other members thereof to be appointed from the floor. He/She shall appoint such special committees as may be authorized by the body. He/She shall serve as Emergency Coordinator for the Committee. He/She may sign all warrants for payment of bills, approved by the Committee. He/ She shall obey all lawful orders of the body and be familiar with the mandating federal and state laws, the Committee bylaws and parliamentary procedure.
 - b) The Vice Chair shall assume and perform the duties of the Chair in the absence or disability of the Chair. In the event of the resignation or death of the Chair, he/she shall become Chair for the remainder of the term.
 - c) The Secretary shall keep records of minutes of meetings. He/She shall keep an up to date roster of all members of the Committee. He/She shall take care of routine day to day business matters for the Committee, and prepare an agenda for meetings in consultation with the Chair. The Secretary is designated as Coordinator of Information for the Committee.
 - d) The LEPC Treasurer shall manage the funds of the Committee subject to its approval and shall provide a brief financial report at each regular meeting. He/She may sign all warrants for payment of bills, approved by the Committee. The Treasurer shall serve as an ex-officio member of any subcommittees established. The Knox County Treasurer shall serve as the custodian and fiscal agent for the Committee, holding such funds or accounts as may be necessary to conduct the Committee's business.

- Section 6 The Chair, Vice Chair and Treasurer are designated as coordinators to receive release notifications and activate the emergency plan. Other Committee members may be designated as necessary.
- Section-7 Committee Officers shall have the same right to make motions, vote and to debate questions as any other Committee member.
- Section 8 Officers shall assume their duties at the first meeting of the calendar year following elections.

Article V.
MEETINGS

- Section 1 The Committee shall hold regular meetings at a mutually agreeable date, time and place. Regular meetings shall take place monthly or bimonthly on a predetermined schedule approved by the Committee and shall occur at least six times each calendar year. In order to promote attendance, regular meetings will be publically advertised to the greatest extent possible.
- Section -2 Special meetings may be called as needed. In lieu of a special meeting, officers may electronically or by telephone, poll the membership for voting purposes. The poll would be taken from the members attending at least one of the previous two regular meetings.
- Section -3 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 business as necessary.
- Section -4 Meetings shall be held at the Knox County EMA Office unless otherwise agreed upon.
- Section-5 The Secretary shall provide written or telephonic notice to all committee members to include date, time and location of each meeting approximately one week prior to such meeting. This meeting notice shall also be submitted for publishing in at least one newspaper of general circulation in Knox County.
- Section-6 Five members of the Committee at a meeting shall constitute a quorum for the transaction of business. If a quorum is not present, a vote to call a special meeting at a later date or to adjourn until the next regular meeting can be made by those present.

Article VI.
CONDUCT OF MEETINGS

Section 1 The rules contained in "Robert's Rules of Order, revised edition" shall govern in all cases to which they are not inconsistent with federal and state laws and or guidelines and these bylaws.

Article VII.
AMENDMENTS

Section 1 These bylaws may be amended at any regular meeting by a majority vote of the members present. All proposed amendments must be presented to membership, in writing, at least 30 days prior to the vote.

THESE AMENDED BYLAWS WERE ADOPTED BY POPULAR VOTE OF THE KNOX COUNTY LOCAL EMERGENCY PLANNING COMMITTEE ON THE 9th DAY OF SEPTEMBER IN THE YEAR 2008.

Signed:

Chair, Knox County Local Emergency
Planning Committee