

## Bylaws of the Charles County Local Emergency Planning Committee

### Article I: Name and Authorization

Section 1: The official name of the organization shall be the "Charles County Local Emergency Planning Committee."

Section 2: The LEPC has been established pursuant to subtitle A, Section 301 of Title III (Emergency Planning and Right-to-Know Act) of the Superfund Amendment and Reauthorization Act of 1986. The LEPC shall have all the power and duties conferred upon it by said law and as it may from time to time be amended. The principal duty of the LEPC shall be to evaluate the Emergency Operations and Hazardous Materials Emergency Response Plan for Charles County and to review such plan annually. This plan shall contain, as a minimum, all the elements set forth in Title III for such plan. Exercises shall be periodically held to test the plan.

Section 3: The members of the LEPC are appointed by the Governor with the recommendation of the State Emergency Response Commission and pursuant to Title III shall include the following: a Charles County Commissioner or designated representative, the Mayor or Town Manager from the towns of Indian Head and La Plata or their designated representatives, and representatives of the Fire Department, the Office of the Sheriff, the Maryland State Police, the Charles County Office of Emergency Services, the Charles County Health Department, Civista Medical Center, Emergency Medical Services, Veterinarians, the Medical Community, the State Highway Administration, the Charles County Department of Public Facilities Roads Division, Industry (Chemical and Transport), Community Groups, and Radio, Television and Print Media. Interested persons may petition the SERC to modify the membership of the LEPC.

### Article II: Officers and Duties

Section 1: The officers of the LEPC shall consist of a Chair, Vice Chair, Community Emergency Coordinator, Public Information Officer, and Secretary. Said officers shall serve a term of one year. Elections for these positions shall thereafter be held annually.

Section 2: The powers and duties of the Chair shall be to preside at meetings of the LEPC, appoint such standing and special subcommittees as shall be needed to conduct the business of the LEPC, serve as the (nonexclusive) spokesperson for the LEPC, act as the coordinating official with the SERC, and have such other powers and duties as are customary for the presiding officer on similar committees and boards.

Section 3: The powers and duties of the Vice Chair shall be to preside over meetings of the LEPC in the absence of the Chair, and to carry out such other duties as may be directed by the Chair.

Section 4: The Community Emergency Coordinator shall coordinate LEPC activities with all involved parties including government agencies, business and industry, and voluntary organizations in the event of a hazardous material incident.

Section 5: The Public Information Officer shall prepare and distribute information to the public and broadcast and print media on LEPC activities and news, and provide public notice of the availability of plans and other information.

Section 6: The Secretary shall keep a written record of all business transacted by the Board, give notice to all members of all meetings, keep on file all official records of the committee, certify all records and reports of the LEPC, and serve notice of all hearings and public meetings.

Section 7: The Chair and/or Community Emergency Coordinator, together with the Secretary, shall sign all official documents of the LEPC in accordance with law and these bylaws.

### Article III: Meetings

Section 1: The regular meetings of the LEPC shall be held at the call of the Chair and shall be a minimum of twice annually or as often as necessary to conduct business.

Section 2: The LEPC shall conduct its business by means of resolutions duly adopted by a majority of the members present at a meeting. No motion, resolution, or other parliamentary instrument shall prevail unless it receives a majority of the votes of the members at a meeting.

Section 3: The LEPC shall be deemed to be a "Public Body" of Charles County, within the meaning of the Maryland State Open Meetings Law and Freedom of Information Statutes, except as those statutes may be superseded by applicable federal law.

Section 4: The public is encouraged to participate in the work of the LEPC by attendance at meetings and, when in order, by addressing the LEPC.

Section 5: The public shall be notified of meetings of the LEPC in accordance with applicable provisions of the Maryland State Open Meetings Law, specifically by advance notice given to the local public media by the Secretary of the LEPC. Each year the LEPC shall review the Hazardous Materials Emergency Response Plan and shall make its proposed revisions available for public examination. No sooner than thirty (30) days after the proposed revisions have been made available to the public, the LEPC shall give notice of the conduct of at least one meeting in which members of the public shall be invited to discuss the revisions to the Hazardous Materials Emergency Response Plan prepared by the LEPC. Also, the public will be given the opportunity for written comment to the LEPC.

Section 6: After the public meeting(s) and the opportunity for public comment on the proposed revisions to the plan, the LEPC shall respond to comments, revise the plan, and distribute it.

### Article IV: Correspondence and Communications

Section 1: All official communications of the LEPC shall be carried out by the Chair or under his/her direction.

Section 2: All questions from the public relating to the activities of the LEPC, or any public dissemination of news of LEPC activities, shall be through the office of the Public Information Officer.

Section 3: The LEPC shall conduct a Community Right-to-Know Program as required by Sections 301, 312, and 324 of Title III.

Adopted March 2, 1995