

WHATCOM UNIFIED

LOCAL EMERGENCY
PLANNING COMMITTEE

By-Laws

Proposed

April 2009

BYLAWS - TABLE OF CONTENTS

ARTICLE I	NAME
ARTICLE II	PURPOSE
ARTICLE III	MEMBERSHIP
ARTICLE IV	OFFICERS
ARTICLE V	EXECUTIVE BOARD
ARTICLE VI	COMMUNITY COORDINATOR
ARTICLE VII	MEETINGS
ARTICLE VIII	DISCLAIMER OF ENDORSEMENTS
ARTICLE IX	PARLIAMENTARY AUTHORITY
ARTICLE X	DUES AND FEES
ARTICLE XI	AMENDMENTS
ARTICLE XII	EFFECTIVE DATE

**WHATCOM UNIFIED
LOCAL EMERGENCY PLANNING COMMITTEE**

BY-LAWS

ARTICLE I - NAME

The Whatcom Unified Local Emergency Planning Committee, hereinafter referred to as the LEPC, is an administrative instrument coordinated through the City of Bellingham's Office of Emergency Management (OEM) and the Whatcom County Sheriff's Office Division of Emergency Management (DEM).

ARTICLE II - PURPOSE

The LEPC coordinates all-hazards emergency planning and preparedness activities between all interested stakeholders within Whatcom County, Washington. The LEPC is authorized under provisions of WAC 118-40-160 and fulfills the intent of the Superfund Amendment Reauthorization Act (SARA Title III/Emergency Planning and Community Right-to-Know Act (EPCRA)). The LEPC shall:

1. Encourage effective and efficient collaboration and cooperation between citizens, health professionals, business, industry, public-interest organizations and the local, state, and federal government agencies responsible for emergency planning and response, public health and environmental protection.
2. Annually review and revise (as needed) the Whatcom Unified Emergency Operations Plan including the hazardous materials response annex.
3. Conduct public education and training to increase levels of individual, business and community emergency preparedness.
4. Oversee maintenance of annual chemical inventories as required by the Emergency Planning and Community Right-to-Know Act.

ARTICLE III - MEMBERSHIP

To facilitate the stated purpose, the LEPC membership will ideally be comprised of a broad cross-section of community interests, including representatives from each of the following stakeholder groups:

- Elected state and local officials
- Law enforcement
- Fire and emergency medical services
- Public health
- Public works
- Emergency management
- Hospital
- Schools
- Colleges and universities
- Utility providers
- Public transportation
- Business – especially business/industry that stores/use large quantities of hazardous materials that are subject to meeting the Emergency Planning and Community Right to Know Act.
- Environmental agencies
- Media
- Community groups

Any agency, organization, business, individual, or group may belong to the LEPC by simply indicating their desire to do so. Only LEPC member entities/individuals may vote on matters before the LEPC and only one (1) vote is allowed for each entity/individual. Any disagreement over voting verses non-voting membership shall be resolved by the LEPC Executive Board.

ARTICLE IV - OFFICERS

The Chair of the LEPC will be elected from the LEPC membership to serve a one year term at the Annual Meeting. The Chair shall designate a Vice-Chair to function in his/her absence.

ARTICLE V - EXECUTIVE BOARD

The LEPC Executive Board shall be composed of the Chair, Vice-Chair and three at-large members, appointed by the Chair. Only voting-members shall serve on the Executive Board. The Executive Board shall meet as required to formulate policy and goal recommendations to the LEPC. Working groups may be formed as required.

ARTICLE VI - COMMUNITY COORDINATOR

The State Emergency Response Commission has jointly designated the City of Bellingham's OEM and the Whatcom County Sheriff's Office DEM as the local Community Coordinators to carry out the requirements of the LEPC. In addition, the OEM and DEM shall serve as the LEPC Coordinators for information and shall establish procedures to receive and process requests for public information as outlined in the Emergency Planning and Community Right-to-Know Act. OEM and DEM facilitate LEPC activities including: scheduling meetings; maintaining chemical inventories; hazardous materials planning; all hazards mitigation planning, maintaining files of reportable chemical releases; annually sending a list of LEPC members to the State Emergency Response Commission, and conducting exercises.

ARTICLE VII - MEETINGS

LEPC meetings shall be held at least quarterly and shall comply with provisions of the Washington Open Public Meetings Act RCW 42.30.020. One of the meetings shall be designated as the Annual meeting. The purpose of this meeting is to approve the annual goals, membership, and Executive Board.

A simple majority of eligible member entities/individuals shall constitute a quorum.

Special meetings of the LEPC may be called by the Executive Board.

ARTICLE VIII - DISCLAIMER OF ENDORSEMENTS

No individual member or group of members of the LEPC shall have the authority to endorse or recommend any product or service in the name of the LEPC. No individual member or group of members shall have the authority to endorse or recommend any candidate for political office in the name of the LEPC.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in Roberts' Rules of Order, as amended, shall govern in all cases wherein they do not conflict with the rules of this organization.

ARTICLE X – DUES AND FEES

Neither dues nor fees will be required for membership in the LEPC. The Executive Board may establish a fee for members and guests to cover the costs of any special meetings which have the prior approval of the voting membership.

ARTICLE XI - AMENDMENTS

These By-Laws may be amended by a two-thirds majority of the voting membership present at a regular or special meeting of the LEPC, provided a copy of such proposed amendment(s) shall be distributed at least thirty (30) days in advance of such meeting, and attached to the written notice for that meeting.

ARTICLE XII - EFFECTIVE DATE

These By-Laws shall take effect on the day following adjournment of the meeting at which they were adopted.