

SOUTHEAST REGION LEPC BY-LAWS

BY-LAWS OF THE SOUTHEAST REGION LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

Adopted, September 12th, 2018

This organization shall be known as the Southeast Region Local Emergency Planning Committee (LEPC). The region will include the counties of Baca, Bent, Crowley, Kiowa, Otero, and Prowers in the State of Colorado. The term "Region" as used in these by-laws refer to the counties listed above. The Colorado Emergency Planning Committee, as the Colorado SERC, has approved the Region as a planning district under the Emergency Planning and Community Right-to-Know Act. The Colorado Emergency Planning Committee has also approved the roster of initial LEPC members.

ARTICLE I – MISSION

The mission of the LEPC is to provide guidance and outreach to the community through education, coordination and assistance regarding all-hazards with the vision of improving emergency preparedness within the Region and to perform the functions of an LEPC under the Emergency Planning & Community Right-to-Know Act and state statutes.

ARTICLE II – AUTHORITY

The LEPC has all of the authority conferred on an LEPC under the Emergency Planning & Community Right-to-Know Act and state statutes. The LEPC may apply for and accept monies by grant or gift.

ARTICLE III – RESPONSIBILITIES

In order to improve community preparedness for all-hazard events, the LEPC will work to accomplish the following:

- Identify the hazards and risks within the Region
- Evaluate the current capabilities – public and private – to prepare for these hazards and risks
- Establish, through community education and a broad, whole-of-community process, the desired levels of capability within the Region
- Identify the gaps between current capabilities and desired capabilities, and create a strategic plan to fill these gaps
- Engage in activities that address the capability gaps in a measurable fashion

In keeping with the intent of the EPCRA regulations, all activities of the LEPC will be conducted in a manner encouraging input and participation from all segments of the community.

ARTICLE IV – EMERGENCY RESPONSE PLANNING

Members of the LEPC in collaboration with the Cities and Counties of the Region, Colorado Division of Homeland Security and Emergency Management (CDHSEM) may contribute in the development of a County All-Hazards Emergency Operations Plan (EOP) in accordance with state statute.

The LEPC shall, in addition:

- Using the CAMEO Suite of free software products, establish and maintain a data base of hazardous chemical locations and quantities in the Counties;
- Maintain information on facilities which manufacture, store, or distribute Extremely Hazardous Substances (EHS) in excess of the threshold planning quantity (TPQ) established by EPA;
- Receive and process requests for public information in accordance with EPCRA requirements;
- Assist in performance of an annual all-hazard threat and vulnerability analysis;
- Assist with analysis and recommendations of resource needs that support effective emergency preparedness, response, recovery and mitigation activities as set forth in the EOP.
- Assist in development of community emergency preparedness education and information programs that successfully enhance the safety and security of the community from all-hazards emergency and disaster incidents.

ARTICLE V - MEMBERSHIP

The LEPC shall seek out members from across the community and ideally will include representatives of the groups listed in Section 301 of EPCRA. There shall be no effort to limit membership based on business sector, residence or experience. Nor shall there be any effort to create different classes of membership. The LEPC shall be broadly inclusive.

- The LEPC shall have a Chairperson, Vice-Chairperson and Secretary as elected every two years for then members of the LEPC. Term limitations do not exist.
- Terms of Membership

The LEPC will periodically, but at least annually, submit a written list of recommended members to the CEPC for their consideration and hopeful approval. The LEPC shall add or remove members at its discretion subject to the approval of CEPC.

ARTICLES VI – COMMITTEES

The Chairperson may create Standing and/or Ad-Hoc Committees as necessary to perform functions of LEPC recommended projects or activities.

ARTICLES VII - MEETINGS

The LEPC shall meet no less than four (4) times a year in a meeting which is open to the public. An LEPC meeting will be scheduled during each quarter of the Calendar Year. Standing or AD- Hoc Committee meetings will be held as determined by the respective Committee Chairperson.

The LEPC may hold public hearings or forums as it may deem necessary and desirable at such time and places as may be determined by a majority vote of the LEPC or Committee.

- Quorum

A quorum shall consist of one-third (1/3) of the LEPC members. LEPC members may designate an alternate representative for voting but must notify the Chairperson before a scheduled meeting is conducted. All actions requiring a vote may be taken by a majority of those members (or their representatives) in attendance.

- **Agenda**

An agenda will be developed and posted for public notice no less than 10 days prior to an LEPC meeting. Any member may request that the Chairperson place an item on the meeting agenda.

- **Rules of Order.**

The deliberations of all meetings of the LEPC and its subcommittees shall be governed by Robert's Rules of Order.

- **Notice of Meetings.**

Notice of time, date, place of meeting, and agenda items to be considered at each meeting shall be given in writing to all members at least ten (10) days prior to each meeting by the Chairperson or his/her designee; and to the Clerk's Office of the Cities and Counties of the Region.

- **Voting**

Each committee member, or designated representative, including the Chairperson, in attendance shall be entitled one vote. Members may register their abstention on any vote. Members are required to abstain on matters which pose a conflict of interest.

ARTICLE VIII –AMENDMENTS


These bylaws may be amended by a vote of the LEPC members. Proposed amendments to these bylaws shall be submitted in writing to the LEPC membership at least ten (10) days in advance of a meeting. Any member of the LEPC shall have the right to comment on or suggest revisions to the bylaws.

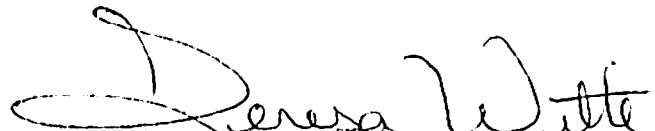
ARTICLE IX –PUBLIC INFORMATION

Pursuant to EPCRA any person may request Tier II information with respect to a specific facility by submitting a written request to the Chair of the LEPC. Such a request may be submitted by an email to the LEPC email address listed on the webpage of the CEPC. If the LEPC has a Tier II form for the facility identified in the request, the Chair will contact the requestor to make arrangements to provide the information.

Signature Sheet

These By-laws for the Counties of Baca, Bent, Crowley, Kiowa, Otero and Prowers, known as the Southeast Region LEPC, were adopted at the regular meeting of the LEPC on this 11th Day of September, 2018.


Chair


Secretary