Local Emergency Planning Committee District 11, Lamoille County

BY-LAWS

Mission Statement
To provide resources and guidance to the community through education, coordination, and assistance in all-hazard mitigation, preparedness, response, and recovery planning to assure public health and safety.

LEPC Structure

Authority:
Local Emergency Planning Committee (LEPC) #11 shall follow statutory responsibilities in accordance with Title 20 Vermont Statutes Annotated and the Federal Superfund Amendment & Reauthorization Act of 1986, Public Law 99-499, Title III Emergency Planning and Community Right to Know Program (SARA Title III, EPCRA).

LEPC District #11 membership:
LEPC #11 consists of representatives from businesses, local government, emergency response, and citizen groups located in Lamoille County, including the towns of: Belvidere, Cambridge, Eden, Elmore, Hyde Park, Johnson, Morrisville, Stowe, Waterville and Wolcott.

LEPC members must be residents of, or represent entities located in, Lamoille County. Members are approved by the LEPC, State Emergency Response Commission (SERC), and the organization that they represent. Each member or organization shall select and maintain an alternate who can act on his/her behalf to ensure there is adequate representation for their region or function.

LEPC #11 membership will include at least one voting representative from each of the following:
- The Emergency Management Director (or Coordinator) from the ten towns in Lamoille County (10)
- Lamoille County Mutual Aid representative (1)
- EMS District #4 representative (1)
- Lamoille County Sheriff’s Department representative (1)
- Local police or Vermont State Police representative (1)
- Copley Health Systems representative (1)
- Public Health representative (1)
- Owner or operator of industrial plants and other users of chemicals (1)
- American Red Cross (1)
- Public Education representative (1)

“At large” representatives may also be nominated to represent other interest groups.

Additionally, representation and non-voting participation from the following groups is encouraged:

Lamoille County Planning Commission
Vermont Division of Emergency Management and Homeland Security
News Media
**Dismissal:** The Committee may recommend removal, to the SERC, of any member of the committee for just cause, or at the request of the members of the region. Such dismissal request shall be made upon a majority vote of the committee in executive session.

**Resignation:** A member of the committee may resign by presenting a letter to that effect to the Chairperson. Resignation will be effective 30 days after submittal.

**Officers:**
Members shall elect the following officers from within the LEPC each year at the October meeting:

**Secretary**
- Prepares and submits minutes of LEPC meetings, including attendance
- Maintains roster of LEPC #11 members

**Treasurer**
- Provides financial statements to the LEPC as requested/directed
- Ensures that all financial transactions are properly supported and approved by the LEPC
- Ensures checks are signed by all designated signers
- Makes such dispersals and transactions as might be directed by the LEPC
- Arranges an audit following SERC guidelines

**Assistant Chairperson**
- Acts on behalf of the chairperson in his/her absence
- Assists the chairperson in accomplishing duties assigned

**Chairperson**
- Chairs LEPC meetings
- Represents the Committee at the state level
- Consults and coordinates with the heads of local government, emergency services, and Division of Emergency Management and Homeland Security
- Upon notification of an incident, ensures the plan has been implemented
- Acts as signer of all checks

**Standing Subcommittees:**
Subcommittees may be designated by the LEPC as necessary. Representation and membership may be extended to any interested parties or individuals. Standing Committees shall consist of:
1. Training and Exercise Coordination
2. Executive Committee
3. Community Emergency Response Team (CERT)

The officers will constitute the Executive Committee and by consensus may invite any other representatives to participate. Additional subcommittees may be added as necessary.

**Ad-Hoc Committees:**
Ad-hoc committees may meet at any time. Representation and membership may be extended to any interested parties or individuals. Ad-Hoc Committees may include:

1. Tier II Reporting and Monitoring
2. Grant Review and Management

**Administrative**

**Meetings:** The voting membership shall meet regularly to conduct business and review subcommittee activity at times and places to be announced publicly. A quorum of five (5) members shall be required in order to conduct business.

**Conduct:** Meetings will be run by consensus until such a time as any member requests governance by the LEPC Administrative Procedures. General business of the Committee will be conducted in open session. Executive sessions may be requested by any member in accordance with the state public meetings laws.

**Financial**

All financial transactions of the Committee shall be overseen by the Treasurer.

**Income:** Funds received and or accepted by the Committee will be forwarded to the Treasurer.

Reimbursements to LEPC may include legally recoupable expenses, incurred in the performance of incident mitigation, or normal LEPC business. Reimbursements will be billed by the LEPC to the accountable party. These costs include, but are not limited to: unused LEPC disbursements, cost of materials, equipment, personnel used, and overhead expenses incurred.

Other funds that support LEPC activities, such as grants or state allocations, shall be accepted.

**Expenditures:** All expenditures of funds will be approved by a majority of voting members present at a meeting of LEPC #11. Emergency or standard expenditures, as outlined by the membership, shall be authorized by the officers of the LEPC.

**Reimbursements to members:** LEPC members or their agents may be reimbursed for official expenditures, including mileage traveled to meetings, conferences, trainings, exercises, or other educational development opportunities as approved by the LEPC.

**Cash Advances:** Cash advances to facilitate the business of the LEPC without impacting financially upon its members are acceptable with the prior approval of the LEPC for specific projects. Cash advances for LEPC members to attend conferences, trainings, exercises, or other educational development opportunities as approved by the LEPC may be authorized.

**Fiscal Year:** The fiscal year will be the same as that used by the State of Vermont, starting on July 1 and ending June 30.
**Audit:** The financial records of this LEPC will be maintained and audited in a manner consistent with SERC requirements.

**LEPC equipment**

Equipment purchased by and for the LEPC is the property of the LEPC. Authorization for usage and storage does not constitute rendering of ownership. Should the LEPC be dissolved, all owned equipment will be equitably distributed to LEPC members or sold and the cash returned to the SERC.

**Bylaws Amendments**

The bylaws may be amended by a majority of members present at a meeting of LEPC #11 following a 30 day notice of the membership. Proposed amendment must be submitted in writing to the chair 50 days prior to the vote.

**Bylaw Actions:**
Adopted January 2001  
Updated January 8, 2003  
Amended June 17, 2014  
Updated December 28, 2015