

**CONSTITUTION AND BYLAWS
WALDO COUNTY LOCAL EMERGENCY PLANNING COMMITTEE**

ARTICLE I

SECTION 1 This organization shall be the "Waldo County Local Emergency Planning Committee", hereby referred to as the "Committee".

ARTICLE II

SECTION 1 The object of this Committee shall be to follow the mandates of Public Law 99-499, "Emergency Planning and Community 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 establish a safe environment for the people in Waldo County by monitoring the movement and use of Hazardous Materials in our county and communities; assisting businesses and government agencies in the establishment of policies and procedures for handling these materials that will be effective and equitable to all.

ARTICLE III

SECTION 1 Membership will consist of a minimum of 14 members comprised of the following agencies; elected state and local officials, law enforcement, emergency management, firefighting, emergency medical, health department, environmental protection, hospital, transportation, broadcast and print media, general citizens, community groups (ex. Red Cross), facility owners/operators, and facility employees.

SECTION 2 Additional members shall be accepted as to provide the greatest possible cross section of the County in regards to occupation and location. All members must be approved by the State Emergency Response Commission (SERC).

ARTICLE IV

SECTION 1 Elected Officers shall consist of a Chairman and Vice Chairman. The Treasurer shall be the County EMA Director and the Secretary will be the County EMA Deputy Director or Planner.

SECTION 2 Officers will be elected by a vote of all members present.

SECTION 3 Term of Office will be for a period of two years, with elections to take place during the last meeting of each calendar year. The Chairman will be elected on even numbered years with the Vice Chairman being elected on odd numbered years.

SECTION 4 In the event of a vacancy, the Committee shall fill the vacancy at the next regular meeting.

SECTION 5 Duties of the Officers.

A) The Chairman shall preside at all meetings of the Committee. The Chairman, or if not available, the Vice-Chairman, shall be the signatory authority on all correspondence or policies approved by the Committee.

B) The Vice Chairman shall assume and perform the duties of the Chairman on the absence or disability of the Chairman. In the event of the resignation or death of the Chairman, (s)he shall become Chairman for the unexpired term.

C) The EMA office staff (Secretary and Treasurer) shall keep records of the minutes of meetings. They shall keep an up to date roster of all members of the committee; maintain all financial records; take care of routine day to day administrative matters for the Committee, and compile an agenda for meetings. They shall be appointed as the Coordinator of Information for the Committee and the Emergency Coordinator.

SECTION 6 Officers shall assume their duties at the first meeting of the calendar year following elections.

SECTION 7 Once a year, public notification shall be made via the media, inviting all interested parties to participate in a general meeting, to be able to request information on committee activities to be able to discuss the emergency plans of interest and to allow for comments by the general public.

SECTION 8 The LEPC shall make available to the general public, consistent with state law, a copy of the County Emergency Operations Plan and any information about hazardous materials in accordance with sections 311, 312, 313 and 324 of the Emergency Planning Committee Right-to-Know-Act. The committee shall annually publish a notice online regarding the availability of the above information and announce that members of the public who wish to review any such information do so at the Waldo County Emergency Management Agency.

ARTICLE V

SECTION 1 The Committee shall determine the use of funds with policy guidelines and recommendations from the SERC and the County EMA Director. The County EMA Director shall have discretionary authority for administrative use of funds. Committee approval will not be needed for purchase of paper, postage, mileage, meals, advertising, registrations, computer supplies and software, references, books, subscriptions, training course fees, and wages for part-time or contract help for planning tasks.

ARTICLE VI

SECTION 1 Regular meetings of the committee shall take place quarterly on the third Thursday, beginning in January for a total of (4) four meetings in a calendar year.

SECTION 2 Special meetings may be called by the Chair or Vice-Chair and meetings may be cancelled by the County EMA Director due to unsafe weather conditions or other emergencies.

SECTION 3 The EMA staff are responsible to provide a reminder to all committee members to include date, time, and location of each meeting, approximately two weeks prior to such meeting.

SECTION 4 Five (5) 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 members present.

SECTION 5 When a quorum is not convened, the next called meeting shall be a valid meeting notwithstanding lack of a quorum, and the call shall so inform the members.

ARTICLE VII

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

ARTICLE VIII

SECTION 1 These bylaws may be amended at any regular meeting by a majority vote of the members present.

I HEREBY DECLARE THAT THESE BYLAWS HAVE BEEN ADOPTED OR REVISED BY POPULAR VOTE THIS 16th DAY OF JULY IN THE YEAR 2020.

SIGNED; *Almon D. Rivers*
Chair, Waldo County Local Emergency Planning Committee

