

**SAMPLESAMPLESAMPLESAMPLESAMPLESAMPLE**

**By-Laws**  
 \_\_\_\_\_ **County**  
**Local Emergency Planning Committee (LEPC)**

**ARTICLE I**  
**Members**

As a minimum, the LEPC shall consist of representatives from each of the following groups or organizations: elected officials; law enforcement; emergency management; fire response; emergency medical services; environmental; hospital; transportation; media; community groups; owners and operators of facilities subject to reporting under the Emergency Planning and Community Right-to-know Act (EPCRA); and the general public.

**ARTICLE II**  
**Officers**

Officers of the LEPC shall be the Chairman, Vice-Chairman, Secretary and Treasurer. The Chairman, Vice-Chairman and Treasurer shall be elected by the members of the LEPC and shall hold office for two years. Elections will be held in the month of September and new officers will take office on October 1 of the year elected. The Chairman and Treasurer shall be elected in odd numbered years and the Vice-Chairman shall be elected in even numbered years. In the event of the Vice-Chairman becoming Chairman, a special election will be held for the remainder of the Vice-Chairman's term of office.

**ARTICLE III**  
**Meetings**

Meetings are open to the public and shall be held on a regularly scheduled basis. Notice of all meetings shall be published in the local media at least five days prior to the day of the meetings.

**ARTICLE IV**  
**Public Availability**

The \_\_\_\_\_ County LEPC shall annually publish a notice in the (local Newspaper) \_\_\_\_\_ during the month of May, advising that the Hazardous Materials Response Plan Annex, Material Safety data Sheets (MSDS) or chemical inventory lists, and follow-up emergency notices are available for public review; consistent with Section 322 of the Emergency Planning and Community Right-to-Know Act (EPCRA). The public notice shall also state that follow-up emergency notices may be issued.

The public may review these documents at \_\_\_\_\_,  
during normal office hours.

**ARTICLE V**  
**Public Request for Information**

Any person may submit a written request for information under Sections 311,312,and 324 of EPCRA. Requests shall be addressed to the \_\_\_\_\_County LEPC (Address). The LEPC shall respond to requests for information no later than 45 days from the receipt of request. The LEPC Chairman shall serve as the Coordinator of Information.

**ARTICLE VI**  
**Public Comment**

Public comments concerning the Hazardous Materials Response Plan Annex, or LEPC activities in general are welcome. The Hazardous Materials Response Plan Annex will be open for discussion at every LEPC meeting. Comments or questions directed to the LEPC will be answered in writing within 14 working days, after appropriate coordination.

**ARTICLE VII**  
**Distribution of the Hazardous Materials Response Plan Annex**

Routine distribution of the Response Plan will be in accordance with operational needs. Copies of the most recent published plan will be available for public review in the \_\_\_\_\_during normal office hours.

**ARTICLE VIII**  
**Dissolution of LEPC**

In the event that the \_\_\_\_\_County LEPC is dissolved or becomes inactive as determined by the \_\_\_\_\_County board of Commissioners; all equipment and LEPC responsibilities shall revert to the \_\_\_\_\_County Board of Commissioners.