

BYLAWS

Washtenaw County Local Emergency Planning Committee

*Adopted by the Committee March 13, 2003; approved by the Board of Commissioners April 17, 2003
Amended by the Committee December 10, 2015; approved by the Board of Commissioners March 2, 2016*

ARTICLE I

ORGANIZATION

- 1.01 Authority - These Bylaws have been adopted pursuant to authority granted by the Superfund Amendments and Reauthorization Act of 1986, Title III, "Emergency Planning and Community Right to Know".
- 1.02 Name - This Committee shall be known as the Washtenaw County Local Emergency Planning Committee (LEPC).
- 1.03 Jurisdiction - The jurisdiction assigned to the LEPC by the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) includes all of Washtenaw County, Michigan excluding the City of Ann Arbor (which has established its own LEPC).
- 1.04 Status of Committee - The Committee shall operate as a government entity pursuant to and in strict accordance with all applicable laws, regulations, and ordinances.
- 1.05 Mailing Address and Telephone Number - The official mailing address and telephone number of the Committee is:

Washtenaw County Local Emergency Planning Committee
c/o Washtenaw County Sheriff's Office Emergency Services
2201 Hogback Road, P.O. Box 8645
Ann Arbor, MI 48107-8645
Phone: (734) 973-4900

ARTICLE II

PURPOSE

- 2.01 Purpose - The Washtenaw County Local Emergency Planning Committee serves to protect the safety of the community by identifying facilities that store or produce threshold planning quantities of Extremely Hazardous Substances. The Committee will coordinate emergency planning and public information, and collaborate with industry, government and other community groups.

ARTICLE III

MEMBERSHIP AND MEETINGS

- 3.01 Membership - The membership of the LEPC shall be appointed by the Michigan Citizen-Community Emergency Response Coordinating Council as recommended by the Washtenaw County Board of Commissioners. Members shall be chosen to represent academia, agricultural interests, broadcast and print media, community groups, elected officials, emergency managers, Emergency Medical Service providers, environmental groups, firefighters, hospitals, law enforcement agencies, owners/operators of Title III facilities, public health officials, and the transportation industry.
- 3.02 Meetings - The LEPC shall hold meetings of its members at least quarterly. Every attempt shall be made to hold meetings when the members can be present. Meetings shall be open to the public in accordance with the nature of the Title III legislation and the Michigan Open Meetings Act. Committee members will be reminded of meetings by mail, telephone, E-mail, or facsimile at least four (4) days prior to the meeting.
- 3.03 Meeting Attendance - All members of the Committee are expected to attend regular meetings. A Committee member may be excused from a meeting for good cause, and upon notification of their intended absence to the Chairperson or their designee. The chairperson will conduct a roll call attendance at the beginning of each meeting.
- 3.04 Special Meetings - Special meetings of the LEPC may be called by the Chairperson or by majority vote of the Committee.
- 3.05 Notice of Meetings – The Committee shall adopt an annual meeting calendar for the upcoming year at the last meeting of each calendar year and provide it to all appointed members within thirty (30) days of adoption. A notice of regular Committee meetings shall be posted in a public place, such as the Board of Commissioners offices, at least ten (10) days in advance of each meeting. The notice shall outline, as far as practicable, the matters to be considered at such meetings.
- 3.06 Quorum - The presence of one third (33 1/3%) or more of the serving members of the LEPC shall constitute a quorum for that meeting.
- 3.07 Voting - Each member present shall be entitled to one vote. Voting by proxy shall not be permitted. Decisions on any question at an LEPC meeting shall be made by majority vote of the members present. In the event a member is unable to attend, the organization to which that member represents may designate, by letter, a substitute representative for that particular meeting. The substitute will be counted when determining whether a quorum is present, and is entitled to one vote.

- 3.08 Termination of Membership - All resignations must be submitted in writing to the Chairperson. The Chairperson will notify the Committee, the MCCERCC, and the Washtenaw County Board of Commissioners of all resignations.
- 3.09 Expulsion - If a member is absent for three (3) or more meetings a year, except for excused absences, that member shall be subject to expulsion from the Committee. Upon this occurrence, the Chairperson will send a letter to the member asking for his/her resignation from the committee. If he/she wishes to remain a member of the committee, the member will submit in writing the reason(s) why they should be allowed to remain a member. The membership will decide by a 2/3 vote, of the serving members present, if the member should remain on the committee. If the member wishes to terminate membership, the procedure outlined in 3.08 will be followed.
- 3.10 Vacancies - Membership vacancies shall be filled by an appointee of the MCCERCC, as recommended by the Washtenaw County Board of Commissioners. Such an appointee shall serve for the remainder of the term.

ARTICLE IV

SUBCOMMITTEES

- 4.01 Subcommittees - The Chairperson, with approval of the Committee, may establish subcommittees, designate members, and nominate subcommittee Chairpersons.
- 4.02 Meetings - Each subcommittee shall hold meetings at such times determined necessary for the timely completion of their respective agendas. Meetings shall be called by the Subcommittee Chairperson in agreement with two (2) or more members. Notice of all meetings shall be given to each member at least seven (7) days prior to the time of the meeting. Notice is unnecessary if all members are present when a meeting schedule is adopted.

ARTICLE V

OFFICERS

- 5.01 Principal Officers - There shall be the following principal officers of the LEPC: Chairperson, Vice-Chairperson, Information Coordinator, and Emergency Coordinator. The LEPC Chairperson and Vice-Chairperson shall be elected by majority vote of members. The Emergency Coordinator shall be the Washtenaw County Sheriff's Office Director of Emergency Services and Homeland Security. The Emergency Coordinator may appoint an Assistant Emergency Coordinator to act in their absence. The Information Coordinator shall be a designated employee of Sheriff Emergency Services.

- 5.02 Chairperson - The Chairperson shall preside at all meetings of the LEPC. The LEPC Chairperson shall be responsible for appointing subcommittees and their Chairpersons with approval of the membership. The chairperson will be responsible for coordinating the filling of vacancies with Board of Commissioners staff.
- 5.03 Vice-Chairperson - At the request of the LEPC Chairperson or in the event of the absence or disability of the LEPC Chairperson, the Vice-Chairperson shall perform any and all duties of the LEPC Chairperson. The Vice-Chairperson shall have such other powers and perform such duties as the LEPC may assign.
- 5.04 Information Coordinator - The Information Coordinator shall be responsible for the processing of all information requests from the public, developing new Off-Site Response Plans, updating existing plans, and revising the EHS vulnerability zone maps.
- 5.05 Emergency Coordinator - The Emergency Coordinator shall be responsible for implementation of site-specific hazardous materials emergency response plans. The Emergency Coordinator will also be the receiver of immediate notification on behalf of the LEPC regarding any hazardous materials releases within the jurisdiction, and makes determinations necessary to protect the public. The Assistant Emergency Coordinator shall be responsible for assisting the Emergency Coordinator and may act on behalf of the Emergency Coordinator.

ARTICLE VI

PROCEDURES

- 6.01 Procedure - All meetings shall be governed by Robert's Rules of Order and the Michigan Open Meetings Act.
- 6.02 Public Comment - Public comment shall be limited to thirty (30) minutes at the beginning of each meeting with five (5) minutes allowed per person. This rule can be waived by a majority vote of the members present.
- 6.03 Secretary - The Committee's Secretary shall be an employee of the Sheriff's Emergency Services Division. The secretary shall be responsible for the preparation of minutes for each meeting, and for all other official correspondence including distribution of meeting announcements and agenda. Minutes shall include a recording of all committee votes and a narrative summary of discussions. Copies of the minutes shall be kept on file in the Washtenaw County Sheriff's Office Emergency Services Division offices. Minutes from the previous meeting shall be reviewed and approved at each meeting.
- 6.04 Records Retention Policy – Meeting minutes will be retained by the Sheriff's Emergency Services Division (ESD) as required by Washtenaw County's record retention policy. ESD will retain LEPC financial records as specified by terms established in adopted grant agreement(s).

ARTICLE VII

DISTRIBUTION OF EMERGENCY PLANS

- 7.01 Distribution - Each site-specific plan that is developed will be distributed to the fire chief with jurisdiction, the LEPC Information Coordinator, the LEPC Emergency Coordinator, The HazMat Team Director, and the Washtenaw County Environmental Health Director. All plans shall be available for public review at the Sheriff Emergency Services offices during normal business hours.

ARTICLE VIII

AMENDMENTS

- 8.01 Bylaws Amendments - The Bylaws will be reviewed by the Committee at the beginning of each calendar year. Written notice containing proposed amendment(s) shall be delivered to each member at least ten (10) days in advance of the date set for voting on such amendment(s). All amendments must receive a two-thirds (2/3) majority vote of all appointed and serving members for adoption.
- 8.02 Filing of Bylaws and Amendments to Bylaws - A copy of these Bylaws, and any amendments, shall be provided to the Committee, Washtenaw County Board of Commissioners, Washtenaw County Clerk, Michigan Citizen-Community Emergency Response Coordinating Council, and any person who requests a copy. These Bylaws will remain in force until appropriately amended under Article 8.01.