

## **CANADIAN COUNTY LEPC MISSION STATEMENT**

*To heighten awareness through planning, preparation and communication between citizens, business and government, for the protection of the community and environment resulting from a natural disaster or hazardous event.*

## **WHO ARE WE**

*The Canadian County Local Emergency Planning Committee (LEPC) is a non-profit community organization composed of emergency response personnel, community health care services, local industry and environmental representatives, news media, and interested citizens of Canadian County. LEPC members work together to develop plans to educate, communicate, and protect our local community in case of a hazardous event or natural disaster.*

*The Canadian County LEPC normally meets the last Tuesday of each month at 1:00 p.m. at the Yukon Public Library 1200 Lakeshore Drive Yukon, OK. The meeting will be open to everyone that is interested in emergency planning for Canadian County.*

## **CANADIAN COUNTY LEPC EXECUTIVE COMMITTEE**

### **CHAIRWOMAN**

Lori Adams

### **VICE-CHAIRMAN**

Tom Durante

### **SECRETARY**

Donna Sewell

### **TREASURER**

Gloria Green

### **CANADIAN COUNTY EMERGENCY MANAGER**

Timothy Smith

### **INFORMATION COORDINATOR**

Len Nones

## **EMERGENCY CONTACT INFORMATION**

### **TELEPHONE**

**BUSINESS HOURS 405-262-6186**  
**24 HOUR NUMBER 405-426-2709 405-651-6600**  
**FAX 405-422-2405**

### **POSTAL ADDRESS**

**201 N. CHOCTAW**  
**EL RENO, OK. 73036**

### **E-MAIL**

**Smitht@canadiancounty.org**

# CANADIAN COUNTY Local Emergency Planning Committee

## By-Laws

### Article I

#### Name and Purpose

**Section 1. Name;** The name of this committee shall be the Canadian County Local Emergency Planning Committee, and shall be referred to in this document as *LEPC*.

**Section 2. Purpose;** The purpose of the *LEPC* shall be to:

- Carry out for the Canadian County area those responsibilities required of the *LEPC* pursuant to Executive Order 88-08, Superfund Amendment and Reauthorization Act of 1986 (SARA) Title III and related regulations including, but not limited to:
- Development, training and testing of a hazardous substances emergency response plan for the Canadian County area.
- Development of procedures for regulated facilities to provide notification to the *LEPC* in accordance with SARA Title III.
- Development of procedures for receiving and processing requests from the public under the community right-to-know provision of SARA Title III.
- Develop and manage any and all funds received through grants, fines, fees, charitable contributions, or other available resources.
- Provision for public notification of committee activities.
- Implement such other and further related activities as may hereafter be legally required by the Federal Government or the Oklahoma Hazardous Materials Emergency Response Commission (OHMERC).

### Article II

#### Membership

**Section 1. Qualifications;** The *LEPC* shall consist of those persons who are approved under SARA Title III by the OHMERC, and shall represent the various professional and community groups as designated by SARA Title III. Members of the *LEPC* shall be residents of or conduct business within the boundaries of Canadian County. Members shall consist of but not limited to; local emergency managers, police departments, fire departments emergency medical services, public safety agencies, news media, local businesses and industry, or any other interested parties.

**Section 2. Definition of a Member;** An Active Member is one who has attended at least two meetings in the last 6 months.

**Section 3. Powers and Duties;** The *LEPC* shall participate in the planning for hazardous materials emergency response and public information as directed by law. It shall assist with the planning mandated by SARA Title III.

**Section 4. Meetings;** There shall be a minimum of four (4) Regular Meetings per year, held quarterly, which will be scheduled as per the Oklahoma Public Meetings Act. Special meetings of the *LEPC* may be called by the Chairperson at such time and place as the Chairperson may determine. Subcommittees shall meet as needed.

**Section 5. Quorum;** The presence of ten (10) active members, as defined in *Article II Section 2*, of the *LEPC* at the opening of a Regular Meeting shall constitute a quorum for the transaction of business. For the purpose of the subcommittee meetings, the presence of three (3) committee members shall constitute a quorum for the transaction of business.

## Article III

### Officers, Duties, Elections, and Terms

**Section 1. Enumeration of Officers**; The officers of the *LEPC* shall be a Chairperson (Chair), Vice-Chairperson (Vice-Chair), Secretary, County Emergency Management Director, Information Coordinator, and the Treasurer, all of which shall be members of the *LEPC*.

**Section 2. Nomination and Election of Officers**; Prior to the expiration of the terms of service, nominations shall be taken for the position of Chair and Vice-Chair. Election shall be by majority vote of the quorum Membership present during the December Meeting. Appointment of other officers shall be by the Chair, Vice-Chair and the County Emergency Management Director, with the consensus of the Membership.

**Section 3. Term of Office**; Term of Office shall be for a period of two years and shall expire on December 31 of second year of the term. The first appointed Vice-Chairs term shall be limited to (1) year and then shall be a (2) year period thereafter, so as the election for Chair and the Vice-Chair do not occur in the same year. All officers may hold consecutive terms.

**Section 4. Chairperson**; The Chair shall preside at all meetings of the *LEPC* and shall perform such duties and acts as necessary to accomplish the goals of the *LEPC*. The Chair shall be empowered to create such other ad hoc committees as necessary to accomplish the goals of the *LEPC*.

**Section 5. Vice-Chairperson**; The Vice Chair shall, in case of an absence in the office of the Chair, perform all of the duties of the Chair. When acting in the place of the Chair the Vice-Chair shall have all the powers pertaining to that office. The Vice-Chair shall be an ex-officio member of all subcommittees created by the *LEPC*, and may meet and deliberate at their meetings, but may not vote or make motions while acting as ex-officio member. The Vice-Chair shall perform such other duties as may be assigned by the Chairperson.

**Section 6. Secretary**; The Secretary shall be responsible for recording and publishing the official minutes of all *LEPC* meetings and responsible for the recording, publishing and distribution of official correspondence.

**Section 7. County Emergency Management Director**; The County Emergency Management Director shall have the following duties:

- Authority and responsibility for the implementation of the *LEPC* Emergency Response Plan.
- As outlined under SARA Title III, Section 301(c).
- Chair the meetings of the *LEPC* in the absence of both the Chair and Vice-Chair.
- Those responsibilities as requested by the *LEPC*.

**Section 8. Treasurer**; The Treasurer shall manage the *LEPC*'s funds and maintain a proper accounting system, submit a Treasurer's Report at each Regular Meeting, and prepare records for an annual audit in March of each year. The Treasurer shall be a member of the finance committee.

**Section 9. Information Coordinator**; The Information Coordinator shall respond to public requests for information under SARA Title III, and annually publish in the local news that emergency response plans, SDSs, and Tier 2 Inventory Forms are available for viewing.

**Section 10. Vacancies**; Any vacancy occurring in the *LEPC* by reason of the resignation, death, or disqualification of an Officer or Executive Committee member will be filled in accordance with Article III, Section 2. Suggestions for candidates to fill vacant positions will be made by the Chairperson of the *LEPC*, for approval by the committee.

## Article IV

### Committees

**Section 1. Executive Committee**; The Executive Committee shall consist of the following positions:

- Chairperson
- Vice-Chairperson
- Secretary
- County Emergency Management Director
- Treasurer
- Information Coordinator

The duties of the Executive Committee shall be to coordinate activities of the Standing and Ad Hoc committees, and may act on behalf of the *LEPC* in conducting administrative matters of these Committees. Matters of policy must be approved at a Regular Meeting of the members, with a majority vote by a quorum. (Article II, Section 5). The Executive Committee shall perform such other appropriate functions, as the Chair may deem necessary in the furtherance of the purposes of the *LEPC*. All members of the Executive Committee shall be active members of the *LEPC* as described in Article II, Section 2. Any member of the Executive Committee who is unable to attend a Regular, Special, or Executive Committee meeting of the *LEPC* shall notify the Chair, Vice-Chair, or Secretary. Any member of the Executive Committee subject to removal for cause, with notice, by a vote of the Executive Committee.

**Section 2. Standing Committees**; The following Standing Committees shall be established:

- Education Committee: is responsible for the development of training programs for members of the *LEPC*.
- Public Relations/Awareness Committee: is responsible for, but not limited to, all publicity of the *LEPC*, public awareness of education and development programs, and public relations with affected communities, industries, and facilities.
- Finance Committee: is responsible for recommendations for *LEPC* funding, and coordination with the Treasurer on maintaining a proper accounting system. The Finance Committee must submit a budget to the Executive Committee for the following calendar year by November 1, and facilitate approval by the December Regular Meeting of the *LEPC*.
- Hazard Assessment Sub-Committee: This Committee shall be responsible for developing and implementing a Hazard Assessment and analysis of Canadian County and providing such information obtained from said assessment to the County Emergency Management Director and the Executive Committee. The Hazard Assessment should be conducted not less than every four (4) years, but as often as necessary to provide for effective response plan development by the *LEPC*.

The Chair of the *LEPC* shall appoint the Chairperson of each Standing Committee. All Standing Committees shall have a minimum of three (3) members and a maximum number as determined by the committee Chairperson.

**Section 3. Ad Hoc Committees**; The Chair may create Ad Hoc Committees as necessary to perform functions of the *LEPC*.

**Section 4. Meetings**; Meeting's of the Executive, Standing or Ad Hoc Committees may be called by the Chair, or the Chairperson of those committees as deemed necessary. All Regular Meetings shall be held in accordance with the Oklahoma Open Meeting Act.

## Article V

### Miscellaneous Provisions

**Section 1. Fiscal Year**; The fiscal year shall be from January 1 to December 31.

**Section 2. Indebtedness**; All indebtedness incurred by the LEPC shall be reviewed and approved by the Executive Committee before payment by the Treasurer, who is hereby authorized to execute all checks on behalf of the LEPC. All checks require the signature of the Treasurer and the LEPC Chair.

**Section 3. Financial Audit**; An annual financial audit will be conducted by the LEPC Chair and Vice Chair no later than March of each year. The Treasurer will provide copies of all financial records, beyond the monthly financial reports, as requested.

**Section 4. Approval, Amendment of By-Laws**; The By-Laws shall become effective at a Regular Meeting, with a majority vote by a quorum. These By-Laws may thereafter be amended at a Regular or Special Meeting with a majority vote by a quorum (Article II, Section 5).

**Section 5. Adoption of Rules, Publication of Proposals**; The LEPC may, as necessary and proper, adopt rules of general application governing the execution of responsibilities under EPCRA and related applicable regulations. Any such rules must first be published in proposed form not less than ten (10) days prior to final adoption by the LEPC.

(A) **Method of Initiating Proposed Rule Making**; Any member of the LEPC may recommend the initiation of proposed rule making. Any proposed rules shall be initially considered by the Executive Committee, after a majority vote approval, the proposed rule shall thereafter proceed to publication as provided in the proceeding section.

(B) **Method of Adopting Final Rules**; Following the expiration of the ten (10) day comment period. The Executive Committee shall review all public comments and prepare a statement, which responds to comments raised and discusses the basis for any appropriate changes to the proposal. The Executive Committee shall present such statement to the LEPC. The LEPC shall then vote on the adoption of the proposed rule. If the LEPC acts favorably, the rule shall take effect immediately upon the time and date the notice of adoption is first published unless the LEPC determines otherwise.

(C) **Notice of Adoption**; Upon adoption of any rule by the LEPC. The Information Coordinator also shall publish the LEPC's response to comments received and any changes to the proposal made in the same manner as that for proposed rules. Nothing herein shall require a specific response to each and every comment received.

(D) **Emergency Rules**; In emergency circumstances, to be determined by the LEPC, the LEPC may adopt rules without prior public notice and comment, provided that no such rule will remain in effect for more than ninety (90) days.

**Section 6. Public Notification And General Participation**; The LEPC shall post notice of all its meetings in the Office of County Clerk and the public bulletin board at various City Halls within Canadian County, at least 48 hours prior to any such meeting excluding weekends and holidays. In emergencies declared by the Chairman and confirmed by a majority of the LEPC in attendance at an emergency meeting, the 48-hour notice may be waived in accordance with the Oklahoma Open Meetings Act. All meetings of the LEPC shall be open to the public, except under circumstances where the Oklahoma Open Meetings Act permit otherwise. The Chairman shall afford a reasonable period of time, not to exceed five (5) minutes, during each regular meeting to accept oral public comments on any aspect of the LEPC's mission or functions.

**Section 7. Public Access to Information**; In accordance with Section 324 of the SARA Title III Act, all information obtained from an owner or operator pursuant with EPCRA and any requested Tier Two forms or the SDS otherwise in possession of the Committee shall be made available to any person submitting a request under this section. If the owner should request the location of a specified chemical not be identified, the LEPC shall withhold that information. All information requested to be photocopied by a member of the public shall be provided at the sole expense of the requestor(s). The cost of such reproductions shall be set by the Information Coordinator, with the approval of the Executive Committee, at a level which will enable the LEPC to recover all reasonable expenses associated with the processing of the request.

## Article VI

### Parliamentary Authority

**Section 1. Parliamentary Authority**; The rules contained in "Robert's Rules of Order, Newly Revised" shall serve as a guideline for the LEPC in all cases where they do not conflict with these By-Laws.

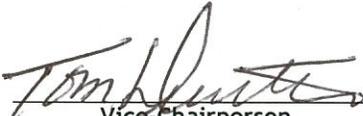
## Article VII

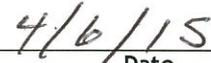
### Approval of By-Laws

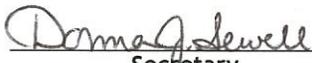
**Section 1. Executive Committee signatures**;

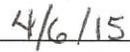
  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Vice-Chairperson

  
\_\_\_\_\_  
Date

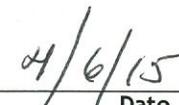
  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Date

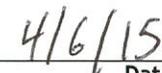
  
\_\_\_\_\_  
Canadian County Emergency  
Management Director

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Treasurer

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Information Coordinator

  
\_\_\_\_\_  
Date