

Crook County Wyoming
Local Emergency
Planning Committee
(LEPC) By-Laws

- CROOK COUNTY LOCAL EMERGENCY PLANNING COMMITTEE BY-LAWS

- Table of Contents
- **Article I Identification** **pg. 1**

- **Article II Committee Members** **pg. 1**

- **Article III Committee Meetings** **pg. 1**

- **Article IV Committee Sub-Committees** **pg. 2**

- **Article V Offices** **pg. 3**

- **Article VI Powers and Duties of Officers** **pg. 3**

- **Article VII Title III Document Submissions** **pg. 4**

- **Article IX Non-Exclusive Provision** **pg. 5**

- **Article X By-Laws Adoption and Signing** **pg. 5**

By-Laws of the Crook County local Emergency Planning Committee

Article I Identification

The Crook County Local Emergency Planning Committee hereafter known as the “Committee” is a state entity created pursuant to SARA Title III (SARA is the Superfund Amendments and Reauthorization Act. Title III of SARA is specifically named the Emergency Planning and Community Right to Know Act of 1986). The Wyoming State Emergency Response Commission has appointed the Committee membership. The primary purpose of the Committee is to implement SARA Title III in Wyoming, but its broader purpose is to enhance environmental protection and public health and safety as these are affected by chemical hazards in Crook County.

ARTICLE II Committee Members

The Committee consists of members appointed by the Wyoming State Emergency Response Commission, and includes representatives from the following groups or organizations: elected state and local officials, civil defense, law enforcement, firefighting, first aid, health, local environmental, hospital, and transportation personnel; broadcast and print media; community groups; and owners and operators of facilities subject to the requirements of SARA Title III.

ARTICLE III Committee Meetings

Section 1: Frequency of Meetings

The Committee meets quarterly, unless decided differently at the meeting.

Section 2: Announcement of Meetings

- a) Members of the Committee will be notified at each Committee meeting of the next scheduled meeting date and time. They will also be notified by e-mail 1 week in advance of the next meeting. An agenda and the meetings’ time and date will be included in the notice.
- b) The public will be notified of Committee meetings via the Crook County Web-site under Emergency Management at least 72 hours in advance of each meeting.

Section 3: Location of Meetings

The meetings are held at the Crook County Courthouse Meeting Room in Sundance.

Section 4: Quorum of Members for Meetings

A quorum of Committee members is required for the conduct of business, and consists of a majority of the members present at the current meeting.

Section 5: Conduct of Meetings

- a) Committee meetings will be conducted according to Robert's Rules of Order, and Committee business according to the provisions of the Wyoming Statute
16-4-401 et SEQ Public Meeting Act, WY Statute
16-4-201 et SEQ Public Records Act, WY Statute
16-3-101 et SEQ WY Administrative Act
- b) Any matter to be voted on will take the form of a resolution or motion. A simple majority of the members in attendance at a Committee meeting must vote affirmatively for adoption of any resolution or motion.
- c) Each Committee member, including the Chair, will have one vote.
- d) A Committee member may vote for or against a resolution, or may abstain from voting.

ARTICLE IV Committee Sub-Committees

Section 1: Identification of Committees and Appointments/Resignations

- a) The Sub-Committees are _____() in number and are the (Examples can include but are not limited to: Planning, Training, Fiscal, Communications, Liaison, Media, Tier II Review) Sub-Committees.
- b) Appointments to Sub-Committees, including Sub-Committee Chairs are made by the Chair of the Committee.
- c) Resignations of Sub-Committee members are to be submitted in writing to the Chair, who will, at his/her discretion, replace resigning members.

Section 2: Dissolution and Establishment of Sub-Committees

Additional Sub-Committees may be established, and existing ones dissolved by a majority vote of the Committee.

Section 3: Duties of Sub-Committees

- a) Sub-Committees will convene to consider issues assigned by the Committee and/or issues of the Sub-Committee's.
- b) Sub-Committee meetings will be held at the discretion of Sub-Committee Chairs in terms of frequency and location.
- c) Sub-Committees will report their findings and make their recommendations to the full Committee.
- d) Sub-Committee recommendations must, in order to be adopted, be affirmed as resolutions by a majority of the Committee members.
- e) Additional duties may be assigned to Sub-Committees by the Committee Chair.

ARTICLE V Officers

Section 1: Officers

The Officers of the Committee are the Chair, Vice-Chair, and Secretary/Treasurer.

Section 2: Terms of Officers

The terms of the officers are for a period of three years, commencing from June 2015. Elections will be held at the annual meeting to be held in June of each year.

Section 3: Election of Officers

Terms will be voted upon according to the following to begin the staggering of officers:

Chair – first re-election in June 2016

Vice-Chair – first re-election in June 2017

Secretary/Treasurer – first re-election in June 2018

Re-elections will then continue in this cycle. As required, election of Officers will be effected by a majority vote of all Committee members appointed by the Wyoming State Emergency Response Commission. If an officer needs to resign

from his/her position, a dated letter of resignation will be submitted to the committee.

ARTICLE VI Powers and Duties of Officers

Section 1: Meeting Frequency, Dates, Times, and Locations

The Chair will determine the frequency, dates, times, and locations of Committee meetings.

Section 2: Delegation of Authority

The Chair of the Committee may delegate at his/her discretion, his/her powers and duties to the Vice-Chair, consistent with other provisions of the by-laws.

Section 3: Sub-Committee Appointments

The Committee Chair will appoint the Chair and members of each Sub-Committee.

Section 4: Committee Meeting's Conduct

- a) The Chair will conduct Committee meetings according to Robert's Rules of Order.
- b) Committee meeting agendas will be set by the Chair.

ARTICLE VII Title III Document Submissions

Section 1: Repository of Documents

The Crook County Homeland Security Office located at 309 Cleveland St, Crook County Courthouse, Sundance, WY. will be the repository for all documents submitted to the Committee pursuant to the provisions of SARA Title III.

Section 2: Availability of Documents to the Public

Title III documents will be available for examination by the public during the hours of 8 am and 4 pm Monday through Friday, at the Crook County Homeland

Security Office, or can accessed via the Crook County website at crookcounty.wy.gov.

Section 3: Committee Records

All records of Committee meetings, including agendas and minutes, will be available for inspection by the general public and interested parties at the Crook County Homeland Security Office, and at the Crook County website crookcounty.wy.gov.

Section 4: Legal Notices

The Committee will publish annually a legal notice indicating where all Title III documents are maintained. This will include the Committee's Emergency Plan, MSDS, Tier II forms; and written follow up notices from facilities experiencing Title III releases.

ARTICLE VIII Adoption of Committee By-laws

Section 1: Adoption of By-Laws

A majority of Committee members present is required to adopt the Committee's by-laws.

Section 2: Amendment of by-laws

A two-thirds (2/3) majority of Committee members present is required to amend the Committee's by-laws.

ARTICLE IX Non-Exclusion Provision

Nothing in these by-laws is to be construed as excluding or contravening any additional provisions of federal or state law which are not explicitly or implicitly referred to within these by-laws.

ARTICLE X Adoption and Signing

Upon their adoption by the Committee, a copy of these by-laws will be signed and dated by the Chair of the Committee and will be available for review at the Crook

County Homeland Security Office located at the Crook County Courthouse,
Sundance, WY.

Approved this _____ day of _____, 2016

Chuck Massi, Chair

Randy Bury, Vice-Chair

Melanie Wilmer, Secretary/Treasurer