

**JOHNSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE
BYLAWS**

ARTICLE I - NAME

The following Bylaws shall establish and govern the operation of the Local Emergency Planning Committee for Johnson County, Iowa.

SECTION 1. NAME OF THE COMMITTEE:

The name of the committee shall be the Johnson County Local Emergency Planning Committee”.

SECTION 2. MAILING ADDRESS AND TELEPHONE NUMBER.

The official mailing address and telephone number of the committee for the planning effort shall be:

Johnson County Local Emergency Planning Committee
4529 Melrose Ave.
Iowa City, Iowa, 52246
Telephone: (319) 356-6700

ARTICLE II - LEGAL STATUS

SECTION 1. STATUS OF COMMITTEE.

The Local Emergency Planning Committee is appointed by the State Emergency Response Commission and is granted the powers necessary to carry out the functions and duties specified in Chapter 30 of the Iowa Code, and the Emergency Planning and Community Right-to-know Act of 1986.

ARTICLE III - MEMBERSHIP

SECTION 1. MEMBERS.

In as much as possible, the membership of the committees should consist of a representative from each of the following groups or organizations:

1. Elected State and local officials
2. law enforcement personnel
3. emergency management personnel
4. fire fighting personnel
5. first aid personnel
6. health personnel
7. local environmental personnel
8. hospital personnel
9. transportation personnel
10. broadcast and print media
11. community groups
12. owners and operators of facilities

SECTION 2. Membership may never drop below two members. New members may be nominated by the LEPC and appointed by the State Emergency Response Commission.

SECTION 3. TERM OF MEMBERSHIP

All members shall serve for a two (2) year term from the date of appointment by the Iowa Emergency Response Commission. Members in good standing will automatically be appointed to successive terms. Polling of the membership concerning tenure and review of appointments shall take place during the Annual Meeting.

SECTION 4. ATTENDANCE AT MEETINGS

All members are required to attend at least fifty percent of all meetings of the committee held in any twelve month period unless excused by the Chair person. A committee member will be excused from a meeting for good cause upon notification to the Chair person or Vice Chair person.

SECTION 5. FILLING VACANCIES AND ADDING NEW MEMBERS

Vacancies may be filled and new members added to the committee by forwarding nominations to the State Emergency Response Commission. The State Emergency Response Commission must also accept any resignations.

ARTICLE III - OFFICERS

SECTION 1. OFFICERS

The officers of the Committee shall be the Chair, Vice Chair and Secretary/treasurer.

SECTION 2. CHAIR

The Chair shall preside at all meetings of the Committee, using parliamentary procedures. The Chair shall sign or delegate to the vice Chair the authority to sign, all official documents of the committee. The Chair shall also insure that an agenda of each Committee meeting is mailed or delivered to all members.

SECTION 3. VICE CHAIR

The Vice Chair shall perform the duties of chair person in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice Chair shall perform such duties as are imposed on the Chair person until such time as the committee shall elect a new Chair. The Vice Chair shall have the authority to sign official documents of the committee or to establish

SECTION 4. SECRETARY/TREASURER

Secretary/Treasurer shall be responsible for keeping minutes, receiving mail, filing, maintain databases and keeping financial records.

SECTION 5. ELECTIONS

Elections the officers shall be elected to serve for a period of two (2) years.

SECTION 6. VACANCIES

Should the office of Chair or Vice Chair become vacant, the Committee shall elect a successor from the Committee membership for the unexpired portion of the term with in 90 days of the occurrence of the vacancy.

SECTION 7 EMERGENCY CONTACT POINT

The Chair will designate the 24 hour emergency contact point for emergency release notifications.

ARTICLE IV -- SUBCOMMITTEES

SECTION 1 APPOINTMENT OF SUBCOMMITTEES

The Chairman may appoint subcommittees to carry out tasks of the committee. The membership of the subcommittees do not have to be members of the LEPC.

ARTICLE IV - MEETINGS

SECTION 1. OPEN MEETINGS LAW

Committee business shall be conducted in compliance with the Iowa Code chapter 21, "Official Meetings Open to Public," and Iowa Code Chapter 22, "Examination of Public Records."

SECTION 2. FREQUENCY

The LEPC shall meet as frequently as deemed necessary by the chair. The Vice Chair may also call a meeting upon the request of the membership. The LEPC is required to meet at least annually to review the emergency response plans, procedures and ensure the actions required are properly administered with in the Local Emergency Planning District.

SECTION 3. AGENDA

An agenda shall be prepared and will be distributed to the membership prior to the meeting. The agenda shall be posted in accordance with Chapter 21 of the Iowa Code.

SECTION 4. QUORUM

The quorum shall consist of the members present at any meeting. Unless specified in these by-laws, all votes shall pass by a simple majority of those present.

ARTICLE V - PARLIAMENTARY AUTHORITY

SECTION 1. Roberts Rules of Order shall be the reference for parliamentary procedures in conducting meetings.

ARTICLE VI – AVAILABILITY OF INFORMATION TO THE PUBLIC

SECTION 1. The Chair will designate the office for receiving non emergency notifications from facilities subject to the EPCRA Section 324, including Tier II information under Section 312.

SECTION 2. The Chair will designate an information coordinator to respond to requests for information from public (e.g.: MSDS, chemical inventory forms, minutes of LEPC meetings, and emergency response plans).

SECTION 3. An annual notice will be published to notify the public of information available and committee activities.

SECTION 4. The hazardous materials response plan will be distributed as a part of the county-wide multi-hazard emergency response plan.

ARTICLE VI - AMENDMENTS

SECTION 1. AMENDMENTS TO BYLAWS

The bylaws of the Committee may be amended by an affirmative vote of three fourths (3/4) of everyone present.

Any proposed amendment must be submitted in writing. No vote shall be taken to amend the bylaws until the proposed amendment has been reduced to writing and distributed with the agenda for the meeting at which the amendment is to be voted on.

SECTION 2 FILING OF BYLAWS AND AMENDMENTS

The bylaws shall be recorded with the county recorder and a copy of the bylaws shall be forward to the State Emergency Response Commission to be kept on file.

ARTICLE VII - SEVERABILITY

SECTION 1. Invalidation of any provision or application of these bylaws shall not affect other provisions or applications

ARTICLE VIII - DISSOLUTION

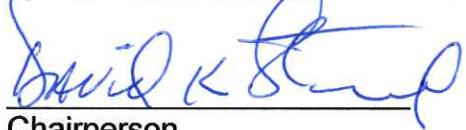
SECTION 1.

The committee shall not be dissolved by an action other than that caused by changes in federal and state laws dissolving or significantly reorganizing the organization, structure and operational processes. The LEPC may dissolve to merge into a regional multi-county LEPC.

SECTION 2

Upon dissolution of this administration, all assets of the Committee shall become property of the County Board of Supervisors who liquidate and distribute as they see fit.

ADOPTED BY JOHNSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE,
THIS 4th DAY OF April, 2013.



Chairperson



Vice Chair