

**Multnomah County Local Emergency Planning
Committee (Multnomah Co LEPC)**

Bylaws

March 4, 2011

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ARTICLE I – Identification

The Multnomah County Local Emergency Planning Committee (Multnomah Co LEPC), hereinafter referred to as the “LEPC,” is created pursuant to SARA Title III, the Emergency Planning and Community Right-to-Know Act of 1986.

The jurisdictional boundary of this planning district, as authorized by the Oregon State Emergency Response Commission (SERC), shall include all of Multnomah County.

The primary purpose of the LEPC is to implement SARA Title III requirements in Multnomah County Oregon.

ARTICLE II – LEPC Members

Section 1: Organizations Represented

The LEPC consists of members selected under the provisions of these Bylaws and appointed by the State Emergency Response Commission (SERC), and includes but is not limited to representatives from each of the following disciplines:

- Elected state or local officials
- Emergency Medical Personnel
- Fire Departments
- Health Officials
- Emergency Management
- Law Enforcement
- Community Groups
- Local Environmental Groups
- Broadcast and/or print media
- Hospital personnel
- Owners and operators of covered facilities

Section 2: Membership Applications

Individual membership on the LEPC is open to any interested resident of Multnomah County. Organizational membership is not restricted to Multnomah County and is allowed as outlined in Article II Section 1.

Applications will be accepted by the LEPC. Applications will be reviewed by the Executive Committee. Selected applications will be forwarded to the Oregon SERC for approval and appointment to the LEPC.

ARTICLE III - LEPC Meetings

Section 1: Frequency of Meetings

The LEPC will meet at least one (1) time per calendar quarter, and more frequently at the discretion of the Chairman.

Section 2: Announcement of Meetings

- (a) Members of the LEPC shall be notified of each general membership meeting ten (10) days in advance of the meeting. The notification shall include the date, place, time, and agenda of the meeting.
- (b) The public will be notified of LEPC meetings at least two business days in advance of each meeting.

Section 3: Location of Meetings

LEPC meetings will be held in Multnomah County, with the specific location to be determined by Chairman, with the approval of the membership.

Section 4: Quorum of Members for Meetings

A quorum consisting of at least ten (10) LEPC members is required in order to conduct business.

Section 5: Conduct of Meetings

- (a) LEPC meetings will be conducted according to Robert's Rules of Order.
- (b) Any matter to be voted on shall take the form of a resolution or motion. A majority of the members in attendance at the LEPC meeting must vote affirmatively for adoption of any resolution or motion.
- (c) Each LEPC member, including the Chairman will have one vote.
- (d) The LEPC member may vote for or against a motion, resolution, or may abstain from voting.

ARTICLE IV – Executive Committee and Sub-Committees

Section 1: Identification of Committees and Appointments/Resignations

- (a) The Executive Committee of the LEPC consists of five (5) elected officers. The officers are: Chairman, Vice-Chairman, Secretary, Treasurer and Information Coordinator and will be elected from the LEPC membership.
- (b) The three sub-committees are: the Planning, Training, and Community Outreach sub-committees.
- (c) Appointments to the Sub-Committees, including the Sub-Committee Chairmen, are made by the Executive Committee.
- (d) Resignations of Sub-Committee members are to be submitted in writing to the Executive Committee, who may at their discretion,

replace resigning members.

Section 2: Establishment and Dissolution of Sub-Committees

Additional Sub-Committees may be established and existing ones dissolved by a majority vote of the Executive Committee and with the approval of the membership.

Section 3: Duties of Sub-Committees

- (a) Sub-Committees will convene to consider issues as directed by the LEPC membership, the Executive Committee, and/or issues identified by the Sub-Committee.
- (b) Sub-Committee meetings will be held at the discretion of Sub-Committee Chairman in terms of frequency and location.
- (c) Sub-Committees will report their findings and make their recommendations to the LEPC members.
- (d) Sub-Committee recommendations must, to be adopted, be affirmed as motions or resolutions by a majority of the LEPC members.
- (e) The Executive Committee may assign Sub-Committees additional duties.

ARTICLE V – Officers

Section 1: Executive Committee

The LEPC Executive Committee consists of the Chairman, Vice Chairman, Secretary, Treasurer, and Information Coordinator.

Section 2: Terms of Officers

The terms of officers are for a period of one year.

Section 3: Election of Officers

Officers will be elected annually by a majority vote of the LEPC members.

ARTICLE VI – Powers and Duties of Officers

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

The Chairman will determine the frequency, dates, times and location of LEPC general membership meetings, with the approval of membership.

Section 2: Sub-Committee Appointments

The Chairman of the LEPC shall appoint the Sub-Committee Chairmen.

Section 3: LEPC Meetings Conduct

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

Section 4: Delegation of Authority

The Chairman of the LEPC may delegate at his/her discretion his/her powers and duties to the Vice-Chairman, consistent with the other provisions of the bylaws.

Section 5: Meeting Minutes

The Secretary shall keep LEPC meeting minutes and be responsible for the notification and assimilation of information.

Section 6: Fiscal Records

The Treasurer shall keep a record of the Finances of the LEPC.

Section 7: Information Coordinator

The Information Coordinator will be responsible for coordinating Information with all interested parties within and outside of the LEPC.

ARTICLE VII – Documents**Section 1: Committee Records**

All records of LEPC meetings, including meeting agendas and minutes, shall be available from the Secretary.

ARTICLE VIII – Adoption/Amendment of LEPC Bylaws**Section 1: Adoption of Bylaws**

A majority vote of LEPC members is required to adopt the Bylaws.

Section 2: Amendment of Bylaws

A majority vote of LEPC members is required to amend the LEPC Bylaws. Prior written notice of intent to modify or change the LEPC Bylaws is required to be presented at the preceding LEPC meeting.

ARTICLE IX- Non-Exclusion Provision

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

ARTICLE X – Dissolution

A. To effect dissolution of this LEPC, these bylaws must be rescinded by a two-thirds (2/3) vote of the LEPC membership, after thirty (30) days notice has been mailed to each member. In the event of dissolution, the LEPC shall notify the SERC in writing Indicating the reason(s) for the dissolution and return all LEPC materials to the SERC.

B. The Executive Committee then holding office shall distribute the assets of the LEPC remaining after the payment, satisfaction and discharge, or adequate provision thereof, of all liabilities and obligations of the LEPC. The assets will be distributed to one or more Oregon LEPC, operated not for profit, which shall be deemed to further the development and activities of Oregon's Local Emergency Planning Committees, upon approval by the SERC.

ARTICLE XI – Bylaws Adoption and Signing

Upon the adoption by the LEPC, a copy of these bylaws will be signed and dated by the Chairman of the Executive Committee. A copy will be filed with the SERC and made available for public inspection and copying.

Approved and adopted by a majority vote in a public meeting held this

4 the day of March, 2011.

LCOR Jamal Awajye usn (ret), Chairman
Multnomah County LEPC