

**Morrow County, Oregon
Local Emergency Planning Committee
Constitution and By-Laws**

Revision Date: 11-18-10

Article I: Title

The title for this committee shall be the Morrow County Local Emergency Planning Committee; (LEPC). The LEPC is authorized by Federal Law, State Law and by appointments duly issued by the State Emergency Response Commission (SERC). The Committee will be assembled from a list of persons, from local facilities, submitted through the defined membership application process and recommended to the SERC by Morrow County Officials in accordance with provisions of the law.

Article II: Applicable State and Federal Laws

The Morrow County LEPC was formed and operates in accordance with: The Superfund Amendments and Reauthorization Act (SARA) of 1986, referred to as The Emergency Planning and Community Right-to-Know Act (EPCRA), (SARA Title III, 42 USC-11001).

Article III: Purpose of the LEPC

- 3.1** To accomplish the duties and responsibilities of an LEPC in a professional and organized manner.
- 3.2** To assist Industries, Local Governments Agencies and Morrow County Emergency Response Agencies in complying with the law as follows:
- A.** Meets the provisions of the Federal Standards established by EPCRA.
 - B.** Prepares an integrated Emergency Response Plan that could address a broad range of hazards and emergency situations.
 - C.** Develop training opportunities that encompass; Emergency Planning, Resource Management, and Risk Analysis, which include worst case scenarios that could involve Multi Hazards and Mass Casualty Emergencies that extend from one facility to surrounding communities requiring large scale Multi Agency Responses.
- 3.3** To insure that all LEPC communications and emergency preparedness information are user friendly and disseminated in a professional and timely manner to all members.
- 3.4** Work in conjunction with the Morrow County Emergency Management Coordinator to advance County wide management and Emergency Operations Center capabilities.

- 3.5** Provide appropriate informational and meaningful periodic training and educational programs for all members.
- 3.6** Partner with all Stakeholders in the LEPC. Work to increase attendance and foster greater public awareness through out Morrow County and all communities located with-in.

Article IV: Objectives

- 4.1** To develop an LEPC that:
- A.** Promotes localized Emergency Planning through out Morrow County and addresses those areas and issues of concern identified by its member facilities and municipalities.
 - B.** Creates a vested interest and by-in for all of its members.
 - C.** Operates as a broad based member facility to respond in a proactive manner to emergencies and incidents involving hazardous materials and any other hazard or emergency to which the facilities may be prone.
 - D.** Effectively deals with such topics as identifying in advance, what the different response entities will do during a response to member facilities. Maintain current facility Emergency Response Plans and contact lists. Assist local governments, emergency planners and responders in the integration of Emergency Planning and Response within their jurisdiction.
- 4.2** To prepare and maintain a comprehensive and coordinated Hazard Emergency Response Plan for Morrow County.
- 4.3** To receive and process public information requests in accordance with EPCRA and SERC resolutions.
- 4.4** To implement the LEPC rules and requirements as outlined in EPCRA.
- 4.5** To carry out the powers and duties set forth in rules and resolutions of the SERC, including an annual report in a pre determined format.
- 4.6** To appoint appropriate Sub-Committees and other Ad-Hoc committees to assist the LEPC with its duties and responsibilities.

Note: *Ad hoc* is a Latin phrase that refers to a committee that is used on a temporary basis for administration of business, such as to provide temporary oversight of an issue, or for the review of the existing rules or the changing of the bylaws of that organization. It is used when no other standing committee within the organization can absorb that issue into its scope.

4.7 To encourage Regional Emergency Preparedness cooperation as follows:

- A.** Develop and implement Mutual Aid agreements.
- B.** Host Regional Planning meetings.
- C.** Support Regional Haz-Mat Teams.
- D.** Plan and conduct periodic Regional Training exercises.

Article V: Composition of the LEPC

5.1 As per the EPCRA requirements, the suggested Morrow County LEPC may be composed of persons from the following entities:

- A.** State and Local Officials
- B.** Law Enforcement and Emergency Management Personnel
- C.** Emergency Services Personnel (Fire, EMS and Law Enforcement Responders)
- D.** Local and State Environmental Personnel
- E.** Hospital Personnel
- F.** Transportation Personnel
- G.** Broad Cast and Print Media Personnel
- H.** Community Groups
- I.** Owners and Representatives of Private and Commercial Facilities
- J.** Public and Others as Deemed Appropriate by the LEPC

5.2 To obtain membership to the LEPC individuals must complete and submit the attached 'Local Emergency Planning Committee Member Application' and must be approved by a review of the Oregon SERC Advisory Board.

5.3 Election of the LEPC Officers:

- A.** Nominated by membership.
- B.** Elected by majority vote.

5.4 Filling of Officer Vacancies:

- A.** Nominated by membership.
- B.** Elected by majority vote.
- C.** May be temporary appointment by Chair or Vice Chair if necessary.

5.5 Term of Office

Officers are expected to serve for 2 years, but may request and be granted an abbreviated term in the event of unforeseen circumstances and as approved by the Chair or Vice Chair as appropriate.

VI: Powers and Duties of the LEPC

6.1 Powers:

The LEPC shall have the authority to appoint a Chair Person, Vice Chair Person, Secretary/Information Coordinator and other coordinators and administrators as deemed necessary by its collective members.

6.2 Duties:

A. Chair Person -

- Serve as the LEPC official representative to the SERC Advisory Board and the State of Oregon.
- Execute all orders, votes and resolutions approved by the LEPC membership.
- Chair LEPC regular and interim meetings and work sessions where appropriate.
- Establish or delegate the establishment of agendas for meetings and work sessions as necessary for the LEPC membership.
- Make regular contact with work groups, sub-committees and other project leaders as necessary for the purpose of progress reports and needs assessments.
- Facilitate the election or appointment of sub-committee members and work with group leaders.
- Coordinate activities of the LEPC with Oregon State Fire Marshal (OSFM) Representatives.
- Attend Oregon SERC Advisory Board meetings and report as necessary.
- Be an “ex officio” member of all LEPC Committees.

B. Vice Chair Person -

- Perform Chair Person duties at the request of the Chair or in Chair's absence.
- Assist Chair in all LEPC matters.
- Be an active aid to the Chair.
- Perform duties assigned by the Chair as necessary.
- Expected to replace the Chair Person at the end of the term, being duly nominated and elected by a majority vote of the membership.

C. Secretary/Information Coordinator -

- Serve as information conduit between the LEPC, its membership and the SERC.
- Keep current roster of all members of the LEPC.
- Keep a complete and accurate account of all proceedings of the LEPC and membership attendance.
- Disperse minutes of LEPC meetings to membership.
- Distribute all notices that may be proper and necessary or assigned by the Chair.
- Send out meeting reminders and agenda's in a timely manner.
- Coordinate press releases with the LEPC and the Media.
- Receive and route pertinent information between the SERC and LEPC membership.

D. Sub-Committee Work Group Leaders -

- Schedule work sessions for the group.
- Coordinate work group activities with Co-Leader.
- Monitor work group activities, assign tasks.
- Chair meeting and work sessions of the work group.
- Assure that adequate records are kept of work group activities.
- Provide progress reports and needs to chair.
- Communicate with group members as often as necessary as tasks require.
- Help to insure that time lines established by the LEPC or work group are met.

E. Work Group Co-Leader -

- Perform Group Leader duties at the request of Work Group Leader or Chair, or in the absence of the Leaders.

F. All Members -

- Create and promote a positive attitude and working relationship within the LEPC, with its constituents and the communities it serves.
- Attend and participate in LEPC and Sub-Committee meetings and work sessions whenever possible.
- Participate in the activities of the assigned Sub-Committees and work groups.
- Help the membership to meet established time lines assigned by the LEPC and Sub-Committees.
- Contribute ideas based on knowledge and experience for the benefit of all members.
- Actively solicit new members and submit names to the LEPC.

Article VII: Jurisdictional Boundary

All of Morrow County, Oregon

Article VIII: LEPC - Meetings

7.1 The LEPC shall plan to meet every two month with a minimum of 4 meetings each calendar year.

7.2 The LEPC shall set the time, date and location of its regular meetings.

7.3 To be excused from a scheduled meeting, members should contact the Secretary/Information Coordinator prior to the meeting to notify them that they are not able to attend.

7.4 For regularly scheduled meetings at least a minimum of 48 hours notice shall be given to all members of the LEPC with an announcement of the meeting date, time and location sent via e-mail.

7.5 The Chair Person shall have the authority to call a special meeting of the LEPC if they determine that a need exists for such a meeting.

7.6 Minutes of all meetings shall be taken and maintained with official LEPC records.

Article IX: Quorum

Quorum shall consist of a minimum of 50% of the LEPC member entities in good standing present at a scheduled meeting.

Article X: Voting Issues

All LEPC formal voting issues shall be solved by a majority rule vote of all LEPC entities in good standing present at a meeting where a Quorum exists.

Each private entity (ie. processing plant, power generation plant, storage facility, commercial supplier, etc), public entity (ie. emergency response agency, public office, environmental agency, safety agency, etc.) and other entity (ie. hospitals, community groups, media, broadcast, etc.) which may have several individual members on the LEPC will have a single vote.

Companies may have several facilities which are considered separate entities as follows:

- Facilities at separate physical locations (ie. PGE power plants Coyote and Boardman)
- Facilities at the same location which have separate function, and/or management and/or emergency procedures (ie. Lamb Weston, Watts Bros. and Morrow Cold Storage)

Individual members will be listed under the entity that they represent and are only allowed to represent that organization in a vote.

Article XI: Organization Standing

All entities are considered members in good standing once an individual from that entity applies for and is accepted as a member of the LEPC.

The entity remains in good standing as long as at least one member from that entity is present at the meetings. If at least one member is not present for two (2) consecutive

meetings that entity is considered to be ‘not in good standing’ and will be noted as such in the meeting minutes.

An entity can only return to ‘good standing’ when at least one member is present at two (2) consecutive regular meetings and will be considered in good standing at the start of the second meeting attended.

Article XII: Parliamentary Proceedings

The rules contained in Robert’s Rules of Order generally govern the LEPC and all standing and Ad-Hoc committees.

Article XIII: Amendments of By-Laws

The Morrow County LEPC will use the Robert’s Rules of Order for performing amendments to these By-Laws as presented.

Article XIV: Adoption

This document, the Constitution and By-Laws of the Morrow County Local Emergency Planning Committee, adopted at the regularly scheduled meeting of the LEPC, on the Date of _____ .

_____, _____
Chair Date

_____, _____
Co-Chair Date



State of Oregon

State Emergency Response Commission

Advisory Board

LOCAL EMERGENCY PLANNING COMMITTEE MEMBER APPLICATION

Submit completed application to:

Oregon SERC Advisory Board
4760 Portland Rd. NE
Salem OR 97305-1760

Questions? Phone: (503) 934-8219

LEPC for which you are applying for membership _____

Preferred Mailing: Business: ___ Home: ___ Preferred Title: Mr. ___ Mrs. ___ Ms. ___ Miss. ___

First Name: _____ M. I.: _____ Last Name: _____

Business Title/Position: _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: (____) _____ Business Email: _____

Home Address: (Optional) _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ Home Email: _____

Check the Discipline you will be representing:

- | | | |
|---|---|--|
| <input type="checkbox"/> Elected State/Local Official | <input type="checkbox"/> Emergency Management | <input type="checkbox"/> Law Enforcement |
| <input type="checkbox"/> Emergency Medical Services | <input type="checkbox"/> Firefighting | <input type="checkbox"/> Health |
| <input type="checkbox"/> Local Environment | <input type="checkbox"/> Hospital | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Broadcast/Print Media | <input type="checkbox"/> Community Group | <input type="checkbox"/> HazMat facility |
| <input type="checkbox"/> Public Works | <input type="checkbox"/> Public At Large | <input type="checkbox"/> Other _____ |

I will accept appointment if selected by the State Emergency Response Commission and if appointed; I pledge my best efforts to resolve, before assumption of office, any conflicts of interest that would be inconsistent with my responsibilities as an appointee.

I authorize the State Emergency Response Commission to conduct any background check deemed necessary for this appointment.

Signature: _____ Date: _____