

**CONSTITUTION AND BY-LAWS  
LINCOLN COUNTY, MAINE  
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

**Article I: Name and Authority**

The name of this organization shall be the Lincoln County Local Emergency Planning Committee (LEPC), established pursuant to the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986 (42 U.S.C. §§ 11001-11050) and designated by the Maine State Emergency Response Commission (SERC).

**Article II: Purpose and Mission**

The object of this Committee shall be to follow the mandates of Public Law 99-499, "Emergency Planning and Community Right-to-Know Act of 1986 (SARA Title III)" and amendments adopted under Title 37B, Chapter 13 of the Maine Revised Statutes Annotated.

The purpose of the LEPC:

- A) Develop, implement, and maintain an effective emergency response plan for hazardous materials incidents within Lincoln County.
- B) Ensure the community's right to know regarding chemical hazards, in compliance with EPCRA and applicable state laws.
- C) Foster collaboration among public agencies, private sector partners, and the public to enhance community safety and preparedness.

**Article III: Objectives**

The objectives of the LEPC:

- A) Develop and update annually the County's Hazardous Materials Emergency Response Plan.
- B) Conduct regular training and exercises for first responders and facility representatives.
- C) Provide timely public information on chemical hazards and emergency procedures.
- D) Assess and address the needs of vulnerable populations in emergency planning and response.
- E) Review and process public requests for information regarding hazardous materials.

**Article IV: Membership**

**Section 1: Composition**

Membership shall include representatives from the following:

- |                                                  |                                                    |
|--------------------------------------------------|----------------------------------------------------|
| A) Elected state or local officials              | H) Local environmental groups                      |
| B) Law enforcement                               | I) Transportation                                  |
| C) Emergency management                          | J) Broadcast and print media                       |
| D) Firefighting                                  | K) Community groups                                |
| E) Emergency medical services                    | L) Owners/operators of facilities subject to EPCRA |
| F) Public health                                 | M) Private citizens                                |
| G) Hospitals, clinics, and diagnostic facilities |                                                    |

## **Section 2: Appointment**

Members shall be nominated by local authorities and their application approved by the SERC. The membership roster shall be reviewed and updated annually.

## **Section 3: Terms**

Members shall serve staggered terms of three years, with reappointment permitted at the discretion of the Board.

## **Article V: Officers**

The officers of the LEPC shall be:

- Chairperson
- Vice-Chairperson
- Secretary
- Clerk

Officers shall be elected by the membership for two-year terms and may be re-elected to serve additional terms.

## **Article VI: Meetings**

The LEPC shall meet at least quarterly. Special meetings may be called by the Chairperson or upon the request of a majority of members. All meetings shall comply with Maine open meeting law ([MRS Title 1 §403](#)) and shall be open to the public.

## **Article VII: Amendments**

A two-thirds vote of the members may amend this Constitution at any regular meeting, provided that written notice of the proposed amendment is given at least 30 days in advance.

# **By-Laws of the Lincoln County Local Emergency Planning Committee (LEPC)**

## **Article I: Membership**

### **Section 1: Duties**

Members are expected to:

- A) attend meetings regularly;
- B) serve as liaisons to their respective organizations;
- C) participate in subcommittees and working groups;
- D) assist in plan development, training, and public outreach.

### **Section 2: Vacancies**

Vacancies shall be filled by nomination and approval as outlined in Article IV of the Constitution.

## **Article II: Officers**

### **Section 1: Duties**

- A) Chairperson: Presides over meetings, sets agendas, and ensures compliance with by-laws.
- B) Vice-Chairperson: Assists the Chairperson and presides in their absence.
- C) Secretary: Schedules meetings, records minutes, and conducts administrative duties .
- D) Clerk: Maintains records and information, point of contact for facilities and the general public.

### **Section 2: Election**

A majority vote at the first meeting of each calendar year shall elect officers for any new term.

### **Section 3: Removal**

Officers may be removed for cause by a two-thirds vote of the membership.

## **Article III: Subcommittees**

### **Section 1: Standing subcommittees**

The following standing subcommittees shall be established:

- Emergency Response Plan Development
- Public Information and Education
- Training and Exercises
- Facility Liaison and Hazardous Materials Inventory

Additional subcommittees may be created as needed.

## **Section 2: Subcommittee Membership**

Members shall be appointed to subcommittees by the Chairperson, with approval of the LEPC.

## **Article IV: Meetings**

### **Section 1: Quorum**

Whether attending in person or participating remotely via video conferencing, a quorum shall consist of a simple majority of the current membership. Remote participation must allow for full audio and visual communication among all participants and members of the public attending. If a quorum is not present, a vote to call a special meeting at a later date or to adjourn until the next regular meeting can be made by those members present.

### **Section 2: Conduct**

The rules contained in "Robert's Rules of Order", revised edition, shall serve as a guide and may be applied when necessary to facilitate the conduct of business, but the committee may otherwise proceed informally, provided all actions remain consistent with federal and state laws and/or guidelines and these by-laws.

### **Section 3: Public Participation**

The LEPC shall provide opportunities for public comment and participation.

## **Article V: Emergency Plan**

The LEPC shall develop, review, and update the County Hazardous Materials Emergency Response Plan at least annually. The plan shall include all elements required by EPCRA and state law.

## **Article VI: Public Information**

The LEPC shall establish procedures for receiving and processing public requests for information, including chemical inventory data (Tier II reports), and ensure timely and transparent responses.

## **Article VII: Records and Reporting**

The Secretary shall maintain all records, including meeting minutes, membership rosters, emergency plans, and public information requests. The LEPC shall submit required reports to the SERC and other authorities as mandated.

## **Article VIII: Amendments**

A two-thirds vote of the members present at any regular meeting may amend these by-laws, provided that written notice of the proposed amendment is given at least 30 days in advance.