

**CONSTITUTION AND BYLAWS
LINCOLN COUNTY LOCAL EMERGENCY PLANNING COMMITTEE**

ARTICLE I

SECTION 1 This organization shall be the “Lincoln County Local Emergency Planning Committee”, hereby referred to as the “Committee”.

ARTICLE 2

SECTION 1 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.)

SECTION 2 Further, it is the intention of the Committee to establish a safe environment for the people in Lincoln County by monitoring the movement and use of Hazardous Materials in our county and communities; assisting businesses and government agencies in the establishment of policies and procedures for handling these materials that will be effective and equitable to all.

ARTICLE III

SECTION 1 Membership will consist of a minimum of 14 members comprised of the following agencies; elected state and local officials, law enforcement, emergency management, firefighting, emergency medical, health department, environmental protection, hospital, transportation, broadcast and print media, general citizens, community groups (ex. Red Cross), facility owners/operators, and facility employees.

SECTION 2 Additional members shall be accepted to provide the greatest possible cross section of the County in regards to occupation and location. All members must be approved by the State Emergency Response Commission (SERC).

SECTION 3 Change in an Committee’s representation is to be submitted in writing to the SERC at the earliest possible convenience.

ARTICLE IV

SECTION 1 Officers shall consist of a Chair, Vice Chair, and Clerk

SECTION 2 Officers will be elected by a vote during the annual meeting.

SECTION 3 Term of Office will be for a period of two years, with elections to take place during the first meeting of each calendar year. The Chair will be elected on even numbered years Vice Chair will be elected on odd numbered years.
A.) The Lincoln County EMA Deputy Director shall be the Recording Secretary.

SECTION 4 In the event of a vacancy, the Committee shall fill the vacancy at the next regular meeting.

SECTION 5 Duties of the Officers.

A) The Chair shall preside at all meetings of the Committee. The Chair, or if not available, the Vice Chair, shall be the signatory authority on all correspondence or policies approved by the Committee.

B) The Vice Chair shall assume and perform the duties of the Chair on the absence or disability of the Chair. In the event of the resignation or death of the Chair, (s)he shall become Chair for the unexpired term.

C) The Clerk shall keep records of the minutes of meetings and maintain an archive of Committee documents. (S)He shall keep an up to date roster of all members of the committee. (S)He shall take care of routine day to day administrative matters for the Committee, and compile an agenda for meetings in consultation with the Chairn. (S)He shall be appointed as the Coordinator of Information for the Committee.

D) The Secretary shall record minutes of each meeting. If the Secretary is not present, the Clerk shall record the minutes.

SECTION 6 The County Emergency Management Agency (EMA) Director shall hold the title of LEPC Emergency Coordinator for the purpose of receiving release notifications and activating the County Emergency Operations Plan. The County EMA Director will be responsible for the day-to-day business matters for the LEPC. The County Treasurer shall be custodian for the committee funds except as may be otherwise provided or ordered.

SECTION 7 Officers shall assume their duties at the first meeting of the calendar year following elections.

SECTION 8 Twice a year, at the discretion of the Chair, public notification shall be made via the media, inviting all interested parties to participate in a general meeting, request information on committee activities, discuss the emergency plans of interest and to allow for comments by the general public.

SECTION 9 The LEPC shall make available to the general public, consistent with state law, a copy of the County Emergency Operations Plan and any information about hazardous materials in accordance with sections 311, 312, 313 and 324 of the Emergency Planning Committee Right-to-Know-Act. The committee shall annually publish a notice in a local newspaper regarding the availability of the above information and announce that members of the public who wish to review any such information do so at the Lincoln County Emergency Management Agency.

ARTICLE V

SECTION 1 The Committee shall determine the use of funds with policy guidelines and recommendations from the State Emergency Response Commission and the County EMA Director. The County EMA Director shall have discretionary authority for administrative use of funds. Committee approval will not be needed for purchase of paper, postage, mileage, meals, advertising, registrations, computer supplies and software, references, books, subscriptions, training course fees, and wages for part-time or contract help for planning tasks.

ARTICLE VI

SECTION 1 Regular meetings of the committee shall take place quarterly on the third Thursday, beginning in January to total (4) four meetings in a calendar year.

SECTION 2 If such meetings fall on a holiday, then it will be held the following Thursday.

SECTION 3 Special meetings may be called by the Chair or Vice-Chair and meetings may be cancelled by the County EMA Director due to unsafe weather conditions or other emergencies.

SECTION 4 The first meeting of the calendar year shall be deemed the annual meeting, and shall be for the installation of officers, finalization of financial matters pertaining to reporting requirements and other business as necessary.

SECTION 5 The Clerk is responsible to provide a reminder to all committee members to include date, time, and location of each meeting, approximately two weeks prior to such meeting.

SECTION 6 Five (5) members of the committee at a meeting shall constitute a quorum for the transaction of business. 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 7 When a quorum is not convened, the next called meeting shall be a valid meeting notwithstanding lack of a quorum, and the call shall so inform the members.

ARTICLE VII

SECTION 1 The rules contained in "Robert's Rules of Order", revised edition, shall govern in all cases to which they are applicable and in which they are not inconsistent with federal and state laws and/or guidelines and these bylaws.

ARTICLE VIII

SECTION 1 These bylaws may be amended at any regular meeting by a majority vote of the members present.

I HEREBY DECLARE THAT THESE BYLAWS HAVE BEEN ADOPTED OR REVISED BY POPULAR VOTE THIS 18th DAY OF JANUARY IN THE YEAR 2024.

SIGNED; _____

PRINT: _____

Chair, Lincoln County Local Emergency Planning Committee