

BYLAWS

Of The

Davis County

Local Emergency Planning Committee

(LEPC)

Davis County LEPC

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Article I

Name and Purpose

Section 1. Name

The name of this organization shall be Davis County Local Emergency Planning Committee hereinafter referred to as the "LEPC".

Section 2. Purpose

The Davis County Local Emergency Planning Committee (LEPC) is established under federal and state mandates, specifically the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) and Utah Code Annotated 53-2a-104. In compliance with these statutes, the LEPC is tasked with developing and reviewing emergency response plans and ensuring community awareness of chemical hazards. Additionally, the LEPC extends its focus to include the assessment and management of local natural and technological hazards, addressing unique local emergency planning needs.

Section 3. Mission

The mission of the Davis County LEPC encompasses:

- Conducting regular public meetings to establish and revise short and long-range emergency planning.
- Supporting local facilities and businesses in preparing for hazardous materials incidents.
- Managing Tier II Chemical Inventory notifications and responding to related assistance requests.
- Engaging with the public to gather feedback and address community concerns.
- Processing Community Right-to-Know Requests in alignment with EPCRA standards.
- Assessing the impact of local natural and technological hazards on Davis County.
- Developing policies, rules, and procedures to achieve the LEPC's goals and objectives, while ensuring compliance with EPCRA requirements.

Article II *Membership &*

Section 1. Membership

Active Membership

Active membership in the LEPC shall include:

- Members of the public, government officials, facilities, businesses, and industrial entities reporting under SARA Title III.
- Individuals invited by the LEPC Chair to participate.
- To maintain active status, members must:
- Attend at least 70% of the scheduled LEPC meetings each year.
- Actively contribute to LEPC functions, including emergency planning and community outreach.
- Failure to meet the attendance requirement or actively contribute may result in a review of the member's status by the Executive Board.

Facility Membership:

- Facilities reporting under SARA Title III are eligible for one active membership with voting rights in LEPC functions.

Ex-Officio Membership:

- Elected and appointed officials of Davis County and its political subdivisions are considered ex-officio members of the LEPC.
- Ex-officio members are entitled to one vote per jurisdiction/agency represented on LEPC matters.

- While they do not have attendance requirements, their active participation and contribution to LEPC objectives are encouraged.

Public Participation:

- LEPC meetings, discussions, and actions are open to the public.
- Public participation is encouraged, with a focus on community engagement and transparency.
- Voting rights are reserved for active members in decisions requiring LEPC action.

The Davis County LEPC adheres to the Utah Government Records Access and Management Act (GRAMA).

Article III *Executive Board & Duties*

Section 1. Executive Board

- The Executive Board shall consist of:
 - Chair
 - Co-Chair
 - Secretary
 - Treasurer
- The Executive Board members shall be elected by a majority vote of a quorum of active members.
- The term of office for each position is two years, subject to re-election, resignation, or removal as outlined in these bylaws.

Section 2. Duties of Executive Board

- **Chair:**
 - Official representative and spokesperson of the LEPC.

- Presides over all meetings.
 - Conducts correspondence and executes all orders, votes, and resolutions approved by the committee.
 - Keeps records of any agent or agency retained by the LEPC and supervises their performance.
- **Co-Chair:**
 - Assists the Chair in all matters.
 - Serves as Chair in the absence or inability of the Chair to perform duties.
 - Coordinates the activities of any working group.
- **Secretary**
 - Maintains official records of meetings and documentation.
 - Manages the dissemination of information to LEPC members.
 - Maintains the LEPC's adherence to current standards by ensuring comprehensive updates on all training sessions, drills, and plan reviews, facilitating ongoing preparedness and regulatory compliance.
- **Treasurer:**
 - Manages financial affairs, including budgeting and financial reporting.
 - Ensures compliance with financial regulations and reporting requirements.
 - Work with Davis County Emergency Management (DCEM) to oversee all LEPC grant funding.

Section 3. Duties of DCEM:

- Drafting and sharing agenda with the public and LEPC group.

- Keeps records of any agent or agency retained by the LEPC and supervises their performance.
- Coordinates with media and other external entities for public communications.
- Oversees the management of digital platforms and communication tools.

Article IV

Quorum

Section 1. Quorum

- A quorum for general meetings requires the presence of at least one voting officer and four voting members.
- For major decisions, such as amendments to the bylaws, a larger quorum of at least half of the active members is required.

Article V

Voting & Elections

Section 1. Voting

- Each active member of the LEPC shall have one vote.
- A majority vote of the active members present and constituting a quorum is required to carry an issue.
- In the event of a tie vote, the Chair (or acting Chair) has the deciding vote.
- Voting procedures should be clear, transparent, and recorded for accountability.

Section 2. Elections

- Elections for Executive Board positions will occur during the first meeting of an odd-numbered year.
- Candidates may be nominated by any active member and must be seconded by another member.
- Voting for elections shall be conducted by secret ballot.
- An elected officer may be reelected and may succeed themselves.

Section 3. Special Voting Circumstances

- In cases of emergency decisions or when a quorum cannot be met, alternative voting procedures may be adopted.

Article VI

Meetings

Section 1. General

- The LEPC will hold regular meetings six times a year. This frequency ensures consistent engagement and responsiveness to community needs.
- Meeting notices, including time, location, and agenda, will be emailed by DCEM to all members at least seven working days before the meeting and published for public awareness.
- All LEPC meetings are open to the public, fostering transparency and community involvement.
- Public comments and participation will be included as a dedicated agenda item in each meeting, allowing community members to voice concerns, suggestions, or questions.

Section 2. Special Meetings

- Special meetings can be called by the Chair, Co-Chair, or upon written request by a majority of active members.
- Notice for special meetings, stating their purpose, will be given at least ten working days in advance to LEPC members.
- DCEM will publish notice of special meetings five days prior, ensuring community awareness and potential participation.

Section 3. Public Participation and Transparency

- The LEPC commits to maintaining transparency in its operations and decision-making processes.
- Documentation of meetings, including minutes and decisions, will be accessible to the public in compliance with the Utah Government Records Access and Management Act (GRAMA).
- The LEPC will actively engage with the community through various channels to ensure public awareness and involvement in emergency planning efforts.

Article VII

Committees

Section 1. Standing Committees

- The LEPC may establish standing committees as deemed necessary for the accomplishment of its objectives. The formation, purpose, and dissolution of such committees will be determined by the Executive Board.

Article VIII

Finance

Section 1. Budget

- The LEPC's operation budget shall be comprised of:
 - Funds allocated by Davis County.
 - Grants, donations, or sponsorships from local, state, or federal sources.
 - Any other lawful sources approved by the LEPC.
- The LEPC Executive Committee is responsible for budget planning and oversight.
- The committee will apply for local, state, or federal grant funds applicable to the function of the LEPC, subject to approval by the Davis County Emergency Manager, and by a majority vote of the LEPC.

Article IX

Amendments to the Bylaws

Section 1. Amendments

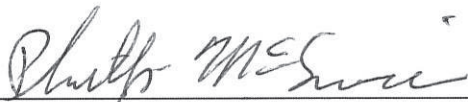
- Any active member of the LEPC may propose amendments to these bylaws.
- Proposed amendments must be submitted in writing to the Chair at least fifteen working days before a regular meeting.
- The Chair will distribute the proposed amendments to all members at least ten working days prior to the meeting.
- Discussion of proposed amendments will take place during a regular meeting, allowing for comprehensive review and debate.
- Amendments require a majority vote of active members present at a meeting where a quorum is established.

Article X
Adoption & Effective

Section 1. Adoption Date

These bylaws were adopted and approved on February 22, 2024 and will become effective immediately upon adoption.

Davis County Local Emergency Planning Committee Attest:



Phil McSwain, Chair



Anne Kendrick, Secretary



Daniel Ruyyan, Co-Chair



W. Shea Gillies, Treasurer



**Ember Herrick, Davis County Emergency Manager
DCEM Representative**