

# LOCAL EMERGENCY PLANNING COMMITTEE



## BYLAWS

Produced By:  
Sedgwick County Emergency Management  
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ADOPTED MARCH 1988  
AMENDED MARCH 1989  
AMENDED JANUARY 1990  
AMENDED MARCH 1990  
AMENDED FEBRUARY 7, 1991  
AMENDED AUGUST 6, 1992  
AMENDED JUNE 6, 1996  
AMENDED MAY 1, 2002  
AMENDED MAY 8, 2008  
AMENDED AUGUST 11, 2009

**BYLAWS OF  
SEDGWICK COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE**

**ARTICLE I - NAME**

SECTION 1. The official name of the committee shall be Sedgwick County Local Emergency Planning Committee (LEPC).

**ARTICLE II - MISSION**

SECTION 1. The mission of the committee shall be to fulfill the requirements of the Superfund Amendments and Reauthorization Act of 1986, commonly known as SARA Title III. In addition, the LEPC shall be an all-hazards planning committee to include: information sharing, community planning, exercise design/implementation, the critique of emergency incidents—real or exercised, other activities aimed at efficient, compassionate, and rapid response to disaster survivors', care-givers', and workers' needs in times of disasters.

SECTION 2. The LEPC shall review the local emergency operations plan (LEOP), and ensure it is updated and submitted annually to the state for its approval.

**ARTICLE III - ORGANIZATION**

SECTION 1. The members of the LEPC shall consist of representatives of the following and in accordance to EPCRA Section 301(c).

1. Elected State and Local Officials
2. Law Enforcement
3. Emergency Management
4. Firefighting
5. Emergency Medical Service
6. Health
7. Local Environmental Groups
8. Hospitals
9. Transportation
10. Broadcast and Print Media
11. Community Groups
12. Facilities
13. Public (unaffiliated)

SECTION 2. In addition to the Office of Emergency Management, the LEPC's plans review subcommittee shall review the LEOP, in particular, the hazardous materials sections contained in the LEOP on an annual basis and make recommendations to the LEPC regarding appropriate changes after having received input from agencies and personnel

as necessary. Upon approval by the LEPC, the state will receive an updated copy of the plan.

SECTION 3. In accordance with the Disaster Mitigation Act of 2000 (DMA 2000) (P.L. 106-390), a Hazard Mitigation Planning Committee (HMPC) (formerly Mitigation Steering committee) shall be formed under the LEPC to fulfill the requirements of 44 Code of Federal Regulations (CFR) Part 201 – Mitigation Planning and the Local Multi-Hazard Mitigation Planning Guidance which requires the review and compliance of all elements of 44 CFR 206.1, as well as identifying the jurisdictions participating in the planning process. Routine mitigation plan review will be conducted by the mitigation subcommittee and revised as appropriate prior to resubmitting the plan update to the Federal Emergency Management Agency (FEMA) within five years of the expiration date of the existing plan to continue to be eligible for project grant funding. This also requires local jurisdictions to demonstrate to the mitigation committee and the Kansas Division of Emergency Management (KDEM) that proposed mitigation actions are based on a sound planning process that accounts for the inherent risk and capabilities of the individual communities.

#### **ARTICLE IV - MEMBERSHIP**

SECTION 1. Membership will include, at a minimum, group or organizational representatives as listed in Section 301(c) of the Emergency Planning and Community Right-To-Know Act (EPCRA).

SECTION 2. Application for membership may be made at anytime. Upon approval by the LEPC, the name of the individual making application shall be submitted to the Governor's Commission on Emergency Planning and Response (CEPR) for appointment. All appointments shall expire December 31 of each year

SECTION 3. A Chairperson-elect shall be elected from the general membership at the last meeting of the fiscal year. Exact time and place will be announced per Article V, Section 2. Duties will be assumed January 1, following and to continue for one (1) year.

A membership list shall be submitted annually and as changes occur to the CEPR as a matter of record. The membership list shall indicate voting members and the elected officers of the LEPC for the current LEPC fiscal year.

SECTION 4. If the Chairperson represents a Public Service Agency, the Chairperson-elect shall represent the Private Sector and vice versa.

SECTION 5. Should there be more than one (1) person nominated for one (1) position, the method of election shall be by closed ballot. The one receiving the majority of votes from voting members present and voting shall be duly elected.

SECTION 6. The Office of Emergency Management shall provide staff members for all administrative functions at all meetings to include: agendas, meeting minutes, notices, and all membership lists. The Office of Emergency Management will maintain and distribute those records in Sedgwick County, Kansas.

#### **ARTICLE V - MEETINGS**

SECTION 1. The committee shall meet, as a minimum, once each six (6) months (semiannually), with the fiscal year beginning January 1 of each year. Additional meetings may be called if necessary, as per Article V, Section 2.

SECTION 2 All regular or special meetings shall be held at a pre-designated place and time. All members will be notified of such meetings at least ten (10) days in advance. Notification must include the meeting agenda and minutes of the last meeting.

#### **ARTICLE VI - SUBCOMMITTEES**

SECTION 1. The Chairperson shall appoint any standing or ad-hoc subcommittees deemed necessary to fulfill the Act (SARA Title III) and DMA 2000.

#### **ARTICLE VII - AMENDMENTS**

SECTION 1. Should it become necessary to amend these bylaws, the following procedures shall be used: The membership will be notified at least thirty (30) days in advance of any proposed changes and of the time and place voting on such changes will take place. It shall require an affirmative vote of a simple majority of those voting members present and voting to declare the amendment passed. Unless stated in a proposed change, the amendment shall take effect immediately following the vote.

#### **ARTICLE VIII - VOTING**

SECTION 1. Any business coming before the committee that should require a vote shall be decided by simple majority of those voting members present and voting.

SECTION 2. Each agency/entity shall have one vote.

#### **ARTICLE IX - RULES OF ORDER**

SECTION 1. All business of the committee shall be conducted as per the latest edition of Roberts Rules of Parliamentary Procedure.