

# ADDISON COUNTY EMERGENCY PLANNING COMMITTEE

## **BYLAWS**

*Adopted: 1/30/08*

*Amended: 10/28/15*

### **Article I. Name**

Local Emergency Planning Committee District 8 (LEPC 8), as established by the State Emergency Response Commission (SERC) under VSA 20 §32, shall be known as the “Addison County Emergency Planning Committee” (herein referred to as “ACEPC”). The ACEPC covers all Addison County towns with the exceptions of Granville and Hancock.

### **Article II. Authority and Duties**

ACEPC is created by Vermont Statute (*Title 20 §31(3), §32 of the Vermont Statutes Annotated*), and receives its authority from Statute and the Federal Emergency Planning and Community Right to Know Law of 1986 (EPCRA). At the state level, ACEPC is directed and assisted by the State Emergency Response Committee (SERC). Under direction of SERC, ACEPC has been designated as the Local Citizen Corps Council for the region. As such, the Addison County Citizen Corps Council (ACCCC) serves as the umbrella organization over all Citizen Corps Programs (CCP) in the ACEPC region.

ACEPC shall perform all the duties delineated under VSA 20 §32(c).

### **Article III. Officers**

The officers of the Addison County Emergency Planning Committee shall consist of Chair, Vice Chair, Secretary, and Treasurer. These officers plus a representative of the Addison County Regional Planning Commission form the Executive Committee.

- The Chair shall be responsible for calling and presiding over all meetings of ACEPC. The Chair shall be an ex-officio member of all ACEPC sub-committees. The Chair shall be the primary point-of-contact for ACEPC and shall receive all notifications of spills or potential spills for ACEPC, and respond to all requests for information under the Emergency Planning and Community Right-to-Know Act (EPCRA)
- The Vice Chair shall serve as Chair and shall perform all duties assigned to the Chair in the absence of the Chair.
- The Secretary shall be responsible for recording the activities of each warned meeting of ACEPC. Draft minutes shall be produced for approval at the next regular meeting of the Committee. The Secretary will also track attendance for the purpose of determining member status and voting eligibility.
- The Treasurer shall be responsible for the financial accounting of all ACEPC funds including grants awarded to ACEPC. The Treasurer shall produce for each meeting a Treasurer’s Report indicating the financial status of the organization and any transactions that have occurred since the last meeting. The Treasurer shall file all required documentation and handle any inquiries from the State of Vermont or other sources of funding regarding receipt and disbursement of funds.
- Vacancies due to resignation or other causes can be filled, with the concurrence of the

remaining elected officers, by appointment.

- The Executive Committee meets one week prior to the regular monthly ACEPC meeting to discuss issues of importance to the work of the ACEPC, plan the upcoming ACEPC meeting and develop the meeting agenda, prepare materials and recommendations pertaining to the business of the ACEPC to take to the group.

## Article IV. Membership

As applicable to the Addison region, ACEPC encourages membership pursuant to *VSA 20 §32(b) including but not limited to*: EHS reporting facilities, fire departments; local and regional emergency medical services; local, county, and state law enforcement; media; transportation; regional planning commissions; hospitals; industry; the National Guard; the Department of Health district office; animal rescue organizations, as well as any other interested public or private individuals or organizations.

Each town in the region is encouraged to have at least one representative to ensure broad-based perspective across the region.

## Article V. Voting Membership

- ***Eligibility to Vote***—New attendees will become *eligible to vote after having attended five (5) of the previous twelve (12) regular meetings*.  
Once the eligibility requirements are met, voting is available to any member; those members in the direct and immediate employ of a Vermont government department (VDH, DEMHS, etc) may elect to abstain if they feel there is a conflict.
- ***Voting Privileges***—Voting privileges vest with the individual representing an organization, not with the organization itself. Therefore, any new representative must wait until the vesting period above is satisfied, before voting. This is to ensure that each voter has had time to become familiar with the ACEPC and the issue(s) which come to the floor for a vote, and can make an informed judgement as to the effect upon the organization or business, being represented.
- ***Maintaining Voting Privileges***—Once vested with voting privileges, Voting Membership shall be maintained by attendance at a *minimum of five (5) of the twelve (12) regular meetings held prior to the vote being called*.

The Secretary shall keep an attendance list indicating voting eligibility. Proxy voting on warned issues and nominations is allowed for any member not in attendance, but not applicable for any motions/nominations brought from the floor.

## Article VI. Public Access

All meetings of the ACEPC shall be open to the public and a schedule of meetings shall be published in the local press at least annually. All general business shall be conducted in open session. Meeting schedules and copies of approved minutes will be posted on the ACEPC website, [www.aclepc.org](http://www.aclepc.org).

## Article VII. Elections

The ACEPC shall elect officers to the positions of Chair, Vice Chair, Secretary, and Treasurer, and will conduct these elections during the month of March of every even-numbered year.

Officers shall be elected by a majority of voting members in attendance or represented by proxy at the meeting. Nominations may be made in advance by committee members or accepted from the floor. All officers may run for re-election.

### **Article VIII. Subcommittees**

Officers may appoint subcommittees, list duties and establish deadlines as deemed necessary. Subcommittees may include committees for planning, training, exercising, and other tasks as appropriate.

### **Article IX. Finances**

For financial purposes, ACEPC will operate on a fiscal year beginning July 1st. Only the Treasurer shall receive money into and disburse money from ACEPC's accounts. Any ACEPC accounts must be non-interest bearing to be eligible to receive grant allocations. Authorization for the Treasurer to disburse funds requires a minimum of the concurrence of *two* (2) standing officers and one member, or as a result of a motion passed at any regular ACEPC meeting. The Treasurer shall make a report of current financial status available to the Committee at each regularly scheduled meeting. In the event the Treasurer is unable to perform any of these duties, they may be performed by the Chair who shall also be a signatory on all ACEPC bank accounts.

### **Article X. Meetings**

The Chair shall preside at all meetings that he/she attends. In the case of the Chair's absence, the next successive officer shall preside. Under no circumstances shall a meeting be called to order unless a quorum is present. A quorum shall consist of one officer and four members.

ACEPC shall meet as often as is necessary in order to accomplish all objectives consistent with the provisions outlined in EPCRA and State statute, but shall meet no less than once per calendar quarter. Meeting dates and times shall be established by the officers. The Chair will schedule a special meeting upon request if this request is supported by at least *five* (5) ACEPC members.

### **Article XI. Requests for Information**

Any requests received by ACEPC for chemical inventory information provided under the requirements of EPCRA shall be directed to the Chair. The Chair shall then make arrangements for the information to be provided to the requester. An announcement shall be published annually in the local media and available on the website indicating this policy as well as identifying the Chair and his/her contact information.

### **Article XII. Local Citizens Corps Council**

ACCCC meetings will be held at the same time as all ACEPC regularly warned meetings. The format and officer structure for ACCCC will be the same as that for ACEPC.

Appointments of directors for all Citizen Corps Programs will be made annually at the March meeting and will be advised by majority recommendation of the memberships of the individual CCPs.

As an umbrella organization, ACCCC is responsible for CCP guidance at the local level, including approval of organizational bylaws, and program initiatives. ACCCC is also

responsible for all equipment provided to CCPs through ACEPC or CCP-specific funding. ACCCC is also responsible for appointment of members and member training records, as maintained by the CCP directors.

### **Article XIII. Changes to Bylaws**

Changes to these bylaws may be made after each ACEPC member has been notified of the impending changes in writing. The changes may be then voted on at a meeting to be scheduled at least 30 days after the initial notice. Changes in bylaws must be approved by a majority of voting members, in person or by proxy.