

**CHARLESTON COUNTY, SOUTH CAROLINA LOCAL
EMERGENCY PLANNING COMMITTEE (LEPC)
BY-LAWS OF THE LEPC**

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ARTICLE I

The name of this organization shall be the Charleston County Local Emergency Planning Committee. The official mailing address shall be located at Charleston County EPD, 4367 Headquarters Road, North Charleston, SC 29405.

The planning district of this committee shall be the County of Charleston.

ARTICLE II

The purpose of this organization shall be to develop and maintain a comprehensive emergency plan to deal with hazardous chemicals in Charleston County and to work with facilities to minimize risks associated with these hazardous chemicals.

- To periodically test the effectiveness of the comprehensive plan.
- To receive information about chemical releases in Charleston County.
- To increase community awareness of both chemical risk and the actions to protect public and environmental safety.
- To educate the public about risks from accidental releases of hazardous chemicals and work with facilities to minimize the risk.
- To work with Berkeley and Dorchester County LEPC's to assure that emergency plans in the tri-county area are complementary to one another.
- To maintain a broad-based membership in the LEPC to appropriately represent the entire community in Charleston County.
- To develop a system for first responders to have timely access to appropriate emergency response information.
- To increase community awareness of the purpose and activities of the Charleston County LEPC which was formed by mandate of SARA, Title III.
- To increase community response capabilities through acquisition of specialized equipment and professional education of public safety personnel.

ARTICLE III

As required by SARA TITLE III, the membership of this organization shall be composed of at least one representative of each of the following.

- a. Elected State Officials
- b. Elected Local Officials
- c. Law Enforcement
- d. Emergency Preparedness

- e. Fire Service
- f. Emergency Medical Service
- g. Health
- h. Facilities
- i. Hospital
- j. Environmental
- k. Community Groups
- 1. Transportation
- m. Broadcast and Print Media

The membership may also include others as deemed advisable by the committee. The membership may be represented by their designees when required. In addition, representatives of the government and or members of the community with desired expertise may serve in a technical advisory capacity at the pleasure of the committee. The Emergency Preparedness Director will serve as coordinator for the committee.

ARTICLE IV

Meetings will be held no less frequently than once each quarter. Time and place will be designated by the chairman of the committee at the beginning of the calendar year. Special meetings may be called by the chairman or by petition of simple majority of the membership.

A simple majority of the membership, including at least one officer, shall constitute a quorum. State and local elected officials may be excluded in establishing the quorum requirement. Each regular member of the committee shall have one vote, and only one regular member per agency may vote.

In their absence and with their permission, an alternate representative may vote. Voting may be by secret ballot or voice vote. Action by simple majority of those members present at a meeting at which a quorum is present shall be the act of the committee.

ARTICLE V

The officers of the committee shall be the Chairman, the Vice Chairman, and Secretary who will be elected by the committee.

The term of officers is to be one year running from meeting in January to the next meeting in January with the Vice Chairman replacing the Chairman annually.

Any elected vacancies are to be filled by a majority vote of the membership. This election would be for the remainder of the unexpired term. The office of Vice Chairman and Secretary elections will take place in the fourth quarter of the calendar year. New officers will take office the first meeting of January.

An effort will be made by the nomination's committee to maintain a balance of representation between industry and public safety officials when officer vacancies occur.

The DUTIES of the officers shall be:

CHAIRMAN:

To be the principal executive officer and ex-officio member of all subcommittees except the nominating committee. He shall appoint all special subcommittee of the organization. Committee meetings shall be recorded and submitted to the State Emergency Response Commission (SERC).

VICE CHAIRMAN:

Shall preside over meetings in the absence of the chairman; carry out all other duties in the event of the chairman's inability to perform such duties.

SECRETARY:

Shall keep the minutes of the meetings of the committee and in general perform all duties incident to the office of the secretary and such other duties as from time to time may be assigned to them by the chairman.

ARTICLE VI

The Chairman shall appoint all subcommittees on an ad hoc basis. These will normally consists of Planning, Citizens Right to Know, Training, Constitution and Bylaws, Resources/Tri-County Liaison, Membership, and Facilities.

ARTICLE VII

The Charleston County LEPC shall conduct business according to Robert's Rule of Order, except when they may be in conflict with these By-Laws.

ARTICLE VIII

These By-Laws may be altered, amended or repealed and new By-Laws may be accepted by an affirmative vote of a simple majority (no proxy or absentee ballots) at any regular meeting or a special meeting called for that purpose, provided that notice of such proposed changes be presented by the secretary in writing to each committee member at least fourteen (14) days prior to such meeting.

ARTICLE IX

The Charleston County Local Emergency Planning Committee was created under the authority of:

- I. Public Law 99-499, Superfund Amendment and Reauthorization Act of 1986 (SARA): and the State of South Carolina Executive order 87-18, dated May 11, 1987.
- II. Charleston County Ordinance No. 485, dated July 5, 1983.

ARTICLE X

Permanent administrative and operational control shall remain within this organization.