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LEPC By Laws

TOWN OF FALMOUTH LOCAL EMERGENCY PLANNING COMMITTEE BY-LAWS

Article I

Purpose and Authorization

The duties and purposes of the Town of Falmouth Local Emergency Planning Committee (LEPC) are those set forth pursuant to the "Emergency Planning and Community Right-to-Know-Act," Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986. These duties and purposes include, but are not limited to:

1. Coordinating a local emergency planning committee for the Town of Falmouth;
2. Coordinating emergency preparedness training, education and outreach activities;
3. Increasing local emergency response capabilities;
4. Reviewing the local emergency plans.

Article II

Name

The body shall be known as the Town of Falmouth Local Emergency Planning Committee (LEPC), herein referred to in this document as the "Committee".

Article III

Membership

Section 1. The membership of the Committee shall include Town Management, Town Departments, Town Commissions/Committees, local agencies, local organizations and community volunteers.

Section 2. To assure the Committee will conduct its business with

continuity, each member agency or organization shall identify any changes in its representative by filing the same in writing with the Committee.

Section 3. All members of the Committee shall serve without compensation.

Article IV

Duties of Office

Section 1. Chair. The Falmouth Fire Rescue Department Chief shall act as the Chair. The Chair shall preside at all meetings of the Committee and shall have the duties normally conferred by parliamentary usage of such office. The Chair shall have the authority to appoint subcommittees, call special meetings, and generally perform other duties as may be prescribed in these bylaws.

Section 2. Vice Chair. The Committee Chair shall appoint one Committee member to serve as the Vice Chair of the Committee. The Vice Chair shall work in close cooperation with the Chair, shall perform such duties, as the Committee shall assign. In the absence or incapacity of the Chair, the Vice Chair shall be vested with all the powers and perform all the duties of the office of the Chair. In addition, the Vice Chair shall, in case of resignation, death or removal of the Chair, become Chair of the Committee and shall serve in that capacity until the Town Manager appoints his/her successor.

Section 3. Secretary. The Committee Chair shall appoint one Committee Member to act as the Secretary. The Secretary shall in writing, acknowledge the minutes of each Committee meeting, disseminate all Committee meeting notices, and perform such other duties as may be directed by the Chair of the Committee.

Article V

Meetings

Section 1. Regular Meetings. Regular meetings will be held on the fourth Thursday of each month at 2:00 PM in the Emergency Operations Center (EOC), Falmouth Fire Rescue Department, 399 Main Street, Falmouth. In the event of conflict with holidays and other events, the Committee Chair may change the date of any meeting. Written notice including a meeting agenda shall be sent to all members at least three days prior to any regular meeting.

Section 2. Special Meetings. The Chair may call such special meetings as may be deemed necessary to carry out the duties of the Committee. Written notice or email notice shall be sent to all members at least five (5) days prior or verbal notice given at least two (2) days prior to any special meeting and shall specify the purpose of such a meeting. "Real time" drills/exercises will receive no prior notification.

Section 3. Public. All Committee meetings are open to the public.

Section 4. Rules of Order. Robert's Rules of Order, Newly Revised, shall

govern the deliberation of all meetings of the Committee and its various subcommittees.

Section 5. Minutes of Meetings. The Secretary shall maintain accurate minutes of all Committee meetings. Accurate minutes shall include, but not be limited to a record of all Committee actions, a record of attendance at meetings, and a summary of Committee discussions. Minutes of meetings shall be made available to any person who requests a copy.

Article VI

Amendments

These bylaws may be amended by a two-thirds vote of the attending Committee membership present at a Special Meeting only after the proposed changes have been read and discussed at a previous regular meeting.

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