

**HONOLULU COUNTY, HAWAII LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
RULES OF THE LEPC**

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ARTICLE I. NAME & LOCATION

Section 1.

The name of this organization shall be the HONOLULU LOCAL EMERGENCY PLANNING COMMITTEE, hereinafter referred to as the committee.

Section 2.

The committee shall be located in Honolulu, Hawaii. The principal office for the transaction of business for the committee is the Oahu Civil Defense Agency, 650 South King Street, Honolulu, Hawaii 96813.

Section 3.

The Mayor of the City and County of Honolulu, hereafter referred to as the Mayor, may change the principal office location within the City and County of Honolulu.

ARTICLE II. PURPOSES AND RESPONSIBILITIES

Section 1.

The purposes of this committee are to develop and maintain a hazardous materials emergency response plan in compliance with the Emergency Planning and Community Right-to-Know Act (EPCRA) for the City and County of Honolulu, hereinafter referred to as the Plan.

Section 2.

The duties of this committee are as follows:

- A. Annually review and revise the Plan as necessary. (Imp: 42 U.S.C.A. §11003(a))
- B. Evaluate the need for resources to develop, implement and exercise the Plan, and make recommendations with respect to additional resources that may be required and the means for providing such additional resources. (Auth: 42 U.S.C.A. §11003(b))
- C. Receive follow-up emergency notifications for the City and County of Honolulu. (Imp: 42 U.S.C.A. §1104(c))
- D. Maintain and organize all EPCRA data reported to the committee. This includes, but is not limited to; the Tier Two Inventory Forms, material safety data sheets, facility site maps, and written notification of release.
- E. Reply to all public inquiries regarding EPCRA information and the Plan. (Imp: 42 U.S.C.A. §11022(e)(3); 42 U.S.C.A. §11044(a)).
- F. Publish annually in the local papers the availability and location of Tier Two Inventory Forms, material safety data sheets, and the Plan. (Auth: 42 U.S.C.A. §11044(b)).

Section 3.

The Oahu Civil Defense Agency will be empowered by the committee to implement the Plan under emergency conditions, maintain and request information required by EPCRA, receive emergency release notifications, and process all requests for EPCRA information.

ARTICLE III. MEMBERSHIP

Section 1.

The original list of members was submitted by the Mayor to the Hawaii State Emergency Response Commission (HSERC) on October 17, 1987. Subsequent changes to the membership were and will be made by written notice from the chairperson of the committee to the chairperson of the HSERC.

Section 2.

Each member shall be entitled to one (1) vote at annual or special meetings. All voting members shall be entitled to receive appropriate publications, attend meetings and shall be entitled to participate in all other activities accrued to members.

Section 3.

Currently designated members of the committee are located in Attachment 1.

ARTICLE IV. OFFICERS

Section 1.

The committee shall elect a chairperson from the membership. (Auth: 42 U.S.C.A. §11001 (c))

Section 2.

The chairperson shall designate an official to serve as coordinator. (Imp: 42 U.S.C.A. §11001 (c))

Section 3.

The chairperson shall preside over all general meetings, exercise general supervision over the affairs of the committee, and appoint sub-committee co-chairs. The chairperson shall be an ex-officio member of all sub-committees.

Section 4.

The coordinator shall receive and process all requests from the public for information under EPCRA. Fees for duplicating records shall be levied in accordance with Revised Ordinances of Honolulu, Chapter 6, Article 11.

Section 5.

If the chairperson is absent or if the position should become vacant by unforeseen circumstances, the coordinator shall preside over the affairs of the committee.

ARTICLE V. MEETINGS

Section 1.

Meetings of the committee shall be held annually at a time and place to be determined by the chairperson. Notice of the meeting shall be sent by mail to all members at least ten (10) days prior to the meeting. Written agenda shall accompany all meeting notices.

Section 2.

Fifty percent (50%) of the members present, but not less than ten (10) members in good standing assembled at an annual and/or special meeting, shall constitute a quorum. Voting by proxy shall be denied.

Section 3.

Special meetings of the general membership may be held at the call of the chairperson.

Section 4.

Meeting agenda will be posted at the City Clerk's Office and Oahu Civil Defense Agency six (6) calendar days before the meeting.

ARTICLE VI. SUB-COMMITTEES

Section 1.

There are four (4) standing sub-committees:

- A. The Planning Sub-committee is responsible for:
 - 1. Developing and maintaining the Plan.
 - 2. Updating the resource list for the response and mitigation of a hazardous material incident.
- B. The Community Awareness/Right-to-Know Sub-committee is responsible for:
 - 1. Establishing guidance for public education and news media.
 - 2. Promoting EPCRA awareness in the community.
- C. The Legislative Sub-committee is responsible for:
 - 1. Evaluating present laws and ordinances regarding hazardous materials.
 - 2. Proposing legislation concerning hazardous material releases.
- D. The Hazard/Vulnerability Analysis Sub-committee is responsible for:
 - 1. Creating a risk map and defining vulnerability zones around facilities.
 - 2. Identifying vulnerable facilities within the vulnerable zone.

Section 2.

Each sub-committee shall have two co-chairs appointed by the chairperson.

Section 3.

Members of each sub-committee shall be appointed by the chairperson. The current sub-committee members are listed in Attachment 2.

Section 4.

The chairperson can appoint members of the committee to special sub-committees or groups as needed.

ARTICLE VII. RULES OF ORDER

Section 1.

In all matters not otherwise prescribed herein, procedure shall be determined by Robert's Rules of Order.

ARTICLE VIII. AMENDMENTS

Section 1. These rules may be amended or repealed by majority vote of the committee.

ADOPTED

Chairperson ISC-Honolulu