

LEPC Policy Manual And Bylaws

Policy Statement

It is the goal of the Lake County, Indiana, Local Emergency Planning Committee to provide clear, concise and consistent policies for its operation. These policies are intended to provide guidance to the Local Emergency Planning Committee Members in planning and carrying out its duties and responsibilities to the citizens of Lake County, Indiana.

Local Emergency Planning Committee (LEPC) Policy

Policy Number 1 (As amended February 24, 2000)

RE: *Finances*

1. All proposals for expenditures shall be brought before the Committee for approval, except for contributed funds as specified in section 7 below.
2. All claims for services shall be brought before the Committee for approval for payment.
3. An itemized monthly financial report of all expenditures and current account balances shall be provided to committee members at each monthly meeting, except for expenditures from the contributed funds account.
4. If an occasion arises which requires that a claim be paid prior to approval by the Committee. The Chair is authorized to approve the expenditures.
5. All private contributions to the committee will be kept separate from state allocations. To accomplish this, an account will be established at a local bank approved by the finance committee. An interest-bearing account will be used.
6. All contributions will be reported to the Committee at the time of receipt. The finance committee will report on all expenditures from this account to the Committee quarterly.
7. Expenditures from this account will require signatures of any two of the following officers: chairman, vice chairman, treasurer. The officers are authorized to make expenditures up to \$250. The finance committee can authorize expenditures up to \$500. All expenditures over \$500 require full Committee approval.

Local Emergency Planning Committee (LEPC) Policy

Policy Number 2

RE: *News Media Information Requests and Releases*

1. All requests for information from the news media will be disseminated through the Local Emergency Planning Committee Chair.
2. All news releases shall be disseminated by the Chair.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) POLICY

POLICY NUMBER 3 (as amended July 31, 2003)

RE: Records

1. For the purpose of this policy, "LEPC Records" include, but are not limited to, the records submitted to the LEPC pursuant to the Emergency Planning and Community Right to Know Act (EPCRA), which is also known as Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III), 42 USC 11001-11050.
2. The LEPC will comply with all applicable provisions of the Commission on Public Records Act (Indiana Code 5-15-5.1 *et seq.*) regarding the maintenance and retention of LEPC records and the Indiana Access to Public Records Act (Indiana Code 5-14-3 *et seq.*) regarding the right to inspect and access LEPC records.
3. All records will be maintained in the office of the Lake County, Indiana LEPC, and will not be removed from the office without the written permission of the Chair.
4. All records will be made available for public inspection during normal working hours in the office of the Lake County, Indiana LEPC. Once per year the office hours of availability will be announced to the public.
5. Copies of records, as restricted by the following paragraphs, are available at a cost of \$0.10 per page. Copying of records will be performed by the designated LEPC staff only. Payment for copies will be required in advance.
6. All requests to inspect and/or copy LEPC records will be made to the designated LEPC staff in the offices of the LEPC.
7. All records will be made available for public inspection and/ or copying by the designated LEPC staff in accordance with the requirements of the Indiana Access to Public Records Act, IC 5-14-3, *et seq.*
8. The Indiana Public Records Act lists certain records under IC 5-14-3-4(a) that an LEPC is prohibited from disclosing unless disclosure is specifically required by a state or federal statute or by a court order. An example of a record of this type is the location of any specific chemical required by 42 USC 11022(d)(2) to be contained in an inventory form as Tier II information, if the owner or operator of a facility requests this location to be withheld from disclosure. If an owner or operator of a facility makes such a request, the LEPC will withhold this location from disclosure in accordance with 42 USC 11044(a) and IC 5-14-3-4(a)(3).
9. The Indiana Public Records Act lists certain records under IC 5-14-3-4(b) that an LEPC may choose not to disclose. If a request is made to inspect or copy a record that may be withheld under this category, the record or portion of record shall not be disclosed until the LEPC Chair and the LEPC Planning Subcommittee have met to review these

records and determine if they should be released. An example of a record of this type is a record or part of a record, the public disclosure of which would have a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack. A copy of this provision, IC 5-14-3-4(b)(19), is attached as Exhibit A and incorporated into this policy.

10. LEPC records will be maintained for a minimum of three years. Certain records may be maintained at the discretion of the Chair, Vice Chair, or Secretary. The LEPC files will be purged every year during the month of December, as a minimum to be consistent with this policy. Records will be destroyed by shredding or burning. No records will be discarded into general refuse (solid waste).

Exhibit A

Under IC 5-14-3-4(b)(19) [as added by SECTION 5 of Public Law 173-2003 (House Enrolled Act 1242)], the following public records may be withheld from disclosure:

19. A record or a part of a record, the public disclosure of which would have a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack. A record described under this subdivision includes:
 - A. A record assembled, prepared, or maintained to prevent, mitigate, or respond to an act of terrorism under IC 35-47-12-1 or an act of agricultural terrorism under IC 35-47-12-2;
 - B. Vulnerability assessments;
 - C. Risk planning documents;
 - D. Needs assessment;
 - E. Threat assessments;
 - F. Domestic preparedness strategies;
 - G. The location of community drinking water wells and surface water intakes;
 - H. The emergency contact information of emergency responder and volunteers;
 - I. Infrastructure records that disclose the configuration of critical systems such as communication, electrical, ventilation, water, and wastewater systems, and
 - J. Detailed drawings or specifications of structural elements, floor plans, and operating, utility, or security systems, whether in paper or electronic form, of any building or facility located on an airport (as defined in IC 8-21-1-1) that is owned, occupied, leased, or maintained by a public agency. A record described in this clause may not be released for public inspection by any public agency without the prior approval of the public agency that owns, occupies, leases, or maintains the airport. The public agency that owns, occupies, leases, or maintains the airport:
 - (i) Is responsible for determining whether the public disclosure of a record or part of a record has a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack; and

- (ii) Must identify a record described under item (i) and clearly mark the record as “confidential and not subject to public disclosure under IC 5-14-3-4(19)(J) without approval of (insert name of submitting public agency)”.

This subdivision does not apply to a record or portion of a record pertaining to a location or structure owed or protected by a public agency in the event that an act of terrorism under IC 35-47-12-1 or an act of agricultural terrorism under IC 35-47-12-2 has occurred at that location or structure, unless release of the record or portion of the record would have a reasonable likelihood of threatening public safety by exposing a vulnerability of other locations or structures to terrorist attack.

Under IC 5-14-3-4(d) [as added by SECTION 6 of Public Law 173-2003 (House Enrolled Act 1242)], if the LEPC receives a request to inspect or copy a record that the LEPC considers to be excepted from disclosure under IC 5-14-3-4(b)(19), above, the LEPC may consult with the Indiana Counterterrorism and Security Council, established under IC 4-3-20.

Under IC 5-14-3-4(d) [as added by SECTION 6 of Public Law 173-2003 (House Enrolled Act 1242)], if the LEPC denies the disclosure of a record or part of record under IC 5-14-3-4(b)(19), above, the LEPC or the Counterterrorism and Security Council shall provide to the person requesting the record a general description of the record being withheld and of how disclosure of the record would have a reasonable likelihood of threatening the public safety.

Local Emergency Planning Committee (LEPC) Policy

Policy Number 4 (As Amended January 22, 1998)

RE: *Meetings/Attendance Requirements*

1. All meetings of the Committee shall be publicly advertised as to time and place.
2. The Committee shall hold its regular monthly meeting on the fourth Thursday of each month at 9 am, except as otherwise announced, with a schedule to be posted and publicized each year in January.
3. The regular meetings shall be held in the Conference Room at the Committee Offices in the Lake County Government Complex Annex, 2900 West 93rd Avenue, Crown Point, Indiana, except as otherwise announced.
4. Any changes to the scheduling of regular meetings require that a notice be sent to each member and to the news media.
5. A member's absence from four consecutive regularly scheduled monthly Committee meetings or attendance at fewer than six regularly scheduled monthly Committee meetings in any calendar year will result in an automatic request from the Committee Chairperson to the Indiana Emergency Response Commission for the immediate removal of the member from the membership roster. The Secretary will notify members in jeopardy of such action after the third consecutive absence from a meeting or the fifth absence during a calendar year. Attendance at a meeting by a member's designated proxy does not count as an absence for the purposes of this policy.

Local Emergency Planning Committee (LEPC) Policy

Policy Number 5 (As Amended by Appointments made on January 22, 1998)

RE: *Sub-Committees*

1. Sub-committees have been appointed to research and plan for the many different aspects of the Committee. These sub-committees are listed below:
 - a. Community Alert Network (C.A.N.)
 - b. Data
 - c. Environmental
 - d. Finance
 - e. Legislation
 - f. Planning
 - g. Public Relations
 - h. TIER II Reports
 - i. Training
 - j. Transportation
 - k. Website
 - l. Bio-Terrorism
 - m. By-Laws/Policy
 - n. Nominating

Local Emergency Planning Committee (LEPC) Policy

Policy Number 6

RE: *Outside Agencies*

1. All communications with other agencies, including those, which are contacted for the purpose of clarifying information or obtaining information pertinent to Committee, are to be made only after approval of the Committee.
2. If time does not permit action by the Committee, then the Chair or designee will have the authority to make these contacts.

Local Emergency Planning Committee (LEPC) Policy

Policy Number 7

RE: *Mail*

1. The Chair will be notified of all correspondence received by the Committee.
2. All correspondence addressed to the Chair of the Committee will be forwarded as soon as possible with the exception of Tier II Reports.
3. All correspondence, whether it be incoming or outgoing, will be brought to the attention of the Committee at its regular monthly meetings.

Local Emergency Planning Committee (LEPC) Policy

Policy Number 8

RE: *Review of TIER II Reports (Annual Hazardous Materials Inventory Reports)*

The Committee will review all TIER II Reports submitted for facilities within Lake County, Indiana. The review will be performed by a sub-committee appointed by the Chairperson of the Committee. This sub-committee will be composed of at least three members and will be re-appointed each year with continuity. The review of TIER II Reports will be completed by July 1 of each year.

1. Reports will be reviewed for accuracy and completeness, using criteria from the annual reporting guidance issued by the Indiana Emergency Response Commission (IERC). Questions which the review sub-committee may have regarding interpretation of reporting guidance will be referred to the Planning Sub-Committee. The Planning Sub-committee may seek additional guidance from IERC or EPA on interpretation of reporting requirements.
2. TIER II Reports returned to facilities for correction will be considered as received for purposes of compliance with Section 312, SARA Title III, EPCRA of 1986. Reports returned to facilities for correction will include a letter from the Committee explaining the requested corrections. Facilities which do not agree with the request for correction may contact the Chairperson of the Committee to request a meeting for clarification purposes.
3. Any additional information (i.e. information which modifies the IERC reporting guidance) from facilities required by the Committee will meet the following criteria:
 - A. Deemed vital to the Committee planning for effective and efficient response to hazardous materials emergencies in Lake County.
 - B. Requirement(s) will be developed by the Planning Sub-Committee and submitted to the Committee for approval.
 - C. Proposed additional reporting requirements first submitted at one regularly scheduled LEPC Meeting will not receive Committee action until the following regularly scheduled LEPC Meeting. Requirements will be developed by the Planning Sub-Committee and submitted to the LEPC for approval.

D. The requirement for additional information must be communicated to all facilities by November 1, of the reporting year.

4. A recommended Form Letter and check list is seen as Attachment I and 2 to Policy Number 8.

Attachment 1 to Policy Number 8

Date:

To:

In reviewing the TIER II Reports submitted to the Lake County Local Emergency Planning Committee, the following corrective actions, as noted on the attached page, are deemed necessary.

You are requested to return the corrected forms within 15 business days to:

Local Emergency Planning Committee
2900 W. 93rd Avenue
Crown Point, IN 46397

Return by _____
(date)

If you believe the corrective action requested is not appropriate, feel free to contact the Chair of the LEPC, William Timmer, to arrange a meeting to discuss the issues involved.

REMARKS:

Attachment 2 to Policy Number 8

_____ Correct TIER II(s) and Return

_____ Name of Facility, Address, etc.

_____ SIC Code

_____ Owner/operator Name, Address, etc.

_____ Emergency Contact Person

_____ CAS Number

_____ Chemical name

_____ Chemical Description – Pure, Mix, Solid, Liquid or Gas

_____ EHS

_____ Physical Hazards

_____ Health Hazards

_____ Inventory – Average Daily Amount, Maximum Daily Amount, Days on Site

_____ Storage Codes

_____ Storage Locations

_____ Pressure Code

_____ Temperature Code

_____ Page Number and Number of Pages

_____ Reporting Period Data

_____ Site Map Not Included

_____ Lack of Signature and Date

File Review Date: _____

Reviewed By: _____

Local Emergency Planning Committee (LEPC) Policy

Policy Number 9 (Adopted October 23, 1997)

RE: *Lake County LEPC Internet*

1. The Planning Sub-committee will control the Lake County Local Emergency Planning Committee Internet Site.
2. All recommendations for changes to the site contents will be addressed to the Planning Sub-committee and actions taken by this sub-committee regarding the Internet Site will be recorded in the Planning sub-committee Minutes and reported to the general LEPC Membership.
3. Internet Site access will be controlled by the LEPC Chair who will appoint a Web Master and an Alternate Web Master. The Web Master will be the only person responsible for data placed in the Internet Site. The Alternate Web-Master will replace the Web Master if the Web Master unable to maintain the Site.
4. The Web Masters will sign the Internet Access Policy Statement (See Policy Number 10).

Local Emergency Planning Committee (LEPC) Policy

Policy Number 10 (Adopted October 23, 1997)

RE: *LEPC Internet Access*

This policy is designed to insure those designated LEPC members are aware of their responsibilities when utilizing the Lake County LEPC Internet.

1. The LEPC Chairperson will designate those members having access to the Lake County LEPC Internet.
2. Any designated person will be given a user identification (ID) and such members will be completely responsible for all actions taken. The member must adhere to all laws regarding Internet use. Any attempts to break any laws may result in legal actions against the member. Use of the LEPC Internet by other than designated persons will be the responsibility of the designated user involved.
3. Designated users will be responsible for all electronic mail (e-mail) they originate and proper ID must be included in all such message. The following actions are forbidden:
 - a. Forgery of e-mail messages.
 - b. Attempts to read, delete, copy or modify e-mail of other users.
 - c. Attempts to send harassing, obscene, vulgar, prejudicial or threatening e-mail.
 - d. Attempts to send unsolicited sales messages or "chain letters".
4. Electronic logs will be kept regarding all e-mail.
5. The Sub-committee on Planning will have the right to audit all e-mail being sent through the LEPC Internet.
6. Any designated user found violating the regulations listed herein will have their user ID revoked and will not be permitted to use the LEPC Internet again.

USER AGREEMENT

As a designated LEPC Internet User, I understand the above policy statements and agree to abide by them. I understand that I am completely responsible for any violations of these policies and that I am subject to having my user ID revoked as a result of violations.

Signature _____

Printed Name _____

Date _____ Witness _____

Local Emergency Planning Committee (LEPC) Policy

Policy Number 11

RE: *LEPC Excellence Award – Niemeyer-Quinn Award*

Background: “Title III programs are coordinated and managed by a SERC and LEPC. The Commission and Committee have broad authority to develop and implement an emergency plan and to collect and management mandated information. They are also empowered to obtain additional information from area facilities upon the request of community groups and other agencies.” (excerpt from Title III Handbook: EPCRA, DuPont Environmental Management Services)

Commissioner Ernie Niemeyer and Mr. Bowden Quinn exemplified excellence in service to the Lake County, Indiana LEPC. This award is named in their honor.

The LEPC Excellence Award was adopted to recognize the special contribution of the individual members by annually identifying the member who best exemplified the example Ernie Niemeyer and Bowden Quinn in furthering the achievement of the LEPC’s Mission.

The award will be presented at the LEPC Annual Awards Luncheon.

The Award process will be the sole responsibility of the Award winner from the previous year.

Responsibilities:

1. Distributing and receiving the award solicitations;
2. Determining the winner by the majority of the nominations submitted;
3. Arranging the purchase of a suitably engraved plaque; and,
4. Delivering the sealed award results to the LEPC Chair during the Annual Award Luncheon.

Criteria:

- ✓ Open to all members with at least one year of service as a committee member
- ✓ Attend 75% of all LEPC General meetings
- ✓ Actively contribute to the Committee’s mission accomplishment
- ✓ Leadership on the committee

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) POLICY

POLICY NUMBER 12 (Adopted July 31, 2003)

RE: Lake County, Indiana LEPC Travel Policies

The following policies shall be used in providing or reimbursing for Lake County, Indiana LEPC Members travel expenses when such travel has been authorized and budgeted.

Registration Fees

The cost of registration or similar fees for conferences, seminars and other similar meetings or functions related to LEPC matters will be provided for or reimbursed when supported by original receipts. Whenever possible, arrangements for these affairs should be made by a designated person and directly billed to the individual.

Transportation

1. Travel by commercial airlines, rail service, bus, or similar common carrier mode will be provided for at the prevailing "coach" or "tourist" rate when authorized and supported by original receipts.
2. Taxi fare and/or the cost of other local (public) conveyance will be provided for or reimbursed when supported by original receipts.
3. Parking fees and tolls will be reimbursed when supported by original receipts.
4. When a personal automobile is used in lieu of common carrier transportation, the first seven hundred (700) miles (of a round trip) will be reimbursed at the rate allowed by the IRS, miles in excess of seven hundred (700) will be reimbursed at ½ the maximum IRS rate.

Lodging

1. Lodging shall be provided for or reimbursed when supported by original receipts in the following manner:
 - Single occupancy shall be provided for at the actual cost
 - Double occupancy will be provided at actual cost when both parties are eligible for reimbursement.
 - Double occupancy will be provided at the single occupancy rate when only one party is eligible for reimbursement unless room is a one-rate charge.
2. Reimbursement for lodging costs shall include room costs, associated local taxes and up to an average of (4) telephone charges per day. Any other charges made to the room are the responsibility of the employee.

3. Room service will not be reimbursable.

Meals

1. Meals will be reimbursed when supported by original receipts up to \$60.00 per day, including gratuities. Such gratuities should be reasonable and should not exceed twenty percent (20%).
2. When separate checks are not available, an employee may claim reimbursement for other employees up to the maximum amount provided for in the preceding section multiplied by the number of employees provided that each employee is identified by name and that an original receipt is provided. Payment for meals for any individual will not be made to more than one individual.
3. No reimbursement will be made for meals when already provided for in the registration fee.

Lake County, Indiana LEPC Travel Expense Worksheet

Name: _____ Event: _____ Event Location: _____

Transportation: Date _____

Start Odometer		End Odometer	
---------------------------	--	---------------------	--

From:	Mileage	Plus Return	Rate First 700 Miles	Rate After 700 Miles	<i>Total Mileage Claim</i>
To:		X2	x.36 per mile	X18 per mile	

(Attach receipts)

	Taxi Fare	Parking Tolls	Auto Rental	Other (Gasoline)	<i>Total Other Claim</i>

Meals

As always, attach receipts to verify reimbursements.

Day/Date:							TOTAL
Amount:							
Tip (if any):							
SUBTOTAL:							

Lodging

Day/Date:							TOTAL
Amount:							
Tax (if any):							
SUBTOTAL:							

I hereby certify that the foregoing is just and correct, that the amount is legally due after allowing all just credits, and that no part of the same has been paid.

DATE: _____, 20_____

Signature

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) POLICY

POLICY NUMBER 13 (Adopted July 31, 2003)

RE: Recording LEPC Attendance

1. Recording attendance at LEPC meetings and subcommittee meetings will be the responsibility of the chair.
2. Attendance will be recorded on Exhibit A and placed in the LEPC files.
3. Attendance records will be maintained for twenty years.

Lake County LEPC Attendance for 2003

<i>Name</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
Adams	X	X	X	X	-	X	-					
Blanchard	X	-	P	X	-	X	X					
Barnett	X	X	-	-	-	-	-					
Cozza	X	X	X	X	X	X	X					
Doolin	X	X	-	X	-	X	X					
Hillsman	X	X	P	X	X	-	-					
Holifield	X	-	X	-	X	-	X					
Gruender	X	-	X	X	X	X	X					
Kasper	NEW		X	X	-	X	X					
Kawecki	X	X	X	X	-	X	X					
Laney	-	X	X	-	-	-	-					
Larson	X	X	X	X	X	X	X					
Miller	X	X	P	X	X	X	X					
Modrowski	NEW		X	X	X	X	X					
Musgrove	X	X	P	X	X	X	X					
Pace	X	X	X	X	-	X	-					
Pastrick	X	P	X	-	X	-	X					
Pement	X	X	-	X	-	-	-					
Schillo	-	-	-	-	-	-	-					
Scheub	P	-	-	P	-	-	-					
Sullivan	X	X	X	X	-	-	-					
J.A. Swike	X	X	X	X	X Resigned							
Taneff	X	-	X	X	-	-	X					
Timmer	X	X	X	X	X	X	-					
Torabi	X	X	-	-	Resigned							
Wilkening	X	X	X	X	X	X	X					
Swike	X	X	X	X	X Resigned							

(P) – Denotes a proxy

**Lake County
Local Emergency Planning Committee
By-Laws**

Article I

Name

The name of this organization shall be the Lake County *Local* Emergency Planning Committee, hereinafter referred to as the “Committee.”

Article II

Mission

The Committee shall develop, regularly update and test a comprehensive Lake County Hazardous Material Response Plan which will become an Annex to the Lake County Emergency Operations Plan and which will meet all the requirements of the Superfund Amendment and Reauthorization Act (SARA) Title III, the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986. The Committee shall also be in harmony with the Indiana Emergency Response Commission, its policies and the applicable laws of Indiana. The Committee shall make available to the general public chemical information submitted by Title III facilities within Lake County.

Article III

Functions

The functions of the Committee shall include, but not necessarily be limited to the following:

1. To manage, control and conduct the activities of the Committee
2. To prepare *Hazardous Materials Response Plan* which shall include but not necessarily be limited to each of the following items:
 - A. Identify all of the *SARA Title III Facilities located within Lake County*; identify routes likely to be used for the transportation of materials on the list of Extremely Hazardous Substances (EHS); identify those vulnerable facilities of population areas which *may be* subjected to additional risk due to their proximity to *Title III* facilities; and identify those risks that may be elevated as a result of such close proximity.
 - B. Develop methods and procedures to be followed by facility owners, operators, and local emergency and medical response personnel following any release of *Title III Substances*.

- C. Designate a Lake County Emergency Coordinator and such other personnel who shall make determinations necessary to implement the *Hazardous Materials Response Plan*.
 - D. Develop and provide reliable, effective and timely notification procedure(s) to be used *in the event of a Title III chemical spill or release*.
 - E. Develop methods for determining *possible releases or spills in areas which could be detrimentally affected by such*.
 - F. Develop evacuation plans and routes.
 - G. Provide or offer related training programs.
 - H. Provide exercises to test the *Hazardous Materials Response Plans for Lake County*.
3. To provide *procedures to receive, store and permit public review of all Title III annual facility reports and all reports of releases and spills which occur in Lake County*.

Article IV

Membership

1. **Composition** – The Lake County Local Emergency Planning Committee shall be composed of members appointed by the *Indiana* Emergency Response Commission and shall include representatives from each of the following groups or organizations: *local/state government; law enforcement, emergency management, fire fighting, emergency medical services, health, environmental, transportation, broadcast/print media, industry, community groups, and hospitals*.
2. **Term** – The term of appointment of *Committee* members shall be for an indefinite period, except as provided for in *paragraph 3 of Article IV*.
 - A. ***Membership Changes*** – All changes in the status of existing members and all requests for new members shall be approved by the Committee and then recommended to the Chairperson of the *Indiana* Emergency Response Commission who will make official appointments. Committee members are permitted to appoint a proxy to act in place of the Committee Member. All such appointments must be made in writing prior to any meetings.
3. **Sub-Committees** – The Committee Chair shall appoint members and chairpersons to serve on various sub-committees to investigate and report to the Committee as a whole on matters assigned to the various sub-committees. All appointments shall be for a period of one year.

4. Meetings (New) – The Committee shall hold not less than one meeting per month at the call of the Chairman. Members shall be notified at least 48 hours prior to any meeting. Sub-Committee meetings will be held at the call of the respective chairpersons. Public notification shall be given for all meetings at least 48 hours in advance. (See Article VI, paragraph 4.)

Article V

Voting

All matters dealing with the operations of the Committee must be presented and voted upon by not less than 51% of the membership at a scheduled meeting, which has a quorum. A quorum requires not less than 51% of the membership be present.

Article VI

Officers

1. Elected Officers – At its first official meeting of the year, the Committee shall elect from its membership a chairperson, a vice-chairperson, a secretary, a treasurer, and a community emergency coordinator. These elected officers shall serve for a one year period or until replaced by a majority vote of the membership at a scheduled meeting. Should a vacancy occur in any office, it will be filled in the same manner as a replacement.
2. Duties of Elected Officers
 - A. *Chairperson* – The *Chairperson* of the Committee shall preside at all regular and special meetings of the Committee; appoint all Sub-committees; sign documents as designated by the Committee; act as spokesperson for the Committee; and perform other duties as may be assigned from the Committee from time to time.
 - B. *Vice-Chairperson* – The *Vice-Chairperson* shall perform all of the *Chairperson* in the temporary absence or disability of the Chairperson except as otherwise provided by the Committee.
 - C. *Secretary* – The Secretary shall keep records of proceedings of the Committee and all communications addressed to the committee. The Secretary shall also certify minutes and official documents of the Committee and perform such other duties as the Committee may assign.
 - D. *Treasurer* – The Treasurer shall be the chief financial officer of the Committee and shall be responsible for all financial records, purchases, budgets and audits in accordance with the State and County Doctrines. He shall provide periodic reports to the Committee.

- E. *Community Emergency Coordinator* – The Community Emergency Coordinator shall be notified in all cases of Title III materials releases and shall coordinate with all required facility emergency coordinators to make determinations on implementing emergency plans. This officer shall also provide reliable, effective and timely notification to designated persons and to the public that a release has occurred.

Article VII

Consultants, Legal Assistance and Contributions

The County Commissioners may provide professional and financial help to assist the officers and members in the operation of the organization. Legal assistance is provided by the Indiana Attorney General. The Committee is authorized to accept equipment and financial contributions. Such contributions will be accounted and utilized in accordance with current law.

Article VIII (Old Article Absorbed)

Parliamentary Authority

The rules contained in the current edition of “Roberts Rules of Order” shall govern the Committee actions in all cases applicable, which are not inconsistent with these Bylaws.

Article IX

Amendment of the Bylaws

These bylaws may be amended at any time by a majority vote at a regularly scheduled meeting for which there is a quorum; provided that all proposed amendments are submitted in writing to each Committee member within 10 days in advance of the meeting.

Adopted as amended this _____ day of _____, 200_____

William Timmer, Chairperson

Dean R. Larson, Secretary