



# OXFORD COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

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## CONSTITUTION AND BY-LAWS

### Article I.

Section 1 This organization shall be the "Oxford County Local Emergency Planning Committee."(OCLEPC)

### Article II.

Section 1 The objective of this committee shall be to follow the mandates of Public Law 99-499, "Emergency Planning and Community Right-to-Know Act of 1986 (SARA Title III)" and amendments adopted under Title 37B, Chapter 13 of the Maine Revised Statutes Annotated.

Section 2 Further, it is the intention of the Committee to establish a safe environment for the people of Oxford County by overseeing the movement and use of hazardous materials in our County and communities; assisting businesses and government agencies in the establishment of policies and procedures for handling these materials that will be effective and equitable to all.

### Article III.

Section 1 Membership will consist of a minimum 14 members comprised of the following agencies: elected State and local officials, law enforcement, emergency management, firefighting, emergency medical, health department, environmental protection, hospital, transportation, broadcast and print media, general citizen, community groups (ex. Red Cross), facility owners/operators and facility employee. Additional members shall be accepted as to provide the greatest possible cross section of the County in regards to occupation and location.

Section 2 People wishing to serve on the OCLEPC shall submit a written application to the Committee. The application should be forwarded to the Chair of the OCLEPC. At a minimum, such applications shall contain the person's name, address, the membership category he/she would like to represent, and why the individual believes he/she is qualified to fill that category.

- a) The Committee shall review all membership applications within 60 days of receipt. Once the Committee has completed its review of prospective member applications, there will be a motion to vote and a preliminary decision will be made. Any changes to the OCLEPC roster will be submitted to the SERC for final approval (Title 37B section 793 item 1). All applicants for the OCLEPC membership shall receive a copy of the

committee's recommendation including a written decisions should the person receive a negative recommendation for membership.

- b) Should the loss of any member result in a vacancy in any category of presentation, required by statue, all efforts shall be made to secure a person to fill said category as soon as possible.
- Section 3 a) Resignation and/or change in an agencies representation is to be submitted in writing to the Committee Secretary at the earliest possible convenience. Upon written response, changes will be presented to the OCLEPC members for preliminary approval, and then forwarded to the SERC for the final approval. (per Title 37B, section 793 item 1.)
- b) All OCLEPC members are encouraged to attend at least one (1) meeting a year in order to retain an active membership. At the first meeting of each year, the membership roster will be reviewed. Those members not attending at least 1 meeting will be sent a letter requesting their intentions to remain on the committee.

#### **Article IV.**

- Section 1 Officers shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer. These positions will comprise an executive board.
- Section 2 Officers will be elected by nomination and vote of all members present.
- Section 3 Term of office will be for a period of two years, with election to take place during the last meeting each calendar year. The Chairperson and Treasurer will be elected at the last meeting on even numbered years, and the Vice Chairperson and Secretary will be elected at the last meeting on odd numbered years.
- Section 4 In the event of a vacancy, the committee shall fill the vacancy at the next regular meeting.
- Section 5 Duties of the Officers.
- a) The Chair shall preside at all meetings of the Committee and the executive board. He/she shall appoint the chairperson of each standing committee, the other members thereof to be appointed from the floor. He/she shall appoint such special committees as may be authorized by the body. He/she shall obey all lawful orders of the body and be familiar with the mandating Federal and State laws, the Committees bylaws, and basic parliamentary law and procedure.
- b) The Vice Chair shall assume and perform the duties of the Chair in the absence or disability of the Chair. In the event of the resignation or death of the Chair he/she shall become chair for the un-expired term.
- c) The Secretary shall keep records of the minutes of meetings. He/she shall keep an up to date roster of all members of the Committee. He/she shall take care of routine day to day business matters for the Committee, and

compile an agenda for meetings in consultation with the Chair.

- d) The Treasurer shall be custodian for the Committee's funds. He/she shall be ex-officio member of all committee's. He/she shall provide a brief annual report to the Committee.

Section 6 All officers shall have the right to vote and to debate questions the same as any other member.

Section 7 Officers shall assume their duties at the first meeting of the calendar year following elections.

### **Article V.**

Section 1 Regular meetings of the Committee shall take place bi-monthly on the last Tuesday of the month, beginning in January to total six meetings in a calendar year. On alternate months, a newsletter will be sent to each member.

Section 2 If such meeting falls on a holiday, then it will be held the previous or following Tuesday.

Section 3 Special meetings may be called by a majority of the executive board.

Section 4 The last meeting of the calendar year shall be deemed the annual meeting, and shall be for the election of officers, finalization of financial matters pertaining to reporting requirements, and other business as necessary.

Section 5 Meetings will be held in Oxford County.

Section 6 The Secretary is responsible to provide a reminder to all Committee members to include date, time and location of each meeting approximately two weeks prior to such meeting, as well as an agenda for the meeting.

Section 7 Seven members of the Committee at a meeting shall constitute a quorum for the transaction of business. If a quorum is not present, a vote as to call a special meeting at a later date or to adjourn until the next regular meeting can be made by those members present.

Section 8 When a quorum is not convened, the next called meeting shall be a valid meeting notwithstanding lack of a quorum, and the call shall so inform the members.

Section 9 All regular meetings will be considered as public meetings. Notification of the public will be made by advertising, each year, the upcoming meeting schedule and a statement as to availability of LEPC records. As a minimum, advertising will include the Sun Journal and the Advertiser Democrat.

Section 10 All requests for information will be directed to the Secretary of the Committee who will be considered coordinator for requests for information.

### **Article VI.**

Section 1 The rules contained in "Robert's Rules of Order, revised edition" shall govern in all cases to which they are applicable and in which they are not inconsistent with federal and state laws and/or guidelines and these bylaws.

**Article VII.**

Section 1 Proposed changes to these bylaws may be proposed at any regular meeting. A vote on any changes will occur at the next/following meeting and will be considered approved/amended by a majority vote of the members present provided there is a quorum.

**I HEREBY DECLARE THAT THESE BYLAWS HAVE BEEN ADOPTED OR REVISED BY POPULAR VOTE ON THIS \_\_\_\_ DAY OF \_\_\_\_\_ IN THE YEAR\_\_\_\_\_.**

**Signed:**

**Chairperson, Oxford County  
Local Emergency Planning Committee**