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**CITY OF LYNCHBURG, VIRGINIA
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
BY-LAWS**

**Article I
NAME**

The name of this organization shall be the "Lynchburg Local Emergency Planning Committee", hereinafter referred to as "LEPC".

**Article II
PURPOSE**

The purpose of the Committee is twofold. First, the Committee is to ensure that all acts required by SARA Title III, the Emergency Planning and Community Right-to-Know Act of 1986 are complied with, and that all necessary work is accomplished to develop a comprehensive chemical emergency response plan for the City of Lynchburg. Secondly, the Committee shall have advisory responsibility for City of Lynchburg, Virginia disaster planning coordination.

**Article III
DUTIES AND FUNCTIONS**

The function of the Committee shall include, but is not limited to the preparation of an emergency response plan that shall include but is not limited to the requirements of SARA Title III.

Article IV
MEMBERSHIP

1) Committee Composition

The committee shall be composed of members who are appointed by the Lynchburg Emergency Management Coordinator and shall include, at a minimum, one representative from each of the following disciplines, with each member serving in only one membership category:

Local/state government	Environmental	Schools
Law Enforcement	Transportation	Faith-based Groups
Emergency Management	Broadcast/Print Media	
Firefighting	Industry	
Emergency Medical Services	Community Groups	
Health	Hospital	

2) Committee Membership Conditions

Members must meet the criteria established by the Commonwealth of Virginia Emergency Response Commission.

3) Terms of Committee Members

The terms of appointments of Committee members shall be for a period of six (6) years not to exceed two (2) terms.

4) Conditions of Membership

Any member missing 1/2 of the regularly scheduled meetings in one calendar year may have their name submitted by a majority vote of the committee to the Lynchburg Emergency Management Coordinator for removal from the committee roster and the loss of all voting member privileges, subject to the right of said member to appeal their potential removal in writing to the Committee Chair within fifteen (15) days of certified-mail notice of the member's removal.

5) Roster of Committee Members

A roster of the names, business addresses and telephone numbers of the Committee members shall be on file in the Office of the City of Lynchburg Emergency Management Coordinator, 3621 Candler's Mountain Road, Lynchburg, Virginia 24502 and at other such locations, as the Committee deems necessary or convenient.

6) Subcommittees

The Chair of the Committee may appoint members and the chairs of subcommittees. Such subcommittees, consisting at a minimum of Training, Planning, Fiscal, and Communications Subcommittees, shall study and report to the Committee on matters of LEPC business requiring special attention, expertise, or investigation. The Committee Chair will serve as an ex officio member of each subcommittee, and may assign tasks to each.

Article V
VOTING

Any proposal for an action or position taken by the Committee or one of its Subcommittees must be adopted by a majority vote of more than half of Committee members present at a legally posted meeting at which a quorum (defined in Article VII, paragraph 4) is present.

Article VI
OFFICERS

1) Election of Officers

The Committee shall elect from its members a Chair and a Vice Chair. The officers shall be elected at the first regular meeting of each odd calendar year at which a quorum is present, and shall serve for a term of two years. In the event of an officer's resignation prior to the end of the officer's term, a new officer shall be elected at the next meeting of the Committee at which a quorum is present, and shall serve out the remainder of the resigning officer's term.

2) Duties of Elected Officers

(A) Chair: The Chair of the Committee shall preside at all regular and special meetings of the Committee, shall appoint all Subcommittee members and their Chairs, shall appoint the Planning and Information Coordinators, shall sign the approved minutes of the Committee and any other documents as designated by the Committee, shall act as spokesperson for the Committee, shall be an ex officio member of each subcommittee, and shall perform such other duties as the Committee may assign.

1. A Secretary will be appointed by each newly elected Chair. The Secretary shall be responsible for maintaining a record of the proceedings of the Committee and prepare the Committee's meeting minutes, shall post announcements of Committee and Subcommittee meetings, shall send out meeting notices to Committee members prior to Committee meetings, shall distribute meeting minutes and other documents prepared by the Chair, shall annually distribute to the local newspaper the annual legal notice of the Committee, and shall perform such other duties as the Chair may assign.

(B) Vice Chair: The Vice Chair shall perform all the duties of the Chair in the Chair's temporary absence or disability, and shall perform any other duties assigned by the Chair.

Article VII
COMMITTEE MEETINGS

1) Regular Committee Meetings

The regular meetings of the Committee shall be held quarterly at minimum, and at such times and places as designated by the Committee Chair. Regular meetings shall be announced to Committee members and the public at least three working days in advance of the meeting.

2) Subcommittee Meetings

The Chair of any Subcommittee may call a meeting at their discretion, provided that each subcommittee member, the public, and the Committee are provided notice at least three working days in advance of the meeting.

3) Notice, reasonable under the circumstances, of special or emergency meetings shall be given contemporaneously with the notice provided members of the public body.

4) Quorum

A majority of the Committee or one of its Subcommittees must be present at a meeting of either, in order for business to be conducted by either group.

Article VIII
PARLIAMENTARY AUTHORITY

The rules contained in the current version of Robert's Rules of Order, Newly Revised, shall govern the Committee in all cases to which they are applicable and when they are not consistent with these bylaws; provided that, however, in no case shall a breach of parliamentary procedure invalidate an action taken by the committee unless the chairman determines that the breach resulted in a misleading of one or more committee members as to the nature of the action taken.

Article IX
AMENDMENT OF BYLAWS

These Bylaws may be amended during any regular or special meeting of the Committee by an affirmative vote of a majority of the Committee members when a quorum is present, provided any such proposed changes have been submitted in writing to each Committee member at least ten days in advance of the meeting called to amend the Bylaws.

Adopted this 10th day of December 2008 by the members of the City of Lynchburg Local Emergency Planning Committee.

LEPC Chair Person: _____ **Date:** _____