

UINTAH COUNTY LEPC

BY-LAWS

NAME AND PRINCIPAL OFFICE

This organization shall be known as the Uintah County Local Emergency Planning Committee. The principal office of the Committee will be with the State of Utah, in a location to be determined by its members or the Steering Committee.

PURPOSE AND OBJECTIVES

The purpose and objectives of the Uintah County Local Emergency Planning Committee are:

- a) To hold scheduled public meetings to establish short and long range plans subject to the Hazardous Materials Emergency Preparedness Program and other emergency operation plans for the Uintah County Area.
- b) To provide support and focus on the hazardous materials in fixed facilities and transportation routes by performing hazards analysis or updating the current analysis utilized and further identifying natural hazards in the County with the potential of creating natural disasters or emergencies.
- c) To give credence to the development of an area wide emergency response plan that utilizes the expertise, resources and methods that are cost effective and provide for timely reactions by the county.
- d) To receive notification from the public on areas of concern, and/or problems.
- e) To respond to community right to know requests.
- f) To conduct post incident evaluations of emergency response with the agencies that are involved.

Section 1. Categories of Membership. There shall be two categories of membership. Active Membership and Associate Membership..

- a) Active Membership. Active membership shall consist of those public, private and governmental officials appointed by their respective agencies or their duly appointed designee, to represent that agency on the committee who attends any duly called meeting of the committee.
- b) Associate Membership. Any person in any way interested in the activities of the Committee may be admitted as an associate, subscribing, or honorary member under such terms and with such privileges as the Steering Committee may determine.

Section 2. Duration of Membership. Membership in the Committee may terminate by voluntary withdrawal as provided in these by-laws. All rights, privileges, and interest of a member in or to the Committee shall cease on termination of membership. Membership shall be nontransferable. Any member may, by giving written notice of such intention, withdraw from membership. Withdrawals shall be effective on fulfillment of all obligations to the date of withdrawal.

MEETINGS

Section 1. Meetings. There shall be eleven meetings of the Committee during each calendar year, unless otherwise ordered by the members of the Steering Committee. Meetings shall be open to the public. Notice of such meetings, issued by the secretary, shall be mailed to the last recorded address of each member at least seven (7) days before the time appointed for the meeting.

Section 2. Quorum Defined. Those present at any meeting of the committee shall constitute a quorum.

Section 3. Quorum Required. A quorum shall be required to transact any business of the Committee. Only active members will be allowed to vote on any recommended action of the Committee.

Section 4. Minimum Vote Required. The minimum number of yes votes required to pass any motion or to take any action by the Committee shall be a majority of the members of the quorum present.

Section 5, Special Meetings. Special Meetings of the Committee may be called at any time by either the Chairperson or vice-chairperson or on the written request of a majority of the active membership. Seven (7) days notice of any special meeting must be given to the members of the Committee, and the notice must state the intent of the meeting.

OFFICERS

Section 1. Officers. The officers of the steering committee shall be the chairperson and Emergency Manager of the County.

Section 2. Terms. The officers shall take office immediately upon their election and shall serve until successors are duly elected. Officers are eligible for reelection.

Section 3. Chairperson. The management of the Committee shall be vested in the chairperson who shall be present at meetings of the Committee and the Steering Committee. The Chairperson shall be designated by the steering committee. It shall be the duty of the Chairperson to:

- a) To give notice of and attend all meetings of the committee and to make provisions for the keeping of a record of the proceeding;
- b) To conduct correspondence and to carry into execution all orders, votes, and resolutions not otherwise committed;
- c) To keep a list of the members of the committee;
- d) To keep records of any agents retained by the Committee, and to take charge of and supervise the performance by such agents of their duties.

COMMITTEES

Section 1. Standing Committees. The Committee shall have a Steering Committee and such other committees as deemed necessary for the function of the Local Emergency Planning Committee.

Section 2. Steering Committee. The Steering Committee shall be comprised of the Chairperson and Emergency Managers of the county. The Steering Committee shall execute the policies and decisions of the Committee and shall actively execute the Committee's objectives. It may adopt such rules for the conduct of its business as shall be deemed advisable, and may, in the execution of powers granted, appoint subcommittees or agents to work on specific problems or reports. The Steering Committee has meetings, and shall report to the membership any action taken. It shall meet on the call of any member of the Steering Committee. It shall also meet on the demand of a majority of the active membership.

AMENDMENTS

The By-Laws may be amended, repealed, or altered, in whole or in part, by a majority vote of the active members at any organized meeting of the Committee after notice has been duly mailed to each committee member at least seven (7) calendar days prior to such meeting

Adopted

Committee Chairperson

ATTEST

Committee Secretary

