

**CARBON COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
BYLAWS**

MISSION STATEMENT

To provide resources and guidance through education, coordination and assistance with all-hazards planning to assure public health and safety through a partnership of state and local government, responders and the private sector.

Article I - Members

Membership in the Carbon County LEPC shall generally consist of, but not be limited to:

- Law Enforcement
- Fire Departments
- Emergency Medical Services
- Disaster & Emergency Services
- Search and Rescue
- Public Health Offices
- Local Hospitals
- Local elected officials
- Disaster Relief organizations
- Federal and state land management or natural resource agencies
- Animal welfare organizations
- National Guard / Civil Support
- Public Media
- Private Businesses
- The General Public

LEPC members are nominated by the agency or organization they are to represent and approved with majority vote by existing LEPC committee members. Members must be residents of, or serving entities located in Carbon County. The LEPC may include one or more representatives from any agency or organization, but that entity shall be entitled to only one vote. The term of membership is unlimited unless another individual is appointed by the organization/agency, dismissal or resignation.

Dismissal: The Committee may recommend removal of any member of the committee for just cause. Such dismissal request shall be made upon a majority vote of the committee in executive session.

Resignation: A member of the Committee may resign by presenting a letter to that effect to the Chairperson. Resignation will be effective up to 30 days after submittal.

Attendance: Each representative must attend at least four meetings per year (ideally one meeting per quarter). Failure to meet minimum attendance will result in notification of the appointing body for potential replacement of the LEPC representative.

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Article II – Officers & Subcommittees

Officers of the Carbon County LEPC shall be:

- Chairman;
- Vice-Chairman; and
- Secretary.

Each officer shall be appointed by the Carbon County Commissioners and shall serve a term of 2 years. Terms shall run from July 1 to June 30. The Chairman and Secretary will be appointed in even years. The Vice Chairman will be appointed in odd years.

The Chairman will determine the structure and composition of the subcommittees. Subcommittees will convene to consider issues assigned by the Committee and/or issues of the subcommittee's devising. Subcommittee meetings will be held at the discretion of subcommittee chairs in terms of frequency and location. Subcommittee meetings are open to the public but are not required to be advertised. Subcommittees will report their findings and make their recommendations to the full Committee.

Article III - Meetings

Meetings are open to the public and shall be held regularly as called by the Chairman. Notice of all meetings shall be published in the Carbon County News at least five days prior to the day of the meeting. A quorum of members is required for the conduct of business, and consists of the presence of a minimum of six representatives.

Article IV - Public Availability

The Carbon County LEPC shall annually publish a notice in the Carbon County News during the month of June, advising that the Hazardous Materials Response Plan Annex, Material Safety Data Sheets (MSDS) or chemical inventory lists, and follow-up emergency notices are available for public review; consistent with Section 322 of the Emergency Planning and Community Right to Know Act (EPCRA). The public notice shall also state that follow-up emergency notices may be issued.

The public may view these documents at the Carbon County Administration Building located at 17 11th Street West, Red Lodge, MT 59068 during normal office hours.

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Article V - Public Request for Information

Any person may submit a written request for information under Section 311, 312, and 324 of EPCRA. Requests for information shall be addressed to the Carbon County LEPC, P.O. Box 887, Red Lodge, Montana 59068. The Carbon County LEPC shall respond to requests for information no later than 45 days from the receipt of request. The LEPC Chairman shall serve as the Coordinator of Information.

Article VI - Public Comment

Public comments concerning the Hazardous Materials Response Plan Annex, or LEPC activities in general are welcome. The Hazardous Materials Response Plan Annex will be open for discussion at every LEPC meeting. Comments or questions directed to the LEPC will be answered in writing within 14 working days, after appropriate coordination.

Article VII - Distribution of the Hazardous Materials Response Annex

Routine distribution of the Response Plan will be in accordance with operational needs. Copies of the most recent published plan will be available for public review in/at the Carbon County Administration Building located at 17 11th Avenue West, Red Lodge Montana 59068 during normal office hours.

Article VIII - Dissolution of LEPC

In the event that the Carbon County LEPC is dissolved or becomes inactive as determined by the Carbon County Commissioners; all equipment and LEPC responsibilities shall revert to the Carbon County Commissioners.