

Natrona County  
Local Emergency Planning Committee  
By-Laws

Adopted: April 14, 1994  
Amended: January 25, 2018

## TABLE OF CONTENTS

<b>ARTICLE 1</b> .....	<b>3</b>
IDENTIFICATION .....	3
<b>ARTICLE 2</b> .....	<b>3</b>
COMMITTEE MEMBERS .....	3
<b>ARTICLE 3</b> .....	<b>3</b>
COMMITTEE MEETINGS .....	3
<i>Subsection 1 Frequency of Meetings</i> .....	3
<i>Subsection 2 Announcement of Meetings</i> .....	3
<i>Subsection 3 Locations of Meetings</i> .....	3
<i>Subsection 4 Quorum of Members for Meetings</i> .....	3
<i>Subsection 5 Conduct of Meetings</i> .....	4
<b>ARTICLE 4</b> .....	<b>4</b>
COMMITTEE SUB-COMMITTEES .....	4
<i>Subsection 1 Identification of Committee &amp; Appointments/Resignations</i> .....	4
<i>Subsection 2 Dissolution and Establishment of Sub-Committees</i> .....	4
<i>Subsection 3 Duties of Sub-Committees</i> .....	4
<b>ARTICLE 5</b> .....	<b>5</b>
OFFICERS .....	5
<i>Subsection 1 Officers</i> .....	5
<i>Subsection 2 Terms of Officers</i> .....	5
<i>Subsection 3 Election of Officers</i> .....	5
<b>ARTICLE 6</b> .....	<b>5</b>
POWERS AND DUTIES OF OFFICERS .....	5
<i>Subsection 1 Meeting Frequency Dates, Times &amp; Locations</i> .....	5
<i>Subsection 2 Sub-Committee Appointments</i> .....	5
<i>Subsection 3 Committee Meetings Conduct</i> .....	5
<i>Subsection 4 Delegation of Authority</i> .....	5
<i>Subsection 5 Meeting Minutes &amp; Fiscal Reports</i> .....	6
<b>ARTICLE 7</b> .....	<b>6</b>
SARA TITLE III DOCUMENT SUBMISSIONS.....	6
<i>Subsection 1 Repository of Documents</i> .....	6
<i>Subsection 2 Reporting Requirements-Facilities</i> .....	6
<i>Subsection 3 Availability of Documents to the Public</i> .....	6
<i>Subsection 4 Committee Records</i> .....	6
<i>Subsection 5 Legal Notices</i> .....	6
<b>ARTICLE 8</b> .....	<b>7</b>
ADOPTION/AMENDMENT OF COMMITTEE BYLAWS .....	7
<i>Subsection 1 Adoption of Bylaws</i> .....	7
<i>Subsection 2 Amendment of Bylaws</i> .....	7
<b>ARTICLE 9</b> .....	<b>7</b>
NON-EXCLUSION PROVISION .....	7
<b>ARTICLE 10</b> .....	<b>7</b>
BYLAWS ADOPTION AND SIGNING.....	7

## ARTICLE I IDENTIFICATION

The Natrona County Emergency Planning Committee, hereinafter referred to as the "Committee" is a state entity created pursuant to SARA Title III, the Emergency Planning and Community Right-to-Know Act of 1986. The Committee has been appointed by the Wyoming Emergency Response Commission. The primary purpose of the Committee is to implement SARA Title III in Wyoming, but its broader purpose is to enhance environmental protection, public health and safety, awareness, training and First Responder Agency cohesiveness as these are affected by hazards in Natrona County.

## ARTICLE II COMMITTEE MEMBERS

The committee consists of members appointed by the Wyoming Emergency Response Commission, and includes representatives from the following: Local and state government, law enforcement, emergency management, fire fighting, emergency medical services, health, hospital, environmental, transportation, media, industry and community groups.

## ARTICLE III COMMITTEE MEETINGS

### Section 1: Frequency of Meetings

The Committee will meet at least 2 times per calendar year and more frequently at the discretion of its Chair.

### Section 2: Announcement of Meetings

- (a) Members of the Committee will be notified at each Committee meeting of the next meeting time, place, and date, and will be notified in writing two weeks in advance of such meetings of the next meeting's agenda, time, place and date.
- (b) The public will be notified of Committee meetings at least seventy-two (72) hours in advance of each meeting.

### Section 3: Location of Meetings

The Committee meetings will be held in the Natrona County Emergency Operations Center (EOC), Casper, Wyoming, or as otherwise determined by the Chair.

### Section 4: Quorum of Members for Meetings

A quorum of Committee members is required for the conduction of business, and consists of members present at the meeting. A vote shall be determined by the majority of members present at the meeting. The Chair will not vote unless a tie occurs.

### Section 5: Conduct of Meetings

- (a) Committee meetings will be conducted according to Robert's Rules of Order, and Committee business according to the provisions of the Wyoming Statutes
  - 1. 16-4-401 et SEQ Public Meeting Act, WY Statute
  - 2. 16-4-201 et SEQ Public Records Act, WY Statute
  - 3. 16-3-101 et SEQ WY Administrative Act
- (b) Any matter to be voted on will take the form of a resolution or motion. A simple majority of the members in attendance at a Committee meeting must vote affirmatively for adoption of any resolution.
- (c) Each Committee member, including the Chair will have one vote.
- (d) A Committee member may vote for or against a resolution, or may abstain from voting.

## ARTICLE IV COMMITTEE SUB-COMMITTEES

### Section 1: Identification of Committees and Appointments/Resignations

- (a) Sub-Committees may be formed and they are 4 in number and they are the Transportation, Community Awareness, Training and Exercising, Response and Preparedness.
- (b) Appointments to Sub-Committees, including Sub-Committee Chairs, are made by the Chair of the Committee.
- (c) Resignations of Sub-Committee members are to be submitted in writing to the Chair, who will, at his/her discretion, replace resigning members.

### Section 2: Dissolution and Establishment of Sub-Committees

Additional Sub-Committees may be established and existing ones dissolved by a majority vote of the Committee.

### Section 3: Duties of Sub-Committees

- (a) Sub-Committees will convene to consider issues assigned by the Committee and/or issues of the Sub-Committee's devising.
- (b) Sub-Committee meetings will be held at the discretion of Sub-Committee Chairs in terms of frequency and location.
- (c) Sub-Committees will report their findings and make their recommendations to the full Committee.

- (d) Sub-Committee recommendations must, to be adopted, be affirmed as resolutions by a majority of the Committee members.
- (e) Additional duties may be assigned Sub-Committee by the Committee Chair.

## ARTICLE V OFFICERS

### Section 1: Officers

The Officers of the Committee are the Chair, Vice-Chair and Secretary.

### Section 2: Terms of Officers

The terms of the officers are for a period of 3 years.

### Section 3: Election of Officers

As required, election of Officers will be effected by a majority vote of all Committee members appointed by the Wyoming Emergency Response Commission.

## ARTICLE VI POWERS AND DUTIES OF OFFICERS

### Section 1: Meeting Frequency, Dates, Times and Locations

The Chair will determine the frequency, dates, times and locations of Committee meetings.

### Section 2: Sub-Committee Appointments

The Committee Chair will appoint the Chair and members of each Sub-Committee.

### Section 3: Committee Meetings' Conduct

- (a) The Chair will conduct committee meetings according to Robert's Rules of Order.
- (b) Committee meetings agendas will be set by the Chair.

### Section 4: Delegation of Authority

The Chair of the Committee may delegate at his/her discretion his/her powers and duties to the Vice-Chair, consistent with other provisions of the bylaws.

## Section 5: Meeting Minutes and Fiscal Records

The Secretary will keep Committee meeting minutes and a record of the finances of the Committee.

## ARTICLE VII

### TITLE III DOCUMENT SUBMISSIONS

#### Section 1: Repository of Documents

The Natrona County Emergency Management Office, 201 N. David St., 2<sup>nd</sup> Floor, Casper, Wyoming will be the repository for all documents submitted to the Committee pursuant to the provisions of SARA Title III.

#### Section 2: Reporting Requirements-Facilities

- (a) Each Facility must give the LEPC a Site Plan.
- (b) Upon request, each Facility must give the LEPC a list of chemicals. A MSDS for these chemicals may also be requested. This applies to facilities that may not meet the TPQ.
- (c) A facility that has extremely Hazardous Materials (EHS) must give the LEPC the facilities emergencies plan, containing planning for a worst case scenario and with the surrounding areas that would be affected.
- (d) All facilities reporting must use the EPA Software "Tier II Submit" to electronically submit their annual Sara Title III documentation.

#### Section 3: Availability of Documents to the Public

Title III documents will be available for examination by the public during the hours of 8:15am and 4:45pm, Monday through Friday, excluding holidays, at the Natrona County Emergency Management office, 201 N. David 2<sup>nd</sup> Floor, Casper, Wyoming. Requests must be in writing with requester's name, mailing address and daytime phone number. An appointment will be arranged after written request is received. A Natrona County charge of \$1.00 per copy will be assessed.

#### Section 4: Committee Records

All records of Committee meetings, including meeting agendas and minutes, will be available for inspection by the general public and interested parties at Natrona County Emergency Management Office, 201 N. David St., 2<sup>nd</sup> Floor, Casper, Wyoming.

#### Section 5: Legal Notices

The Committee will publish annually a legal notice indicating where all Title III documents are maintained, and including the committee's emergency plan, MSDS, Tier Forms, and written follow-up notices from facilities experiencing Title III spills.

ARTICLE VIII

ADOPTION/AMENDMENT OF COMMITTEE BYLAWS

Section 1: Adoption of Bylaws

A majority of Committee members is required to adopt the Committee's bylaws.

Section 2: Amendment of Bylaws

A two-thirds (2/3) majority of Committee members present is required to amend the Committee's bylaws.

ARTICLE IX

NON-EXCLUSION PROVISION

Nothing in these bylaws is to be constructed as excluding or contravening any addition provisions of Federal or State Law which are not explicitly or implicitly referred to within these bylaws.

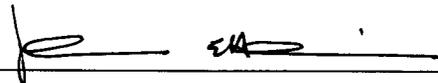
ARTICLE X

BYLAWS ADOPTION AND SIGNING

Upon their adoption by the Committee, a copy of these bylaws will be signed and dated by the Chair of the Committee and will be available for inspection by the public at Natrona County Emergency Management Office, 201 N. David, 2<sup>nd</sup> Floor, Casper, Wyoming.

1 / 25 / 2018

Date



Lt. John Harlin, Chair



Attest, Secretary

Stacia R. Hill, Vice-Chair