





LEPC By-Laws Guide






Local Emergency Planning Committees (LEPCs) are not just plan-writing bodies; they are also the community's central hub for information about hazardous materials and related risks. As the focal point for community right-to-know, the LEPC brings together responders, industry, government, and the public to share information, identify hazards, and improve readiness through transparent, accessible by-laws and practices.

Key Components of LEPC By-Laws






Organization and Purpose

-  Official name of the LEPC.
-  Authority under EPCRA/SARA Title III.
-  Geographic jurisdiction (county, city, parish, planning district).
-  Mission and objectives.


Membership Structure

-  Composition requirements per EPCRA Section 301(c).
-  Appointment process and terms of service.
-  Attendance requirements (typically 50% minimum).
-  Member removal and replacement procedures.
-  Representation from required categories.

Officers and Duties






-  Chairperson: presides over meetings, ensures plan development, represents LEPC.
-  Vice-Chairperson: assumes duties in chair's absence, may oversee subcommittees.
-  Secretary: maintains records, handles correspondence, prepares meeting notices.
-  Treasurer: manages finances and budget(if applicable).
-  Election procedures and term limits.

Rules of Order





-  Most LEPCs adopt Robert's Rules of Order, Newly Revised Edition to govern meeting deliberations and procedures.

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Meetings

-  **Regular meetings:** Quarterly meetings are standard (required for federal/state grant eligibility).
-  **Special meetings:** Called by chairperson or written request of members (typically 3-5 members).
-  **Quorum requirements:** Usually one-third (33%) of membership.
-  **Notice requirements:** Time, date, location, agenda items (typically 10-14 days advance notice).
-  **Public access:** Open meeting requirements and public participation.




Subcommittees

-  Types: Executive, Planning, Training/Exercise, Public Information, and Technical.
-  Composition and appointment process.
-  Authority and reporting requirements.
-  Non-LEPC members may serve on subcommittees.





Financial Management

-  Budget approval process.
-  Expenditure authorization.
-  Record-keeping requirements.
-  Approval procedures for indebtedness.

Amendment Procedures

-  Typically requires **two-thirds vote** of members present.
-  Proposed amendments submitted in writing **at least one week in advance**.
-  All members have right to comment or suggest revisions.

Rules and Regulations

-  Public notification methods for committee activities.
-  Information management procedures.
-  Facility notification process for releases.
-  Public access to Tier II and emergency plan information.