

# BEDFORD COUNTY

## EMERGENCY PLANNING COMMITTEE



**Rules and Procedures**  
October 2023

# Rules and Procedures of the Bedford Area Emergency Planning Committee

## Article I NAME

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The Town of Bedford and Bedford County established a regional LEPC consistent with Federal Public Law 99-499, the Superfund Amendments and Reauthorization Act of 1986 (SARA), under Title III, section 301 (also known as the Emergency Planning and Community Right-to-Know Act (EPCRA)). The name of this organization shall be the “Bedford Area Emergency Planning Committee” hereinafter referred to as the “committee”.

## Article II PURPOSE

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The purpose of the committee is multi-faceted. First and foremost, the committee exists 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 related to developing a comprehensive chemical emergency response plan for the Town of Bedford and Bedford County is accomplished. Secondly, the committee will help with disaster planning coordination for the Town of Bedford and Bedford County by utilizing up-to-date techniques and appropriate resources. And lastly, to harbor business networking among groups and individuals interested in helping make the response to all emergencies in the Town of Bedford and Bedford County better.

## Article III SCOPE

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The scope of the Committee shall include but is not limited to the preparation of an emergency response plan that will meet the requirements of SARA Title III among what other actions are deemed necessary in the event.

Practices of the LEPC:

1. Appoint LEPC members
2. Evaluate the local resources needed to implement the program. LEPC's may apply for federal grants as there is no State funding.
3. Provide for public participation in these Superfund Amendment and Reauthorization Act Title III emergency planning and preparedness activities.

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4. Establish procedures for receiving and processing facility reporting information related to Emergency Planning and Community Right-to-Know Act (EPCRA) Sections 302, 303 (Chemical Emergency Release Contingency Plan), 304,311 and 312.
5. Establish procedures for processing requests from the public for the information established by these guidelines.
6. Note: Many LEPC's have taken the Sect. 312- Tier II reporting and downloaded into the Computer-Aided Management of Emergency Operations (CAMEO) program or the Emergency Information Systems (EIS) used in the field during emergency response.

### **Article IV MEMBERSHIP**

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**Section 1** Membership shall be compromised of representatives of local government, police, fire, emergency medical services, emergency management, public health professionals, environmental, hospital and transportation representatives of the Town of Bedford and Bedford County as well as representatives of business and industry that use, store, process or distribute chemicals subject to the requirements of SARA Title III, community groups and media that operate in the area and any citizen interested in helping better the emergency response to local emergencies.

**Section 2** Each person wishing to be a voting member of the committee must submit a membership application within sixty (60) days of having attended a committee meeting. Each voting member shall be entitled to one vote, either cast in person or by proxy should the member not able to attend the meeting, on each matter brought before the committee.

**Section 3** Any member wishing to resign their membership with the committee should submit, in writing, their intentions to the Chairman. The Chairman will then present the resignation notice at the next meeting following the receipt of the written intent.

### **Article V MEETINGS**

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**Section 1** The committee shall meet once every quarter (January, April, July, October) on the second Wednesday. Meeting location will be announced at the prior to each meeting by the Chairman.

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These meetings shall be open to all interested parties, including the public. However, upon motion by any member present and approved by majority vote of those members present and voting in open meeting, a closed or executive session may be requested. The motion shall include a calling for the executive or closed session.

**Section 2** The Chairman will preside over all meetings and represent the committee at official functions. The Vice Chairman will preside over the meeting in the absence of the Chairman.

**Section 3** A special called meeting of the members may be called at the discretion of the Chairman or at the request of any three (3) members to the secretary a minimum of ten (10) working days before the desired meeting date. Notification of special meetings will be provided to members as soon as practical upon confirmation of a meeting facility but not less than five (5) days before the requested special called meeting.

**Section 4** At least six (6) voting members and one (1) executive officer shall constitute a quorum and no business will be conducted without a quorum present. The Chairman will be included in determining if a quorum exists. Any action taken by the committee must be approved by the majority vote of more than half the members present at a regular or special called meeting at which a quorum is present.

**Section 5** Voting shall be by open, oral ballot and/or a showing of hands. A quorum must be present for voting to take place.

**Section 6** Order of Business:

1. Call to Order
2. Opening remarks; approve or amend current agenda
3. Recognition of members present
4. Reading and Approving of Minutes
5. Unfinished Business
6. Report of Officers
7. Report of Committees
8. Public Comment period
9. New Business
10. Remarks and Discussion for the Good of the Committee
11. Adjournment

**Section 7** All meetings shall be structured but informal in nature. Where required, Robert's Rules of Order shall be used as a guideline.

## Article VI OFFICERS and ELECTIONS

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**Section 1** The committee, at its September meeting of odd numbered years, shall elect all officers for the ensuing calendar year by written ballot. Nominations shall be taken from the floor at the meeting. Elections shall be decided by a majority vote of members present and by absentee vote. Elections will be presided over by the Chairman. In the case of three (3) or more nominations for any office, should no nominee receive a majority of the vote of members of the company, then the nominee receiving the least number of votes will be dropped and the remaining nominees will be voted upon on the next succeeding ballot. In case of an absentee vote, the vote would count for each round of voting for that ballot. Should two (2) nominees for an office not receive a majority of the vote, voting will continue until one nominee receives the required votes to receive the majority. After two consecutive ties, the Chairman shall abstain from further voting on current ballot.

**Section 2** All officers shall be active members of the committee and no member shall be elected to hold but one office. The officers of the committee shall be elected in the following order:

1. Chairman
2. Vice Chairman
3. Secretary

**Section 3** The officers of the committee shall hold term limits of two (2) years.

**Section 4** In case of death, resignation, or removal of any other elected officer of the committee, the committee shall, at the next regular meeting of the committee, fill the vacancy by the written ballot.

**Section 5** Any officer may be removed from office for continually absenting himself from the meetings of the committee, for inattention to the duties pertaining to his office, or for malfeasance in the office, but shall not be so removed except by a majority vote of all members of the committee present at any regular or special called meeting.

## Article VII DUTIES of OFFICERS

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**Section 1** *Chairman* – The chairman provides overall leadership for the committee to accomplish the purpose and mission of the Bedford Area Emergency Planning Committee; sets achievable short-term

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goals and objectives and suggests long term goals; helps to determine overall direction; promotes the Bedford Area Planning Committee, represents the committee publicly; presides over meetings; preserves order; assigns committees, and other duties as required. The chairman should be kept informed of all business of the committee

**Section 2** *Vice Chairman* – The vice chairman shall assist the chairman in his duties as assigned by the chairman and presides over meetings in the absence of the chairman.

**Section 3** *Secretary* – The secretary is responsible to ensure that accurate minutes are kept of each meeting of the committee and to establish and maintain financial records of the committee. The secretary assists with grants; and administrative support to the committee and its officers as requested.

### Article VIII AMENDMENTS

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**Section 1** Any subject that these By-laws do not cover may be added and changed at any regular meeting.

**Section 2** The Constitution and By-laws may be amended at any REGULAR MEETING by a vote of the MAJORITY OF THE MEMBERSHIP PRESENT.

### Article IX COMMITTEES

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**Section 1** The committee shall have the following standing committees:

- Membership development, track and service membership; develop and maintain a membership directory; finding and planning funding sources, working with the secretary on grant and aid applications
- Training & Development – Develop timely and relevant training programs for business and industry; develop useful public education and awareness programs
- Emergency Services – collecting and compiling Tier II reports, reporting events in the area and actions taken;

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summary evaluation of hazardous materials stored and used in the Town of Bedford and Bedford County; technical expertise; maintenance of the “Bedford Area SARA Title III Hazardous Materials Plan”.

**Section 2** The chairman may appoint ad hoc committees as necessary.