

BY-LAWS FOR THE

CLARK COUNTY

LOCAL EMERGENCY PLANNING COMMITTEE  
Homeland Security Urban Area Working Group  
Citizen Corps Council

**ARTICLE I - PURPOSE/MISSION**

To serve as the Clark County multi-jurisdictional Committee to facilitate all hazards emergency preparedness issues including SARA Title 3, Hazardous Materials and related public safety matters as determined appropriate by LEPC membership. The activities of the Committee are as follows:

- Facilitates hazardous materials and related public safety preparedness efforts, including planning, training exercises and mitigation (preventative) measures
- Apply for and administer grants supportive of the LEPC mission
- Prepare, implement and maintain the Clark County Local Emergency Planning Committee Hazardous Materials Emergency Response Plan and related EOP Annexs
- Establish and maintain a system for managing the submission of industry reports
- Establish location(s) for the public to review industry information
- Publish annual notice(s) that SARA Title 3 information including the emergency plan, MSDSs and inventory forms are available
- Conduct public awareness and education programs designed to create an informed and knowledgeable public
- Provide recommendations to appropriate organizations concerning hazardous materials response and preparedness

**ARTICLE II - OFFICERS**

The following officers shall make up the Executive Committee:

- A Chairman, designated by the Clark County Board of Commissioners
- Vice-Chair, designated by the Clark County Board of Commissioners, who shall have the authority to act on behalf of the Chairman in the event of the Chair's absence
- The Clark County Office of Emergency Management shall provide coordination support for the Committee including notifications, staff support and record keeping for all meetings

**ARTICLE III - REPRESENTATION**

The Committee representation, at a minimum, shall be composed of all the required categories detailed in Public Law 99-949 CFR. These categories include:

- Fire Departments
- Police Departments
- Emergency Management Offices
- Regional Boards or Districts
- Utilities
- Industry
- State Agencies
- Federal Agencies
- Medical Services
- Media
- State or Local Elected Official

The Board of County Commissioners, at its discretion, may establish additional categories of representation as the need arises.

**ARTICLE IV - MEMBERSHIP**

Each designated agency within a category shall be invited to specify a primary and a maximum of two alternate members.

The member and alternate(s) need not be from the same unit of the designated agency.

The member and/or alternate(s) are considered to represent all units of their respective agency.

The member and/or alternate(s) shall be responsible for keeping the entire organization they represent informed about Clark County LEPC activities.

Each designated agency within a category shall be considered a single voting entity when determining a quorum or conducting Committee business.

In the event of a vacancy, the Chairman shall appoint a replacement to the Committee. The designated replacement member must be a representative from the same category as the member being replaced. The Chairman may consult with the affected agency in the category where the vacancy has occurred.

The Chairman may declare the existence of a vacancy in the Committee and request the affected category recommend a replacement member whenever:

A member resigns or fails to attend three consecutive regularly scheduled quarterly meetings.

The actions of a member or alternate, as determined by the Chair and a majority of the Committee, are consistently unproductive or contrary to the goals of the Committee.

#### **ARTICLE V - MEETINGS**

Meetings shall be scheduled by the Executive Committee and conform with Nevada Open Meeting Law requirements and be conducted in accordance with the most recent edition of Roberts Rules of Order.

The frequency of meetings shall be determined by need but shall occur at least once per calendar quarter.

Special meetings may be called by the Chair or in the absence of the Chair by the Vice-Chair.

For purposes of voting, a quorum is defined as 51% of designated membership.

**ARTICLE VI - SUB-COMMITTEES**

A number of permanent sub-committees, known as Standing Sub-committees, shall be established for the purpose of carrying out the Committee's duties and assuring the work effort is equitably distributed among the membership. The permanent sub-committees are:

1. Plans Administration Sub-committee
2. Training Sub-committee
3. Grants Sub-committee
4. Public Information Sub-committee
5. Legislative Sub-committee

**A. Sub-committee Establishment/Appointment of Members**

Additional standing sub-committees may be established, as the need arises, by a majority of the members present or designation by the Chair with subsequent majority approval by the LEPC members. Individual appointments to the sub-committees may be made by the LEPC majority or appointment by the Chair.

Individuals with particular expertise, who are affiliated with a member organization, can participate in sub-committee activities as technical advisors regardless of LEPC membership. They would not, however, have voting rights if not a LEPC member.

**ARTICLE VII - BYLAWS**

Bylaws may be amended through a process by which the proposed changes are distributed in writing to Committee members at least ten days prior to the next scheduled meeting and then adopted at the meeting by a favorable vote of 2/3 or a quorum or a majority of the members present, whichever is greater.

**APPROVED AND ADOPTED BY THE CLARK COUNTY LOCAL EMERGENCY PLANNING COMMITTEE June 14, 2000**

**REVIEWED AND APPROVED: May 20, 2009**