

**Socorro County**  
**Local Emergency Planning Committee (LEPC)**  
**Bylaws**

February 14, 2008

**Article 1. Name** The name of the organization shall be the "Socorro County Local Emergency Planning Committee", hereinafter referred to as the "LEPC".

**Article 2. Authority and Purpose:** The Socorro County Local Emergency Planning Committee is constituted by the Socorro County Commission to act in an advisory capacity to the Socorro County Emergency Coordinator. The work of the LEPC consists in planning for emergencies of all kinds, including hazardous materials preparedness and response.

Authority is granted pursuant to:

National Fire Protection Association (NFPA) 1600, Disaster / Emergency Management and Business Continuity Programs (2000 Edition),  
US Environmental Protection Agency (EPA) ECPRA, Public Law 99-499 (Right-to-Know Act), Superfund Amendments and Reauthorization Act (SARA) 1986;  
Federal Emergency Management Agency (FEMA)

**Article 3. Composition:** The Committee is composed of representatives of:

Governmental agencies

Federal, State, County, Municipal, Tribal;

Governmental emergency responders

Fire, Law Enforcement, Medical, Highway, etc.;

Affiliated response organizations

ARES, Red Cross, Search & Rescue, Salvation Army, etc.;

Commercial entities

Utilities, Railroad, Pipelines, Flight and Transportation Services, etc.

Citizens and citizen groups

**Article 4. Membership and Voting:**

Section 1. Membership is open to persons living or working in Socorro County.

Section 2. Members who are affiliated with at least one committee and attend its meetings regularly (defined as attending at least half of its meetings) shall have one vote each within their committee(s), and may vote for officers at the Annual Meeting.

Section 3. Voting at regular and additional meeting: The following shall have one vote each on matters brought before the LEPC.

Officers of the LEPC

County Emergency Coordinator as the representative of the County  
The Chief Officer of each municipality or tribal government within the County, or his/her representative

Committee chairpersons, as representing the will of their committees.

Each of these shall have the right to appoint a substitute or proxy to attend and vote in their stead.

**Article 5. Meetings:** Meetings are open to the general public, and unless otherwise provided and properly noticed, will be held at the Emergency Operations Center in the County Annex Building, 198 Neel Ave., Socorro. to begin at 10 am on the third Thursday of each month. Notice shall be posted at the Socorro County Courthouse and the office of the County Emergency Manager and submitted to local newspapers for their calendars. Notice will also be given on the LEPC's web site and by email to the members.

Additional meetings may be called as needed, with notice posted accordingly.

An Annual Meeting, to include election of officers, shall be the August meeting.

## **Article 6. Organization**

### **Section 1. Committees:**

Executive Committee

Chairperson

Vice-Chairperson

Financial Officer

Records Officer

Chairpersons of the Standing and ad hoc Committees.

Standing Committees (which may be combined or split as needed)

Direction, Control, and Coordination

Communications and Warning  
Operations and Procedures  
Logistics and Facilities  
Training  
Public Education

Ad Hoc Committees, formed as needed by the Chairman (or in his absence, the Vice-Chairman) with the concurrence of those present and voting at a regular or special meeting.

**Section 2. The Executive Committee:** The Executive Committee shall consist of the following officers:

**Chairperson:** Elected by the voting membership annually; Presides at meetings; Ex-officio member of all committees

**Vice-Chairperson:** Elected by the voting membership annually; Acts in the absence of the Chairperson

**Financial Officer:** Elected by the voting membership annually; Custodian of funds allotted directly to the LEPC; Tracks the funding of other moneys in which the LEPC is involved; Participates in grant writing.

**Records Officer:** Elected by the voting membership annually; Records minutes of LEPC meetings; Maintains lists of LEPC members, voting and non-voting; Creates and distributes meeting announcements; Maintains history of LEPC (articles etc.)

### **Section 3. Qualifications, Terms and Vacancies**

**Qualifications** - Prospective members shall be residents of, or conduct business in Socorro County. Prospective members shall be in good standing with the Socorro County community.

**Terms and vacancies-** Term of elected officers in the Executive Committee shall be one (1) year; vacancies occurring midterm may be filled by appointment, or an election may be scheduled with one month's notice.