ROCKINGHAM COUNTY EMERGENCY PLANNING COMMITTEE

BYLAWS

ARTICLE I
NAME

This organization shall be known as the Rockingham County Emergency Planning Committee (RCEPC).

ARTICLE II
PURPOSE

The duties and activities of the RCEPC are those set forth by the Rockingham County Board of Commissioners, not limited to but, in accordance with Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA).

(1) Establish procedures for reviewing and processing requests from the public for information under Section 324 of the act.

(2) Develop a chemical hazard/risk analysis.

(3) Develop emergency response procedures for off-site emergency response personnel.

(4) Identify private/public sector resources available to deal with hazardous materials emergencies.

(5) Review emergency plans submitted by the subcommittees and make recommendations or revisions of the plans that may be necessary to ensure coordination of such plans with emergency response plans of other emergency planning agencies.

(6) Exercise emergency response plans and update them accordingly.

ARTICLE III

SECTION I - Membership

The RCEPC shall consist of as many members as shall be deemed necessary by the Rockingham County Board of Commissioners, the North Carolina Emergency Response Commission and in accordance with Title III.
In accordance with Title III the minimum membership shall consist of at least one representative from each of the following:

- Elected State and Local Officials
- Law Enforcement, Emergency Management, Fire Service, EMS, Health, Local Environmental, Hospital, and Transportation
- Broadcast and Print Media
- Community Groups
- Facilities subject to the extremely hazardous chemical requirements of Title III

(1) All appointments to the Committee shall be recommended by the original RCEPC and approved by both the County Board of Commissioners and by the North Carolina Emergency Response Commission.

(2) Members shall serve until appropriately relieved of membership.

(3) Members of the Committee must have the ability, commitment, authority, and resources to adequately serve.

(4) The Committee must possess or have ready access to a wide range of expertise relating to the Community, our industrial facilities and transportation, and the mechanics of emergency response and response planning.

(5) The Committee must be representative of all elements of our Community with a substantial interest in reducing the risks posed by hazardous materials.

SECTION 2 - Inactive Members

Appointed members shall be considered inactive when they have missed more than two consecutive meetings without notification to the Committee Chairman or staff office of significant reasons why they were unable to attend the meetings.

SECTION 3 - Removal of Members

All members shall serve at the pleasure of the County Board of Commissioners.

SECTION 4 - Vacancies

Vacancies in membership of the Committee shall be filled by the original appointing authority for the remainder of the unexpired term.
ARTICLE IV
OFFICERS

SECTION 1 - Positions

The Officers of the Committee shall consist of a Chairman, a Vice-Chairman, and a Secretary.

SECTION 2 - Election and Term

Officers shall be elected annually at the first meeting of each calendar year. The Committee shall elect from its own membership the Chairman, Vice-Chairman, and Secretary.

SECTION 3 - Vacancies

The Committee shall fill all vacancies caused by death, resignation, or other reason by election for the remainder of the unexpired term.

ARTICLE V
DUTIES OF THE OFFICERS

SECTION 1 - Duties of the Chairman

The Chairman shall preside at all meetings of the Committee, preserve order during its meetings, appoint all subcommittees, and sign all minutes, and such records, vouchers, or other documents connected with the work of the Committee requiring such signatures.

SECTION 2 - Duties of the Vice Chairman

In the absence of the Chairman or in the event of his inability to act, the Vice-Chairman, unless otherwise determined by the Committee, shall perform the duties of the Chairman, and when so acting shall have all the powers of the Chairman. He shall exercise such other duties from time to time as assigned by the Chairman.

SECTION 3 - Duties of the Secretary

The Secretary shall have charge of all books, papers, records, and other documents of the Committee; shall keep the minutes of all meetings of the Committee and the Executive Board thereof; shall conduct all correspondence pertaining to the office of the Secretary; shall compile statistics and other data as may be required for the use of the members of the Committee, and shall perform such other duties as directed by the Committee or Executive Board.
ARTICLE VI
STAFF

The Committee may use the personnel of an existing agency with the approval of that agency's head.

ARTICLE VII
MEETINGS

SECTION 1 - Regular Meetings

The Committee shall meet at least quarterly for regular meetings.

SECTION 2 - Special Meetings

The Chairman may call such special meetings as may be deemed necessary to carry out the duties of the Committee. Members requesting a special meeting shall do so through the Chairman, the Chairman shall call a meeting within (10) days.

SECTION 3 - Hearings

The Committee shall hold public hearings as it deems necessary.

SECTION 4 - Quorum

A quorum shall consist of a majority of Committee members. A quorum shall be required to transact business.

SECTION 5 - Agenda

Any member may request the Chairman to place an item on the agenda.

SECTION 6 - Rules of Order

The deliberation of all meetings of the Committee and its various subcommittees shall be governed by "Roberts' Rules of Order".

SECTION 7 - Notice of Meetings

Notice of time, place, and agenda items to be considered at each meeting shall be given in writing to all members at least (10) days prior to each meeting and to the Clerk to the Rockingham County Board of Commissioners. Notice of special meetings shall be given to all committee members and the Clerk to the Rockingham County Board of Commissioners in writing or by phone at least seven days in advance of any special meetings.
ARTICLE VIII
VOTING

SECTION 1 - One Vote Each

Each member, including the Chairman, shall be entitled to one vote. Members shall be present to vote.

SECTION 2 - Proxy Votes

No members shall vote by proxy.

SECTION 3 - Determination of Actions

All final actions, committee positions, policy recommendations shall require the favorable vote of a majority of those members present.

ARTICLE IX
REPORTS & RECOMMENDATIONS

SECTION 1 - Annual Report

By February 1st of each year, the Chairman shall make a report describing the Committees activities for the preceding calendar year to the Chairman of the Rockingham County Board of Commissioners.

SECTION 2 - Issuance of Reports

No reports shall be released in the name of the Committee until it has been duly adopted by a favorable vote of a majority of the members of the Committee.

ARTICLE X
AMENDMENTS

These bylaws may be amended or replaced upon the affirmative vote of a majority of the members at any regular meeting.

ARTICLE XI
RATIFICATION PROVISION

The bylaws are duly adopted by a majority of the members of the Rockingham County Emergency Planning Committee this the _____ day of ______________, 1989 in Wentworth, North Carolina. The signatures of those subscribing to these bylaws are set forth below.
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ARTICLE X
AMENDMENTS

Members shall be notified in writing of proposed changes in By-laws ten (10) days prior to any Rockingham County Emergency Planning Committee meeting. These bylaws may be amended or replaced upon the affirmative vote of a majority of the members at any regular meeting.

ARTICLE XI
RATIFICATION PROVISION

The bylaws are duly adopted by a majority of the members of the Rockingham County Emergency Planning Committee this the 19th day of April, 1989 in Wentworth, North Carolina. The signatures of those subscribing to these bylaws are set forth below.