

**BY-LAWS**  
**OF**  
**THE SULLIVAN COUNTY**  
**LOCAL EMERGENCY PLANNING COMMITTEE**

**ARTICLE I**

NAME

The name of the Organization is the Local Emergency Planning Committee (LEPC). This Organization has been designated as the Local Emergency Planning Committee (LEPC), under the provisions of the Superfund Amendment and Reauthorization Act, Sub-Title III, (SARA Title III), by the Sullivan County Commission.

**ARTICLE II**

MISSION

The Mission of the Local Emergency Planning Committee (LEPC) shall be to prepare guidelines that will enable the most efficient use of human and material resources so as to maximize the protection of life and property of the citizens of our area.

1. The COMMITTEE will determine the type of incidents that might occur in our area and prioritize them as to probability and severity.
2. The COMMITTEE will determine the appropriate response to each incident.
3. The COMMITTEE will evaluate the current resources available and their ability to respond to each incident and review the emergency response guides of each resource.
4. The COMMITTEE will determine the short-fall between the current response and the appropriate response and make a 5 year plan to fill the gap.
5. The COMMITTEE will develop an integrated emergency guide for each type of incident using current resources and prioritize additional resources needed.
6. The COMMITTEE will present such integrated emergency guides to the governing bodies for endorsement and implementation.
7. The COMMITTEE will develop plans to instruct and inform all responding agencies and the public of such approved integrated emergency guides of the roles that each should play should an incident occur.

8. The COMMITTEE will develop training exercises to test the guidelines and provide for continual improvement of the guides.
9. The COMMITTEE will evaluate the response of all agencies and will make suggestions for improvement.
10. The COMMITTEE will be broad-based and will maintain representation from all segments of our communities who have an interest in Emergency Response.

### **ARTICLE III**

#### **LOCATION**

The office of the LEPC COMMITTEE will be the Office of Emergency Management of Sullivan County, Blountville, Tennessee.

### **ARTICLE IV**

#### **GOVERNANCE**

The COMMITTEE shall be governed by a STEERING COMMITTEE composed of the following: The County Mayor, three members of the County Commission, the County Director of Emergency Management, the City Manager of Bristol, a member of the Bristol Council, the Fire Chief of Bristol, the City Manager of Kingsport, a member of the Board of Aldermen, the Fire Chief of Kingsport, a member of the City Council of Bluff City, and the Chair and Vice Chair, and the immediate Past Chair of the Council, a Red Cross representative, a member of the Volunteer Firemen's Association, a Sullivan County E.M.S. representative, Sullivan County Sheriff, City of Kingsport Police Chief, City of Bluff City Police Chief, City of Bristol Police Chief and the Sullivan County Health Department, Each of the above positions may designate (in writing & submitted to the Chairman) a specific individual to represent them on the Committee.

The Chair of the COMMITTEE shall be elected by the Steering Committee for a two year term and shall chair all meetings of the Steering Committee and the LEPC Committee.

The Vice Chair of the COMMITTEE shall be elected for a two year term and shall chair the Steering Committee and the LEPC COMMITTEE meetings in the absence of the Chair. The Vice Chair shall also chair the Committee of Subcommittee Chairs.

The Secretary/Treasurer of the Steering Committee and Facilitator of the Local Emergency Preparedness Committee (LEPC) shall be the Director of Emergency Management. The Secretary/Treasurer shall keep all minutes of meetings and distribute them to members of the Steering Committee and shall issue calls for meetings at the request of the Chair and keep all financial records required by the Committee and present all legal debts.

## **ARTICLE V**

### **MEETINGS**

#### **STEERING COMMITTEE**

The Steering Committee shall meet monthly on the second Wednesday of the Month or when called by the Chair, Vice Chair, or Secretary/Treasurer.

The LEPC COMMITTEE shall meet when called by the Steering Committee.

Notice of Meetings: Notice of the time, place, and purpose of each meeting, sent out by the Secretary and Facilitator shall be mailed, transmitted electronically via e-mail or delivered personally to each member.

Meetings shall be presided over by the Chair or the Vice Chair if Chair is absent.

## **ARTICLE VI**

### **MEMBERS**

The members of the Steering Committee shall be shown in Article IV. Vacancies occurring shall be filled by a person holding a similar position in the permanent positions. The County Mayor will make recommendations for filling vacancies from the County. The appropriate City Manager will make recommendations for filling vacancies from the City. The Business & Industry representatives may either be replaced by another representative from that organization or the Steering Committee may solicit a new organization and representative to complete that term. Final decision will be approved by the majority present of Steering Committee members, no less than 60 days after submission.

Members of the LEPC COMMITTEE shall be composed of members of the Steering Committee and elected Business & Industry representatives. Each Industry covered by SARA, Title III shall have an Emergency Coordinator designated who shall also be a member of the LEPC COMMITTEE. Broad representation shall be sought.

## **ARTICLE VII**

### **SUBCOMMITTEES**

Subcommittees will be designated by the Chair at the direction of the Steering Committee. A Chair will be appointed and will be responsible to staff their committee as needed. The Chair of the Subcommittee will call meetings as needed. The Chair of each Subcommittee will be called upon to report to the Steering Committee monthly. Each January, each Subcommittee Chair is to report previous year's accomplishments and coming year's goals.

## **ARTICLE VIII**

### **NOMINATING COMMITTEE**

A Nominating Committee will be appointed by the LEPC Committee Chair annually in the November meeting consisting of at least three members of the Steering Committee to suggest nominations for the positions of LEPC Committee Chair, Vice-Chair and Business & Industry. Elections will be held the following January.

#### **November (Even Year)**

Vice-Chair  
3 Business or Industry Representatives

#### **November (Odd Year)**

Chair  
3 Business or Industry Representatives

## **ARTICLE IX**

### **VOTING**

In all matters requiring a vote on items brought before the LEPC Committee, (1) only Steering Committee members (or their specific designee) will cast votes, and (2) a Quorum will consist of those Steering Committee members present and voting. A simple majority of the votes cast will determine the approval or disapproval of the motion on the floor.

## **ARTICLE X**

### **AMENDMENTS**

Amendments to the By-laws will be made in writing and presented to the Steering Committee for review and approval.

Amendments must be approved by three-fourths of the membership present of the Steering Committee.