

Adopted January 2008

**CITY OF BALTIMORE
LOCAL EMERGENCY PLANNING COMMITTEE**

BY-LAWS

ARTICLE I: NAME

The name of this committee shall be the City of Baltimore Local Emergency Planning Committee (LEPC).

ARTICLE II: PURPOSE

The purpose of the LEPC shall be to enhance the City's preparedness for all hazards by bringing together government, businesses, and citizens in a collaborative planning process; to serve the Baltimore City Government in an advisory capacity concerning emergency preparedness; and to fulfill the requirements of the Emergency Planning and Community Right to Know Act (EPCRA).

ARTICLE III: FUNCTIONS

The LEPC will:

- A. Maintain compliance with EPCRA (42USC11001, Title 42, Chapter 116).
- B. Act as a repository of information concerning hazardous chemicals, regulated chemical companies, and response to chemical emergencies in the City of Baltimore;
- C. Serve as a forum for government, businesses, non-profit organizations, and members of the public to coordinate emergency preparedness activities;
- D. Conduct programs to educate the public about emergency preparedness;
- E. Advocate for policies and programs to increase the City's preparedness for all hazards;
- F. Provide recommendations to City government concerning emergency preparedness.

ARTICLE IV: ADVISORY COMMITTEE

- A. All powers and responsibilities assigned to the LEPC by statute, regulation, or rule shall be vested in the LEPC Advisory Committee.
- B. The Director of Emergency Management or his designee shall serve as the Chairperson of the LEPC Advisory Committee.
- C. The Chairperson shall be responsible for all management and administrative tasks required to support the LEPC Advisory Committee.

ARTICLE V: MEMBERSHIP

A. The Advisory Committee shall include, but not be limited to, at least one member from each of the following disciplines and areas:

- Chemical industry
- Community groups
- Elected officials
- Emergency management
- Emergency medical services
- Environmental protection
- Fire suppression
- Floodplain management
- Hazardous materials response
- Health care
- Human services
- Law enforcement
- Legal
- Media
- Non-profit sector
- Private sector
- Public health
- Public information
- Public works
- Transportation
- Utilities

B. Members shall be nominated by the Chairperson and appointed by the State Emergency Response Commission (SERC).

C. Members shall serve renewable two-year terms.

ARTICLE VI: MEETINGS

A. The LEPC Advisory Committee shall hold meetings as needed but no less than quarterly.

B. The LEPC shall hold general meetings to deliver emergency preparedness education to the public and to provide a forum for collaboration between the public, private, and non-profit sectors. General meetings shall be held as needed but no less than quarterly.

C. All General and Advisory Committee meetings shall be open to the public.

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ARTICLE VII: VOTING

- A. Half of the members of the Advisory Committee shall constitute a quorum to conduct business.
- B. Decisions of the Advisory Committee shall be made by a majority of the committee members present, provided that there is a quorum.

ARTICLE VIII: SUBCOMMITTEES

The Advisory Committee shall establish subcommittees and designate subcommittee chairs as needed. At a minimum, the following standing subcommittees shall be established, with duties as follows:

- A. Administration
 - 1. Maintain the by-laws of the LEPC.
 - 2. Oversee management of LEPC finances.
 - 3. Oversee management of LEPC materials and other property.
 - 4. Handle miscellaneous administrative duties as assigned by the Advisory Committee.
- B. Hazardous Materials
 - 1. Receive and maintain Tier II reports, spill reports, and other records related to hazardous chemical production, storage, transport, and incidents.
 - 2. Maintain the City of Baltimore Hazardous Materials Action Plan (HMAP).
 - 3. Ensure the LEPC's compliance with other provisions of EPCRA related to hazardous chemicals.
- C. Community Preparedness
 - 1. Coordinate and deliver programs to educate the public about hazards and preparedness.
 - 2. Engage citizens and community groups in the preparedness process.
- D. Alert and Warning
 - 1. Ensure that the City's system of alerting and warning the public is adequate, feasible, and understood by the citizens.
 - 2. Evaluate the effectiveness of current and potential mechanisms for alerting and warning the public, and provide recommendations for improvement.

ARTICLE VIII: AMENDMENT

These by-laws may be amended by a majority of the members present at an Advisory Committee meeting, provided that there is a quorum and that the proposed amendment has been distributed in writing at least ten days prior to the meeting.