



# **Aleutian and Pribilof Islands Local Emergency Planning Committee (LEPC) Bylaws**

## **Article I: Name, District, and Purpose**

### **Section 1: Name**

The name of this organization shall be the Aleutian and Pribilof Islands Local Emergency Planning Committee (LEPC).

### **Section 2: District**

The Aleutian and Pribilof Islands LEPC is based out of Unalaska and represents Unalaska, Nikolski, Adak, Atka, Saint Paul, and Saint George.

### **Section 3: Purpose**

The purpose of the LEPC is to work to understand the hazards in the community, develop emergency plans in case of an accidental release or natural disaster, and look for ways to prevent accidents. The role of the LEPC is to form a partnership between local governments and industries to enhance all-hazards preparedness. The LEPC strives to build a safer, more prepared, and resilient community.

## **Article II: Membership**

### **Section 1: Composition**

Membership. The membership of the Aleutian and Pribilof Islands LEPC will contain one or more representatives of the following groups/organizations, as detailed in the LEPC Handbook and AS 26.23.073

- a. Local Elected Official
- b. Law Enforcement, Civil Defense, firefighting, first aid, health, local environmental, hospital, and transportation personnel;

- c. Broadcast and/or print Media
- d. Community Groups
- e. Owners and operators of applicable facilities
- f. Representatives of local or inter-jurisdictional disaster planning and service area if one has been established that includes part of the district; and,
- g. Members of the public not described in (a) through (f)

## **Section 2: Appointment**

Members shall be appointed by the Committee's Chairperson, with recommendations from the community and other relevant stakeholders. Each prospective member must complete a membership application to be submitted to the State of Alaska LEPC Coordinator. In accordance with AS.26.23.073(g)(2), the local emergency planning committee shall appoint a Chairperson.

## **Section 3: Responsibilities**

Members are expected to actively participate in meetings, subcommittees, and the development and implementation of emergency response plans. They are also responsible for evaluating the need for resources necessary to develop, implement and exercise the emergency plan and for submitting recommendations to the political subdivisions regarding the resources that may be required and the means for providing the resources (AS.26.23.073(g)(4)).

## **Section 4: Inactive Members**

If a member is to miss 3 consecutive LEPC meetings, they will be placed into an inactive member status. Inactive members will still be included in all LEPC membership emails and notifications but they will no longer have the ability to vote on official LEPC matters. To regain active status, an inactive member must attend 2 consecutive LEPC meetings.

# **Article III: Officers**

## **Section 1: Officers**

The officers of the LEPC shall be a Chairperson, Vice-Chairperson, Project Manager / Information Coordinator, Treasurer, and Secretary.

## **Section 2: Election**

Officers shall be elected by the LEPC membership in attendance at the first meeting of the fiscal year on election years and shall serve a term of three years. Officers may be re-elected for consecutive terms. To ensure smooth transitions, the Secretary, Treasurer, and Vice-Chair positions will go up for election 1 year after the Chairperson and Project Manager/Information Coordinator positions. Staggering the election of the Chairperson and Information Coordinator

from the other Officer positions will help ensure continuity. The Secretary, Treasurer, and Vice-Chair positions will be up for re-election 3 years after these bylaws go into effect. The Chairperson and Information Coordinator positions will be up for re-election 2 years after these bylaws go into effect.

### **Section 3: Approval of Appointed positions**

Officer positions approved by a majority vote at a regular LEPC meeting before these bylaws went into effect are considered official and in good standing. These officers will serve their terms as outlined in Article III, Section 2 of these bylaws.

### **Section 4: Duties**

1. **Chairperson:** Appointed by the members of the LEPC as required by AS26.23.073(g)(2). Presides over all meetings, represents the LEPC in official capacities, spearheads projects with direction and input from the committee, and ensures the implementation of the emergency response plan.
2. **Vice-Chairperson:** Assists the Chairperson and assumes their duties in their absence.
3. **Project Manager/Information Coordinator:** Manages communication, ensures information dissemination, and maintains records of hazardous materials, including Tier II information under 42U.S.C. 11022 (AS26.23.073(g)(1)).
4. **Treasurer:** Manages finances, maintains financial records, and provides financial reports at meetings.
5. **Secretary:** Keeps minutes of all meetings, maintains membership records, and handles correspondence.

### **Section 5: Vacancies**

If an Officer shall vacate their position prior to the end of their term, nominations will be accepted for the open position and an election will be held within 8 weeks of the vacancy occurring. The individual that takes over the vacated position will serve for the remainder of the term at which time they would be eligible for re-election.

### **Section 6: Removal**

An officer may be removed by a two-thirds vote of the LEPC members present at a regular or special meeting, provided that notice of the proposed removal has been given to the members at least two weeks in advance.

## **Article IV: Meetings**

### **Section 1: Regular Meetings**

The LEPC shall hold a minimum of 8 meetings per year. To accomplish this, meetings will be scheduled every 4-6 weeks. Having regular meetings will help maintain member engagement and ensure that projects stay on track.

## **Section 2: Special Meetings**

Special meetings may be called by the Chairperson or upon the request of at least five members.

## **Section 3: Quorum**

A quorum for the transaction of business at any meeting shall consist of a majority of the members present for a meeting noticed under Article IV, Section One. In order to make the proceedings of a meeting valid, a minimum of 20% of active members need to be present.

## **Section 4: Voting**

Each member shall have one vote. Decisions shall be made by a majority vote of members present (in person or virtually), except as otherwise provided in these bylaws.

# **Article V: Subcommittees**

## **Section 1: Establishment**

The Chairperson, with the approval of the LEPC, may establish subcommittees as needed to carry out the work of the committee.

## **Section 2: Membership**

Subcommittee members shall be appointed by the Chairperson and may include non-LEPC members with relevant expertise. Each subcommittee shall have a Chairperson appointed by the LEPC Chairperson to oversee that specific committee.

## **Section 3: Duties**

Subcommittees shall carry out tasks assigned by the LEPC and report their findings and recommendations at regular meetings.

# **Article VI: Amendments**

## **Section 1: Proposals**

Amendments to these bylaws may be proposed by any LEPC member.

## **Section 2: Notice**

Proposed amendments must be submitted in writing to the Secretary at least 30 days before the meeting at which they will be considered.

### **Section 3: Adoption**

Amendments shall be adopted by a two-thirds vote of the members present at a regular or special meeting.

## **Article VII: Financial Management**

### **Section 1: Fiscal Year**

The fiscal year of the LEPC shall begin on July 1 and end on June 30.

### **Section 2: Budget**

The Treasurer shall prepare an annual budget for approval by the LEPC at the first meeting of the fiscal year.

### **Section 3: Expenditures**

Expenditures shall be authorized by the LEPC through a majority vote of the members present at an appropriately noticed meeting as detailed in Article 4, Section 1 of these bylaws. The Chairperson or designee may spend up to \$500.00 with written (can be electronic) concurrence from at least two Officers without seeking full LEPC approval. All expenditures shall have the signatures of two Officers.

### **Section 4: Financial Reports**

The Treasurer shall present a financial report at each regular meeting and an annual report at the first meeting of each fiscal year.

## **Article VIII: Political Activities**

The Aleutian and Pribilof Islands LEPC shall not participate in any political campaign activity for or against political candidates and shall limit its lobbying activities to an insubstantial part of its total activities.

## **Article IX: Dissolution**

Upon the dissolution of the Aleutian and Pribilof Islands LEPC, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the borough in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

# **Article X: Adoption and Implementation**

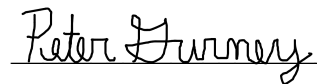
## **Section 1: Adoption**

These bylaws shall be adopted by a two-thirds vote of the members present at a regular or special meeting.

## **Section 2: Implementation**

Upon adoption, these bylaws shall become effective immediately and shall govern the operations of the LEPC henceforth.

These bylaws were adopted by the Aleutian and Pribilof Islands Local Emergency Planning Committee on this 19th day of July, 2024.

\_\_\_\_\_

Peter Gurney, LEPC Chairperson