



1 Elected Local Official;  
2 Law Enforcement Personnel;  
3 Civil Defense (Emergency Management) Personnel;  
4 Firefighting Personnel;  
5 First Aid Personnel;  
6 Health Personnel;  
7 Local Environmental Personnel;  
8 Hospital Personnel;  
9 Transportation Personnel;  
10 Broadcast and Print Media;  
11 Community Groups; and  
12 Owners and Operators of Facilities Subject to the Requirements of Emergency Planning  
13 and Community Right-to-know Act (“EPCRA”).

14 All members of the LEPC will be regular (voting) members with the exception of members  
15 affiliated in the following categories:

16 State Health  
17 National Weather Service

18 These members will be designated as non-voting members.

19 The LEPC shall consist of members who represent hazardous materials, emergency  
20 planning, and public safety interests at the local, state, tribal, and federal levels of government,  
21 private citizens, and the private sector. Every effort shall be made to maintain a membership  
22 balance which represents the community.

23 The membership list shall be reviewed annually by the LEPC at any regular or special  
24 meeting and submitted to the SERC through the Carson City Emergency Manager or his designee  
25 for approval and appointment.

26 **Section 2-Alternate Members**

27 Each regular (voting) member shall appoint one alternate member that actually represents  
28 the categories suggested by SARA Title III to serve and vote as a regular member in the appointor’s

1 absence. The alternate member would also be counted to make a quorum, in the absence of the  
2 regular member.

3 Regular (voting) members shall identify their chosen alternative member in the annual  
4 membership list (or amendments thereto) submitted to the SERC.

5 The membership list, indicating the members' (regular, alternative, and non-voting)  
6 associated EPCRA categories, can be found in Appendix A.

7 **Section 3-Chairperson**

8 The chairperson of the LEPC will be the Emergency Manager of Carson City as appointed  
9 by the Carson City Manager.

10 **Section 4-Alternate Chairperson**

11 One alternate chairperson shall be elected by a majority vote at any regular or special  
12 meeting.

13 **Section 5-Terms of Appointment**

14 The term of appointment for the alternate chairperson shall be for two years-January  
15 through December.

16 **Section 6-Terms of Membership**

17 LEPC members may serve until they give notice to the LEPC that they no longer wish to  
18 be a part of the membership or until membership is revoked pursuant to Section 7.

19 **Section 7-Revocation of Membership**

20 The Chairperson may request a member's resignation whenever the member and his or her  
21 alternate both fail to attend two consecutive, regularly scheduled quarterly meetings. No  
22 Committee action is needed to trigger the Chairperson's obligation to solicit resignation, and the  
23 Chairperson may make this solicitation outside of a Committee meeting.

24 If the member whose resignation was solicited fails to provide clear notice of resignation  
25 to the Chairperson, the Chairperson may, for the next regularly scheduled Committee meeting,  
26 agendize an item for the Committee's voting members to vote upon whether the absentee  
27 member's membership should be revoked and a vacancy declared in the affected category. A  
28 simple majority of the voting members present for that meeting is sufficient to revoke membership.

1 **Section 8-Appointment of New Members**

2 In the event the Committee must, or desires to, add new members, the Chairperson shall  
3 solicit recommendations for the applicable membership category. New members shall be accepted  
4 by a majority vote at any regular or special meeting.

5 **ARTICLE IV-Staff**

6 Staff may be hired by the LEPC as necessary for the implementation of LEPC  
7 responsibilities. Staff personnel will be under the supervision of the chairperson.

8 **ARTICLE V-Subcommittees**

9 **Section 1-Establishment of Subcommittees**

10 The LEPC may establish subcommittees as necessary to assist with the completion of its  
11 work and objectives.

12 **Section 2-Appointments**

13 Subcommittee appointments may be made by the LEPC or the chairperson. Appointments  
14 are to be distributed as equally as possible among community members.

15 **Section 3-Subcommittee Chairpersons**

16 Subcommittee chairpersons shall be appointed by the LEPC chairperson.

17 **Section 4-Subcommittee Action**

18 All subcommittee action is subject to approval by the LEPC and must comply with the  
19 Nevada Open Meeting Law.

20 **ARTICLE VI-Meetings**

21 **Section 1-Regular Meetings**

22 The LEPC shall meet at least once quarterly at a date and time to be determined by the  
23 LEPC members. The first quarterly meeting of a calendar year shall be held by March 31. The  
24 Nevada Open Meeting Law shall be observed.

25 **Section 2-Special Meetings and Subcommittee Meetings**

26 The LEPC and its subcommittees may call additional meetings beyond the regular schedule  
27 as necessary for the conduct of its business. Additional LEPC meetings may be called by either

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1 the chairperson or a quorum of the LEPC. Additional subcommittee meetings may be called by  
2 the subcommittee chairperson or a quorum of the subcommittee members. The Nevada  
3 Open Meeting Law rules shall be observed at all meetings except those exempted by the Nevada  
4 Open Meeting Law.

5 **Section 3-Quorums**

6 A quorum will consist of a majority of regular members, or designated alternate members  
7 representing absent regular members.

8 **Section 4-Rules of Order**

9 The deliberation of all meetings of the LEPC and its subcommittees shall be governed by  
10 Robert's Rules of Order, newly revised.

11 **Section 5-Meeting Agenda**

12 Meeting agendas will be set by the chairperson and/or alternate chairperson with the  
13 assistance of staff. An item may be placed on the agenda at the request of any LEPC member.

14 **ARTICLE VII-Voting**

15 Only members of the LEPC may vote on matters of the LEPC (or subcommittee  
16 deliberation). Each member may have one vote. A quorum must be present before a vote can  
17 be taken.

18 If a regular member and a designated alternate member are both present at a meeting, only  
19 the regular member's vote will be counted.

20 **ARTICLE VIII-Public Information**

21 **Section 1-Distribution of Hazardous Materials Response Plan**

22 Routine distribution of the Hazardous Materials Response Plan, including any attachments  
23 thereto (e.g. appendices, exhibits, annexes), will be in accordance with operational needs. Copies  
24 of the most recent published Hazardous Materials Response Plan, including any attachments  
25 thereto will be available for public review during normal office hours at the Carson City Fire  
26 Department, Station 51, 777 S. Stewart St., Carson City, NV 89701.

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1 **Section 2-MSDS Available to Public & Annual Notice**

2 The LEPC shall annually publish a notice in the Nevada Appeal advising that the  
3 Hazardous Material Safety Data Sheets (MSDS) or chemical inventory lists, and follow-up  
4 emergency notices are available for public review, consistent with Section 322 of the EPCRA.  
5 The public notice shall also state that follow-up emergency notices may be issued.

6 The public may review these documents during normal office hours at the Carson City Fire  
7 Department, Station 51, 777 S. Stewart St., Carson City, NV 89701.

8 **Section 3-Public Request for Information**

9 Any person may submit a written request for information to the LEPC under Section 311  
10 (42 U.S.C. § 11021), 312 (42 U.S.C. § 110022), and 324 (42 U.S.C. § 11044) of EPCRA.  
11 Requests shall be sent to the attention of the Carson City LEPC at the following address: Carson  
12 City Fire Department, Station 51, 777 S. Stewart St., Carson City, NV 89701. The LEPC shall  
13 respond to requests for information no later than 45 days from the receipt of request.

14 **Section 4-Responsibility for LEPC Disclosures & Responses**

15 The LEPC Chairperson, or the Chairperson's designee, shall serve as the LEPC coordinator  
16 for disclosures and responses required by this Article.

17 **ARTICLE IX-Amendments**

18 These bylaws shall be reviewed annually at any regular or special meeting of the LEPC  
19 and may be amended or replaced upon the affirmative vote of a quorum of the LEPC members.

20 **ARTICLE X-Dissolution**

21 In the event that the SERC dissolves the LEPC or the LEPC otherwise becomes inactive,  
22 the LEPC's operations and obligations shall revert to the SERC.

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25 Amended: 3/1/05; 12/6/05; 12/5/06; 12/4/07; 12/2/08; 12/1/09; 12/7/10; 12/6/11; 12/4/12; 12/3/13;

26 3/4/14; 12/2/14; 12/1/15; 12/6/16; 3/7/17; 12/5/17; 12/4/18; 12/10/19; 12/01/20; 12/07/21;

27 03/01/22; 03/28/22; 12/6/22; 12/5/23; 12/3/24; 12/2/25

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