

BYLAWS FOR THE
CLARK COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE

ARTICLE I - PURPOSE/MISSION

To serve as the Clark County multi-jurisdictional Committee to facilitate all hazards emergency preparedness issues including SARA (Superfund Amendments and Reauthorization Act) Title III, Hazardous Materials and related public safety matters as determined appropriate by the Clark County Local Emergency Planning Committee (hereinafter referred to as "LEPC") membership. The activities of the Committee are as follows:

- Facilitate hazardous materials and related public safety preparedness efforts, including planning, training exercises and mitigation (preventative) measures
 - Utilize HMEP, SERC OPTE and other grant funding opportunities to obtain certification and sustainment training for area responders in accordance with the State Emergency Response Commission (SERC), US Department of Transportation (DOT), and the Pipeline and Hazardous Materials Safety Administration (PHMSA) overtime and backfill and stipend polices.
- Apply for and administer grants supportive of the LEPC mission in compliance with State Emergency Response Commission (SERC) requirements
- During sessions of the Nevada State Legislature, monitor relevant legislation, report back to the LEPC, and take action as appropriate
- Prepare, implement and maintain the Clark County LEPC Hazardous Materials Emergency Response Plan and related Annexes
- Provide input into the state-maintained system for managing the submission of industry reports
- Establish location(s) for the public to review industry information
- Publish annual notice(s) that SARA Title III information including the emergency plan, MSDSs and inventory forms are available
- Conduct public awareness and education programs designed to create an informed and knowledgeable public
- Provide recommendations to appropriate organizations concerning hazardous materials response and preparedness

ARTICLE II - OFFICERS

The following officers shall make up the Executive Committee:

- A Chairman, designated by the Clark County Board of Commissioners
- Vice-Chair, designated by the Clark County Board of Commissioners, who shall have the authority to act on behalf of the Chairman in the event of the Chair's absence

ARTICLE III - REPRESENTATION

The Committee representation, at a minimum, shall be composed of all the required categories detailed in Public Law 99-499 CFR. These categories include:

- Firefighting
- Law Enforcement
- Civil Defense/Emergency Management
- Community Groups
- First Aid
- Local Environmental
- Public Health
- Hospitals
- Transportation
- Elected Local Official
- Elected State Official
- Facility Owners/Operators
- Media

The Board of County Commissioners, at its discretion, has, and may establish in the future, additional categories of representation as the need arises, including:

- Regional Boards or Districts
- State Agencies
- Federal Agencies

ARTICLE IV - MEMBERSHIP

Each designated agency within a category shall be invited to specify a primary and a maximum of two alternate members.

- The member and alternate(s) need not be from the same unit of the designated agency. The member and/or alternate(s) are considered to represent all units of their respective agency. The member and/or alternate(s)

shall be responsible for keeping the entire organization they represent informed about Clark County LEPC activities.

- Each designated agency within a category shall be considered a single voting entity when determining a quorum or conducting Committee business.
- In the event of a vacancy, the Chairman shall appoint a replacement to the Committee. The designated replacement member must be a representative from the same category as the member being replaced. The Chairman may consult with the affected agency in the category where the vacancy has occurred.
- The Chairman may declare the existence of a vacancy in the Committee and request the affected category recommend a replacement member whenever:
 - A member resigns or fails to attend three consecutive regularly scheduled quarterly meetings.
 - The actions of a member or alternate, as determined by the Chair and a majority of the Committee, are consistently unproductive or contrary to the goals of the Committee.

ARTICLE V – MEETINGS

Meetings shall be scheduled by the Executive Committee and conform to Nevada Open Meeting Law requirements and be conducted in accordance with the most recent edition of Roberts Rules of Order.

The Clark County Office of Emergency Management shall provide coordination support for the Committee including notifications, staff support and record keeping for all meetings.

The frequency of meetings shall be determined by need but shall occur at least once per calendar quarter.

Special meetings may be called by the Chair or in the absence of the Chair by the Vice-Chair.

For purposes of voting, a quorum is defined as 51% of designated membership.

ARTICLE VI - SUB-COMMITTEES

A number of permanent sub-committees, known as Standing Sub-committees, shall be established for the purpose of carrying out the Committee's duties and assuring the work effort is equitably distributed among the membership. The permanent sub-committees are:

1. Plans Administration Sub-committee
2. Training and Exercise Sub-committee
3. Grants Sub-committee
4. Public Information Sub-committee
5. Legislative Sub-committee
6. Geographic Information Systems (GIS) Sub-committee
7. Specialized Response Sub-committee

Sub-committee Establishment/Appointment of Members

Additional standing sub-committees may be established, as the need arises, by a majority of the members present or designation by the Chair with subsequent majority approval by the LEPC members. Individual appointments to the sub-committees may be made by the LEPC majority or appointment by the Chair.

Individuals with particular expertise, who are affiliated with a member organization, can participate in sub-committee activities as technical advisors regardless of LEPC membership. They would not, however, have voting rights if not a LEPC member.

ARTICLE VII - BYLAWS AMENDMENTS

These Bylaws may be amended through a process by which the proposed changes are distributed in writing to Committee and then adopted at the meeting by a favorable vote of a majority of the members present.

ARTICLE VIII - DISSOLUTION OF LEPC

In the event that the Clark County LEPC is dissolved or becomes inactive as determined by the Clark County Board of Commissioners; all equipment and LEPC responsibilities shall revert to the Clark County Board of Commissioners.

**APPROVED AND ADOPTED BY THE CLARK COUNTY LOCAL EMERGENCY
PLANNING COMMITTEE June 14, 2000
REVIEWED AND APPROVED: May 20, 2009
AMENDED AND APPROVED: August 17, 2011
AMENDED AND APPROVED: November 13, 2012
AMENDED AND APPROVED: November 13, 2013
ANNUAL REVIEW, NO CHANGES REQUIRED: November 4, 2014
ANNUAL REVIEW, NO CHANGES REQUIRED: December 30, 2015
ANNUAL REVIEW, NO CHANGES REQUIRED: October 21, 2016
ANNUAL REVIEW, NO CHANGES REQUIRED: January 8, 2018
ANNUAL REVIEW, NO CHANGES REQUIRED: January 7, 2019
ANNUAL REVIEW, NO CHANGES REQUIRED: December 17, 2020
AMENDED AND APPROVED: November 9, 2021
AMENDED AND APPROVED: August 9, 2022
AMENDED AND APPROVED: March 16, 2023
ANNUAL REVIEW, NO CHANGES REQUIRED: December 10, 2024**