

Mineral County Local Emergency Planning
Committee

By-Laws

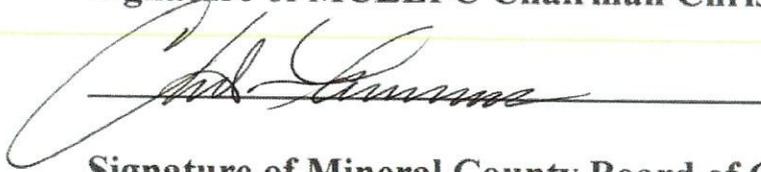
**MINERAL COUNTY LOCAL EMERGENCY
PLANNING COMMITTEE**

SIGNATURE PAGE

**APPROVAL
OF
MCLEPC BYLAWS**

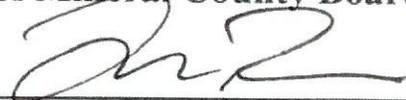
The Mineral County Local Emergency Planning Committee approved revisions and updating of the MCLEPC Bylaws in a meeting on January 13, 2026.

Signature of MCLEPC Chairman Chris Lawrence



Date 1/21/26

Signature of Mineral County Board of Commissioners Chairman

Tony Ruse 

Date 1.21.26

Article I: Mission and Purpose

1.1 This organization shall be known as the Mineral County Local Emergency Planning Committee (MCLEPC).

1.2 The purposes of the Mineral County Local Emergency Planning Committee (MCLEPC) are those set out in Title III of the Superfund Amendments and Reauthorization Act of 1988 (SARA), and any other lawful purposes which are assigned to it or permitted by the Mineral County Commissioners and/or the State Emergency Response Commission. In keeping with the intent of SARA Title III, all activities of the Committee will be conducted in a manner encouraging input and participation from all segments of the community.

Article II: Duties

2.1 The Committee's duties and responsibilities include:

- Development of the County's hazardous materials emergency response plan along with regular review and updating of the plan in accordance with SARA Title III;
- Receipt of reports and other information from covered facilities and other agencies;
- Community right-to-know activities, including providing public access to information in accordance with the requirements of SARA, Title III;
- Participate in the development of aan Emergency Operations Plan for the County, along with regular review and updating of the Plan;
- Assist in providing assessments of resources necessary to implement the Emergency Operations Plan, and making of recommendations to appropriate personnel, agencies, and organizations regarding additional resources needed to implement the plan;
- Compliance and enforcement activities;
- Ensure that an exercise is conducted at least annually to test the Hazard Response Plan.

Article III: Membership

3.1 Members

The Committee shall consist of ten (10) or more members. Prospective members may apply for appointment by submitting an application to the Mineral County Office of Emergency Management, or to the Officers of the MCLEPC. Completed applications and a Committee roster shall be provided to the County Board of Commissioners by an Officer of the Committee. Appointments shall be reviewed and approved by LEPC, then submitted to the County Board of Commissioners for final approval. Whenever possible membership shall represent the geographic areas of Mina, Luning, Hawthorne, Walker Lake, and the Walker Lake Paiute Tribe and include representatives of the groups listed in Section 301 of SARA, Title III.

3.2 Terms of Membership

Members shall show a willingness to serve and attend regular meetings.

3.3 Inactive Members

Members shall be considered inactive when they have missed more than three (3) consecutive Committee meetings without notification to the Committee Chair or Office of Emergency Management of significant reasons why they were unable to attend the meetings.

3.4 Removal of Members

The County Board of Commissioners may remove a member. The member's name shall be submitted to the Commissioners for removal upon a majority vote by Committee Members.

3.5 Vacancies

Vacancies in membership of the Committee shall be filled using the process set out in Section 1 of this Article.

3.6 Staff

The Committee, upon approval of the County Board of Commissioners, may employ its own staff if funding is available, or may use the personnel of an existing agency with the approval of that agency's head. Staff shall perform only such duties as are requested or authorized by the Committee or are necessary to carry out the policies, decisions, and work of the Committee.

Article IV: Officers

4.1. Officers

The Officers of the Committee shall consist of a Chair, a Co-Chair.

4.2 Election

At the first meeting of each calendar year, the Committee shall elect from its own membership a Chair, a Co-Chair. Officers are eligible for re-election. The Committee may elect to designate a staff person who is not a member of the Committee to serve as its secretary.

4.3 Removal

Any of the Committee's Officers may be removed by a majority vote of the Committee at a meeting called for that purpose in accordance with these Bylaws.

4.4 Vacancies

Vacant Officer positions will be filled using the procedures set out in Section 2 of this Article.

Article V: Duties of the Officers

5.1 Duties of the Chair

The Chair shall preside at all meetings of the Committee; preserve order during its meetings; appoint all subcommittees, after consultation with the membership; serve as an ex-officio member of such subcommittees; and sign all minutes and other documents connected with the work of the Committee requiring signature.

5.2 Duties of the Co-Chair

In the absence of the Chair or in the event of the inability or refusal of the Chair to act, the Co-Chair, unless otherwise determined by the Committee, shall perform the duties of the Chair and, when so acting, shall have all the powers of the Chair. The Co-Chair shall exercise such other duties as from time to time may be assigned by the chair or the Committee.

5.3 Duties of the Secretary

The Secretary shall have charge of all books, papers, records, and other documents of the Committee; shall keep the minutes of all meetings of the Committee; shall conduct all correspondence pertaining to the Committee; shall compile statistics and other data as required for the use of the members of the Committee; and shall perform such other duties as may be directed by the Chair, Co-Chair, or the Committee. All official documents will remain and be maintained at the Mineral County Office of Emergency Management.

Article VI: Meetings

6.1 Regular Meetings

The Committee shall meet at least quarterly for regular meetings. The Committee shall meet monthly if necessary, and upon the request of the Officers. All meetings shall be held in accordance with the Nevada Open Meetings Law.

6.2 Special Meetings

The Chair may call such special meetings as may be deemed necessary to carry out the duties of the Committee. Upon the written request of at least three (3) members, the Chair shall call a meeting within ten (10) days.

6.3 Hearings or Public Forums

The Committee shall hold such hearings or public forums as it may deem necessary and desirable at such times and places as may be determined by a majority vote of the Committee. The public is encouraged to attend open meetings regarding emergency plans and provide perspectives and comments regarding any related topics.

6.4 Quorum

A quorum shall consist of a simple majority of constituent members, excluding those declared inactive pursuant to Article III, Section 3. A quorum shall be required to transact business.

6.5 Agenda

Any member may require that the Chair place an item on the agenda. If the Chair should decline to do so, a member may have such item placed on the agenda by submitting it in writing to the Chairman with supporting signatures of two (2) members. Facsimile signatures shall be accepted as having the same authority as the original.

6.6 Rules of Order

The deliberations of all meetings of the Committee and its various subcommittees shall be governed by Robert's Rules of Order, Newly Revised. The need for subcommittees shall be determined by the general membership. Subcommittee membership may include voting members and nonvoting members as required. All subcommittee findings shall be brought before the general membership for acceptance or denial before any action may be taken.

6.7 Notice of Meetings

Notice of time, place, and agenda items to be considered at each meeting shall be given to all active members and to the Nevada State Emergency Response Commission, at least three (3) working days prior to each meeting by the staff or Chair. Written notice of each meeting must be posted by 9 a.m. of the third working day (weekdays, except legal holidays) before the meeting at the principal office of the public body, and at three other prominent places in the public body's jurisdiction in accordance with NRS 241.

Article VII: Voting

7.1 One Vote Each

Each Committee member or their proxy, including the Chair, shall be entitled to one (1) vote.

7.2 Proxy Votes

Each Committee member may designate one (1) individual by name to act as a proxy in the event that the member is not able to attend a meeting. This Proxy shall have the ability to vote on the primary members behalf.

7.3 Abstentions

Members may register their abstention on any vote. The abstention shall be reflected in the minutes. Members are required to abstain on matters that pose a conflict of interest for them.

7.4 Determination of Actions

All final actions, Committee positions, or policy recommendations shall require the favorable vote of a majority of those committee members present at a duly called meeting.

Article VIII: Public Availability

8.1 The MCLEPC shall annually publish a notice advising the Hazardous Material Safety Data Sheets (MSDS) or chemical inventory lists, and follow-up emergency notices are available for public review; consistent with Section 322 of the Emergency Planning and Community Right-to-know Act (EPCRA). The public notice shall also state that follow-up emergency notices may be issued.

8.2 The public may review these documents at the Mineral County Office of Emergency Management located at 418 Mineral Road, Hawthorne, Nevada 89415, during normal office hours.

Article IX: Public Request for Information

9.1 Any person may submit a written request for information under Section 311, 312, and 324 of EPCRA. Requests shall be addressed to the Mineral County LEPC, P.O. Box 1301, Hawthorne, Nevada 89415. The LEPC shall respond to requests for information no later than 45 days from the receipt of request. The LEPC Chairman and/or Co-Chair shall serve as the Coordinator of Information.

Article X: Public Comment

10.1 Public comments concerning the Hazardous Materials Response Plan Annex, or MCLEPC activities in general are welcome. The Hazardous Materials Response Plan Annex will be open for discussion at every MCLEPC meeting. Comments or questions directed to the MCLEPC will be answered in writing within 14 working days, after appropriate coordination.

Article XI: Distribution of Hazardous Materials Response Plan & Annex(s)

11.1 Routine distribution of the Response Plan will be in accordance with operational needs or when changes to said plan have been made. The plan will be distributed to the following: Each member of MCLEPC; Each Mineral County Commissioner; the Mineral County Clerk/Treasurer's Office; the Mineral County District Attorney's Office

11.2 Copies of the most recent published plan will be available for public review at the Mineral County Office of Emergency Management during normal office hours.

Article XII: Dissolution of MCLEPC

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

Article XIII: Amendments and Ratification

13.1 These Bylaws may be amended or replaced upon the affirmative vote of a majority of the members of the Committee at any regular meeting of the Committee provided that any proposed changes have been circulated to all members five (5) days prior to any action thereon.

13.2 These Bylaws will be duly adopted by a majority vote of the MCLEPC membership present at the meeting in which they are presented.

13.3 All MCLEPC members will be provided with a copy of these bylaws.