

# STATE OF NEVADA

## STATE EMERGENCY RESPONSE COMMISSION

<b>ORIGINATED BY:</b> Karen J. Kennard	<b>ORIGINATED DATE:</b> 05/01/03	<b>APPROVED BY:</b>  SERC
<b>REVISED BY:</b> Tami Beauregard	<b>REVISED DATE:</b> 07/14/2022	
<b>DATE ISSUED:</b> 05/01/03	<b>DATE EFFECTIVE:</b> 05/01/03	<b>SUBJECT:</b> LEPC Submission of Bylaws & Membership Lists
<b>PROCESSED BY:</b>	<b>SPECIAL INSTRUCTIONS:</b>	<b>POLICY NO:</b> SERC 8.9

**Reference: NAC 459.99132 PRINCIPLE:**

Pursuant to Federal law, the State Emergency Response Commission (SERC) shall supervise and coordinate the activities of the Local Emergency Planning Committees (LEPCs).

**POLICY:**

Each LEPC shall submit its current bylaws and membership list to the SERC for the Bylaws Committee to review for compliance with federal and state laws and regulations.

**PROCEDURES:**

By January 31 of each year, each LEPC shall submit its bylaws and membership list.

- A. Bylaws must be reviewed and, if necessary, updated annually by the LEPC. Membership lists must be updated and submitted annually. Current Bylaws and membership lists will be submitted by each LEPC to the SERC by January 31 each year.

Bylaws must include, at a minimum, the following articles:

Mission/Purpose; Duties; Members; Officers;  
Meetings (reference NV Open Meeting Law); Public Availability;  
Public Request for Information; Public Comment;  
Distribution of the Hazardous Materials Response Plan; Dissolution of LEPC

- B. The SERC staff will review the LEPC bylaws and membership lists to ensure compliance with federal and state laws and regulations. If exceptions are noted, the Bylaws Committee will review, and SERC staff will notify the LEPC of any deficiencies.
- C. The Bylaws Committee will report any deficiencies to the Commission.
- D. The Commission will take appropriate action based on the deficiency to resolve the problem.