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## **Bylaws**

### **PROPOSED: Tuesday, April 22, 2025**

## **Article I**

### ***Purpose and Authorization***

Under the Superfund Amendments Re-Authorization Act (SARA), Title III, public law 99-499, "aka" Emergency Planning and Community Right to Know Act (EPCRA) of 1986, "communities are required to establish Local Emergency Planning Committees to develop response plans for chemical emergencies.

Also, in accordance with this legislation and Massachusetts Regulations/Citations where applicable, the Somerville Local Emergency Planning Committee (SLEPC) shall identify locations where hazardous materials are stored, used, and transported. Under this act, the community has the right to easily accessible information about facility-reported hazardous chemicals in their municipality.

The *Somerville LEPC* fulfills its responsibilities, under the law by bringing representatives of municipal government, industry, health, universities, colleges and other interested organizations to identify the hazards within the city and prepare for emergencies involving hazardous materials and establish a safe environment for the people of *Somerville*. The LEPC also provides information to the citizens of the community on the chemical hazards at facilities and on the roadways of the municipality.

These duties and purposes include, but are not limited to:

1. Establish procedures and a system for receiving and processing emergency release reporting, other required information and inventories from covered facilities, and requests from government officials or the public for information, including the designation of an official to serve as a coordinator for information; and
2. Coordinate EPCRA vulnerability assessment, planning, training, education, and technical assistance and outreach activities.

## **Article II**

### ***Name***

This Committee shall be known as the Somerville Local Emergency Planning Committee.

## **Article III**

### ***Officers***

The Somerville LEPC officers consist of a Chair and Vice Chair elected or selected by the membership. The terms of the Chair and Vice-Chair shall be for two years, with elections to take place during the first meeting of the calendar year. The office of Secretary may be selected or elected by the membership as needed.

### ***Duties of Officers***

**Chair:** The Chair shall preside at all Committee meetings and hearings and shall have the duties normally conferred by parliamentary usage of such office. The Chair shall have the authority to appoint members of this committee, appoint subcommittees, call special meetings, and generally perform other duties as may be prescribed in these bylaws.

**Vice Chair:** The Vice Chair shall work in close cooperation with the Chair and shall perform such duties as the Committee shall assign. In the absence or incapacity of the Chair, the Vice Chair shall be vested with all the powers and perform all the duties of the office of the Chair. In addition, the Vice Chair shall, in case of resignation, death or removal of the Chair, become Chair of the SLEPC and shall serve in that capacity until the Committee appoints his/her successor.

**Secretary:** The Secretary shall, in writing, acknowledge the minutes of each Committee meeting, disseminate all Committee meeting notices, and perform such other duties as may be directed by the Chair of the Committee.

## **Article IV**

### ***Membership***

Members will be appointed by the Chair. At a minimum, membership will consist of a representative from each of the following core disciplines:

- Elected State/Local OR Appointed Official
- Law Enforcement
- Emergency Medical Services
- Emergency Management
- Fire Service
- Public Health
- Local Environmental
- Hospital
- Transportation
- Community Member(s)/Group(s)
- Media/Communications
- EHS Facility
- Public Works

This committee shall follow Open Meeting Law Regulations M.G.L. 30A SS 18-25 and must have a minimum of seven (7) core disciplines in attendance.

## **Article V**

### ***Meetings***

Schedule: Two meetings will be held per calendar year, and special meetings may be called as needed. Meeting announcements will be made in accordance with the Massachusetts Open Meeting Law.

Public: All LEPC meetings are open to the public when in session and shall comply with Open Meeting Laws. Closed sessions may be held upon the affirmative vote of two-thirds of the voting members of the Committee present and voting, taken at a public meeting and stating the reasons for the closed session. Only voting members are allowed to participate in the closed session.

Minutes of Meetings: The Secretary shall maintain accurate minutes of all Committee meetings. Accurate minutes shall include but not be limited to a record of all Committee actions, a record of attendance at meetings, and a summary of Committee discussions. The minutes shall be approved at the next meeting. Approved minutes of meetings shall be made available to any person who requests a copy as per Massachusetts Public Records Law M.G.L. C 66 SS 10. Minutes will be made available on the Town of Somerville website.

## **Article VI**

### ***Committees***

The Chairperson may appoint standing and special committees. The LEPC shall prescribe the duties of each committee.

## **Article VII**

### ***Amendments***

These bylaws may be amended by a two-thirds vote of the entire voting membership of the SLEPC, only after the proposed changes have been read and discussed at a previous regular meeting, except that the bylaws may be amended at any meeting by the unanimous vote of the entire voting membership of the SLEPC, provided that the text of the proposed amendment shall be included in the notice of the meeting.