

**Bylaws of the
Town of Braintree
Local Emergency Planning Committee**

ARTICLE I

Name

The name of the committee shall be the Town of Braintree Local Emergency Planning Committee, herein referred to as the Braintree LEPC.

ARTICLE II

Purpose

Section 1. The Braintree LEPC shall develop an Emergency Response Plan for the Town of Braintree.

Section 2. Said plan shall be reviewed and revised by the Braintree LEPC on an annual basis.

Section 3. An exercise of the plan shall be conducted every two years as outlined in Article V of these bylaws.

ARTICLE III

Members

Section 1. The Braintree LEPC shall include representatives of each of the membership categories prescribed in the Emergency Planning and Community Right to Know Act of 1986 (EPCRA). These categories are:

1. Elected state and local officials
2. Police Department
3. Emergency Management (BEMA)
4. Fire Department
5. Health Department
6. Ambulance Services
7. Hospitals
8. Print and Broadcast media
9. Local environmental groups
10. Public Information Officer (PIO)
11. Community Groups
12. Facility Owners & Operators
13. Department of Public Works
14. Education (Schools)

ARTICLE III

Members (continued)

Section 2. All member categories referenced above shall be considered as full voting members. A vote taken by the committee shall be for the purpose of establishing procedural rules in development of the Emergency Response Plan.

Section 3. Representatives of surrounding LEPCs, the Massachusetts State Emergency Response Commission (SERC), Massachusetts Emergency Management Agency (MEMA) and the United States Environmental Protection Agency (USEPA) are encouraged to participate as affiliate, non-voting members of the Braintree LEPC.

Section 4. The Braintree LEPC encourages all facilities within the Town of Braintree to participate as members. The facilities with extremely hazardous substances are encouraged to participate in committee activity, as well as those with a type of hazardous material usage.

Section 5. The Braintree LEPC encourages the participation of representatives from the business community that may not use hazardous chemicals, but could be impacted by hazardous material emergencies, or are interested in participating in the emergency planning process.

Section 6. Braintree LEPC representatives from departments within the Town of Braintree shall be designated by their department head.

Section 7. A membership list of the Braintree LEPC shall be kept on file with the Office of the Town Clerk.

ARTICLE IV

Officers

Section 1. The officers of the Braintree LEPC shall be a chairperson and a clerk. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Braintree LEPC. In the event of the absence of the chairperson, the clerk shall be the acting chairperson. The acting chairperson shall, at their discretion, designate an acting clerk to assume their duties.

Section 2. The chairman of the Braintree LEPC shall be designated by the Emergency Response Coordinator from amongst the representatives identified in Sections 1 of Article III.

Section 3. The clerk of the Braintree LEPC shall be elected by a majority vote of the eligible membership as identified under Sections 1 of Article III. Said election shall occur on an annual basis.

Section 4. In the event of a vacancy in the position of clerk, an election shall be held at the next scheduled meeting of the Braintree LEPC.

ARTICLE V

Meetings

Section 1. The Braintree LEPC shall meet at least four times a year on a quarterly basis.

Section 2. At least one meeting held every two years by the Braintree LEPC shall be for the purpose of conducting an exercise of the emergency plan.

Section 3. All meetings of the Braintree LEPC shall be conducted in accordance with applicable state and federal open meeting requirements.

Section 4. Notices of the meetings of the Braintree LEPC shall be submitted to the Office of the Town Clerk to be posted at Braintree Town Hall, 1 JFK Memorial Drive, Braintree at least forty-eight (48) hours prior to the meeting.

Section 5. All members of the Braintree LEPC shall be notified in advance of the meeting. Notification shall be via US Mail, facsimile, electronic mail (e-mail) or by announcement at the previous held meeting.

Section 6. Any member of the Braintree LEPC wishing to place an item on the meeting agenda shall contact the Chairperson at least one week prior to the meeting.

Section 7. Eight (8) representatives of each of the membership categories outlined in Sections 1 and 2 of Article III shall constitute a quorum.

ARTICLE VI

Committees

Section 1. An Exercise Planning Committee shall be composed of members of the LEPC and shall be appointed by the Chairperson on an annual basis.

Section 2. Such other committees, standing or special, shall be appointed by the Chairperson as the Braintree LEPC shall from time to time deem necessary to carry on the work of the Braintree LEPC. The Chairperson shall be ex officio a member of all committees.

ARTICLE VII

Records

Section 1. All records of the Braintree LEPC shall be considered public domain with the exception of Tier II report information that has been submitted under the confidentiality provisions of the EPCRA Law.

ARTICLE VII

Records (continued)

Section 2. Said records of the Braintree LEPC shall be retained at the Braintree Town Hall, Health Department, 1 JFK Memorial, Braintree. For the purposes of this bylaw, records shall include meeting agenda, meeting minutes, attendance and exercise summaries.

Section 3. The Annual Chemical Inventory filing records shall be maintained at the Braintree Fire Department Headquarters, 1 Union Place, Braintree in the care of the Hazardous Materials Coordinator.

ARTICLE VIII

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Braintree LEPC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Braintree LEPC may adopt and any statutes applicable to this organization.

ARTICLE IX

Bylaw Changes

These bylaws may be amended at any regular meeting of the Braintree LEPC by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.