

# Hanover Local Emergency Planning Committee

## Bylaws

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**January 1, 2014**  
**Amended: April 13, 2023**

### 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 a response plans for chemical emergencies.

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

The *Hanover 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 *Hanover*. 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 governmental 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.

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### **Article II**

#### ***Name***

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

### **Article III**

#### ***Officers***

The Hanover LEPC officers consist of a Chair elected or selected by the membership and a committee elected or selected Vice Chair. The term of the Chair and Vice Chair shall be for a period of two years with elections to take place during the first meeting of the calendar year. The Vice Chairperson will be elected on even numbered years. The office of Secretary may be selected or elected by the membership as need dictates.

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

Chair: The Chair shall preside at all meetings and hearings of the Committee 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 Commission 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 HLEPC 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 Commission meeting notices, and perform such other duties as may be directed by the Chair of the Committee.

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### **Article IV**

#### ***Support Staff***

On an occasional basis, support staff consists of the Fire Department and Police Department staff.

### **Article V**

#### ***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.

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### Article VI

#### ***Meetings***

Schedule: *Two* meetings shall be conducted per calendar year and special meetings may be called as needed. Meeting announcements shall be announced ten (10) days prior to the meeting in accordance with the Massachusetts Open Meeting Law and posted within 48 hours of the meeting.

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 affirmative vote of two-thirds of the voting-members of the Commission 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 Commission meetings. Accurate minutes shall include, but not be limited to a record of all Commission actions, a record of attendance at meetings, and a summary of Commission discussions. 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 Hanover website.

### Article VII

#### ***Committees***

Standing and special committees may be appointed by the Chairperson. The duties of each committee shall be prescribed by the LEPC. Committees may include, but not limited to the following:

#### **TRAINING COMMITTEE:**

The purpose of the Training Committee is to coordinate EPCRA training and education outreach town wide. This is done in accordance with the standards of OSHA CFR 29, Part 1910.120 Final Rule and EPA CFR 40, Part 311 Final Rule; as a requirement for all response personnel in the *LEPC*.

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### **LEPC LIAISON COMMITTEE:**

The purpose of the LEPC Liaison Committee is to coordinate LEPC activities, review local plans and provide technical assistance and outreach to the *LEPC*. This committee represents and promotes the interest of the LEPC and propagates information to community about EPCRA.

### **INFORMATION AND TECHNOLOGY COMMITTEE:**

The purpose of the Information and Technology Committee is to establish procedures and a system for receiving and processing release reporting and other information from covered facilities, respond to requests from government and the public and to provide technical assistance and outreach. The committee also researches and recommends technologies to assist the LEPC, community, and industry with carrying out responsibilities of EPCRA.

## **Article VIII**

### ***Amendments***

These bylaws may be amended by a two-thirds vote of the entire voting membership of the HLEPC, 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 HLEPC, provided that the text of the proposed amendment shall be included in the notice of the meeting