

**BY-LAWS**  
**OF THE LAKE COUNTY**  
**EMERGENCY PLANNING COMMITTEE**

Title III of SARA establishes the "Emergency Planning and Community Right-to-Know Act of 1986." The Governor named the Illinois Emergency Management Agency (IEMA) as the State Emergency Response Commission (SERC). The Emergency Administrative Rule was submitted by IESDA (now, IEMA) and published in the *Illinois Register* on May 15, 1987.

The Emergency Administrative Rule becomes the fundamental rules and regulations known as the By-Laws of the Lake County Emergency Planning Committee (LCEPC).

The By-Laws of the Lake County Emergency Planning Committee are kept on file at the:

Lake County Emergency Management Agency  
1303 N. Milwaukee Avenue  
Libertyville, IL 60048  
(847) 377-7100

**ARTICLE I - Name**

The local emergency planning committee shall be known as the Lake County Emergency Planning Committee (LCEPC).

**ARTICLE II - Purpose**

The LCEPC shall be responsible for maintaining the Chemical Emergency Response Plan for Lake County, Illinois. It shall promote community safety, emergency preparedness, emergency response, and the safe handling of hazardous materials used, stored, manufactured, consumed and transported in or through the County. The LCEPC shall also, through Tier II reporting, maintain records of hazardous materials locations and quantities manufactured and /or stored in the County. These records can exist on paper or electronic data management systems.

Said organization is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**ARTICLE III - Membership**

Membership of this Committee is open to representatives from each of the following groups or organizations: elected state and local officials; law enforcement, hospital, and transportation personnel; broadcast and print media; community groups; and owners and operators of facilities subject to the requirements of SARA Title III.

#### **ARTICLE IV - Officers**

The officers of the Committee shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer and the Lake County EMA Coordinator. The Chairperson shall appoint committees as required.

#### **ARTICLE V - Duties of the Officers**

Section 1. It shall be the duty of the Chairperson to preside at all meetings of this Committee and perform all of the duties usually pertaining to this office.

Section 2. In the absence of the Chairperson, the Vice-Chairperson shall perform all duties of the chairperson.

Section 3. The Secretary shall keep the minutes of all proceedings and record the same. The Secretary shall give notice of all meetings and maintain a current membership listing.

Section 4. The Treasurer shall receive all monies belonging to this Committee and record, deposit, or disburse monies for approved LCEPC programs and projects. The Treasurer shall prepare a financial report and present it at each meeting.

#### **ARTICLE VI - Election of Officers**

The membership shall elect officers by ballot or voice vote at a preselected voting event. Office terms shall be two years with terms starting January 1. The Chairperson and Secretary shall serve two-year terms ending in even years. The Vice-Chairperson and Treasurer shall serve two-year terms ending in odd years. A vacant office can be filled at any meeting by a special election.

#### **ARTICLE VII - Meetings and Quorum**

Regular meetings shall be held on the first Wednesday of each month at 9:00 a.m., unless scheduled for an alternate date.

Special meetings may be called by the Chairperson. Sub-Committee meetings may be called by the Sub-Committee Chairperson.

A quorum will consist of two (2) elected Officers and five members in good-standing.

## **ARTICLE VIII - Amendments**

These By-Laws may be amended by a two-thirds vote of members present and voting at any meeting of the LCEPC, provided that a quorum is present, and any and all proposed amendments to these By-Laws were submitted to the members, in writing, at least one month in advance of the meeting. They shall become effective at the meeting of which they are presented, and voted upon, having met the compulsory criteria as stated herein. Any member of the LCEPC shall have the right to comment on, or suggest revisions to, the By-Laws.

## **ARTICLE IX - Parliamentary Authority**

"Roberts Rules of Order" shall be the parliamentary authority on all matters not covered by the By-Laws.

## **ARTICLE X - Suspension of By-Laws**

These Articles may be suspended in case of an emergency by the Chairperson, Vice-Chairperson or Lake County EMA Coordinator.

## **ARTICLE XI - Order of Business**

The presiding Officer controls the meeting and the order of business, and a typical agenda includes the following:

- I. Welcome and introductions
- II. Approval of previous meeting minutes
- III. Chairperson's Report
- IV. Vice-Chairperson's Report
- V. Coordinator's Report
- VI. Sub-Committee Reports
- VII. Old business
- VIII. New business
- IX. Adjournment

Note: A sign-in sheet will be provided by the Secretary.

## **ARTICLE XII - Public Notification of Committee Activities**

All meetings are open to the public and subject to the Illinois Open Meetings act, 5 ILCS 120/1 et. seq. The posting of the annual meeting calendar is available on both the LCEPC Website ([www.LCLEPC.org](http://www.LCLEPC.org)) and at the Lake County Emergency Management Office located at 1303 N. Milwaukee Avenue Libertyville, Illinois 60048.

### **ARTICLE XIII - Public Availability of Plans, Data Sheets, Forms, and Follow-Up Notices**

Information on the LCEPC, Emergency Response Plan, Material Safety Data Sheets, Inventory Forms, and Follow-Up Notices are available at the Lake County Emergency Management Agency, 1303 N. Milwaukee Avenue, Libertyville, Illinois 60048. Some trade secret and/or confidential information is restricted from release by Federal rule.

All written requests will be honored in accordance with the Freedom of Information Act (5 ILCS 140/1) enacted as Public Act 96-542 effective January 1, 2010 and subsequent amendments thereof.

Normal office hours are Monday-Friday, 9:00 a.m. to 5:00 p.m., excluding holidays. Phone number is: (847) 377-7100

### **ARTICLE XIV - Public Meetings, Comments, and Response**

When the Emergency Plan is revised, public meetings will be held to discuss the Emergency Plan. Written comments from the public are preferred, but verbal comments are acceptable. The Committee will review the comments after the public meetings, and respond and/or alter the Emergency Plan where necessary.

### **ARTICLE XV - Emergency Plan Distribution**

The Emergency Plan will be distributed to local fire departments and County and State emergency response agencies. Copies will be available to other political subdivisions, upon request.

### **ARTICLE XVI - Committee Liability**

The members of the Lake County Emergency Planning Committee are immune to personal liability. Members of the Committee are acting by appointment by the State of Illinois. The Committee's Emergency Plan is a defacto plan under supervision and control of the State, and the Plan becomes final after modifications and approval by the State.

### **ARTICLE XVII – Dissolution Clause**

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. They shall be distributed to the American Red Cross Greater Chicago Chapter, if it is exempt under section 501(c)(3) at the time of dissolution. Alternatively, distribution will be to the federal government, or to the State of Illinois, or the County of Lake (IL), for a public purpose.

## LCEPC By-Laws Revisions

1. Modification of quorum requirement – Article VII	November 5, 2003
2. Addition of Treasurer position to Articles IV and V	February 7, 2008
3. Addition of dissolution clause – Article XVII	June 6, 2007
4. Added to Article II expanding purpose	April 1, 2009
5. Modifications of Article I - Name Change	No change
6. Addition of Secretary – Article IV - Officers	February 7, 2007
7. Modifications of Article IV - Officers	June 3, 2009
8. Modifications of Article V - Duties of Officers	June 3, 2009
9. Modifications of Article VIII - wording changes	June 3, 2009
10. Modifications of Article IX - wording changes	June 3, 2009
11. Modifications of Article X - wording changes	June 3, 2009
12. Modifications of Article XII - wording changes	June 3, 2009
13. Modifications of Article XIII - wording changes	May 5, 2010
14. Modifications of Article VIII - entire paragraph	June 3, 2009
15. Modifications of Article IV - wording changes	June 3, 2015
16. Modifications of Article V - wording changes	June 3, 2015
17. Modifications of Article VI - entire paragraph	June 3, 2015
18. Modifications of Article VII - wording change	June 3, 2015
19. Modifications of Article X - wording change	June 3, 2015
20. Modifications of Article XI - wording change	June 3, 2015
21. Modifications of Article XII - entire paragraph	June 3, 2015
22. Modifications of Article XIII - wording change	June 3, 2015

Cynthia Tomusiak, Chairperson  
Lake County Emergency Planning Committee

*Revised 6/3/2015*