

**WASHINGTON COUNTY, MARYLAND
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
BYLAWS**

ARTICLE I - AUTHORITY

The Local Emergency Planning Committee (LEPC) is established by the Board of County Commissioners to meet the requirements of Title III of the Superfund Amendments and Reauthorization Act (SARA), also known as the Emergency Planning and Community Right-to-Know Act (EPCRA), and operates under the authorization of the Maryland State Emergency Response Commission (SERC).

The LEPC serves in an advisory capacity to the Washington County Office of Emergency Management, Division of Emergency Services, and the Board of County Commissioners.

ARTICLE II - RESPONSIBILITIES

The LEPC shall:

- Provide recommendations related to emergency planning, notification systems, and community right-to-know activities
- Promote coordination among government agencies, emergency responders, public health, and private sector partners
- Support the identification and awareness of facilities reporting hazardous materials, including Extremely Hazardous Substances (EHS)
- Support outreach, training, and preparedness efforts across the County

ARTICLE III - CHAIR

1. The LEPC shall elect a Chair annually from its membership.
2. Elections shall occur at a scheduled LEPC meeting, or as needed to fill a vacancy.
3. The Chair may not serve more than two consecutive terms but may be re-elected after a one-year absence.
4. The Chair shall:
 - Preside over meetings
 - Facilitate discussion and coordination
 - Support LEPC priorities and direction
5. The Chair may appoint subcommittees as needed.

ARTICLE IV - OEM SUPPORT / CO-CHAIR

1. The Washington County Office of Emergency Management (OEM) will serve in a supporting Co-Chair role.
2. OEM will provide administrative, coordination, and planning support to the LEPC.
3. OEM will designate a representative to serve as recording secretary.
4. Meeting minutes will be distributed within thirty (30) days following each meeting.

ARTICLE V - MEMBERSHIP

1. The LEPC shall include representatives consistent with EPCRA requirements, including:
 - Local elected officials
 - Emergency Management
 - Law Enforcement
 - Fire and Rescue
 - Public Health
 - Hospitals
 - Environmental groups
 - Transportation and Utilities
 - Industry and Business Representatives
 - Members of the public
2. Each designated LEPC member shall have one vote.
3. Members are encouraged to actively participate in meetings and LEPC activities.

ARTICLE VI - MEETINGS

1. The LEPC shall meet quarterly, or as needed.
2. Meetings shall be open to the public and conducted in accordance with Maryland Open Meetings requirements.
3. A simple majority of members present shall constitute a quorum.
4. The Chair may call special meetings as needed.

ARTICLE VII - PROCEDURES

1. LEPC members, partner agencies, and the public may bring issues forward for review and recommendation.
2. The LEPC may provide recommendations to the Office of Emergency Management and Board of County Commissioners as appropriate.

ARTICLE VIII - AMENDMENTS

These bylaws may be amended by a majority vote of members present, provided quorum is met.

ARTICLE IX - ADOPTION

Approved by the LEPC committee April 30, 2026

A handwritten signature in black ink, appearing to read "Alan Matheny", is written over a horizontal line.

Alan Matheny, Director
Emergency Management & Communications

