

BYLAWS
CAPITAL CITY EMERGENCY PLANNING COMMITTEE
JUNEAU, ALASKA

ARTICLE I - NAME

1. **Name of the Committee.** This organization shall be known at the Capital City Emergency Planning Committee (“CCEPC”).
2. **Mailing Address.** The mailing address of the CCEPC is:
Capital City Emergency Planning Committee
c/o Capital City Fire/Rescue
820 Glacier Avenue
Juneau, AK 99801

ARTICLE II - PURPOSE

The CCEPC has been established as a Local Emergency Planning Committee for the Local Emergency Planning District of the City and Borough of Juneau, Alaska (“CBJ”) pursuant to Title III of the Emergency Planning and Community Right-to-Know Act of 1986, Alaska Statute 26.23.071-.077 and CBJ Resolution 1443. The duties and activities of the CCEPC include the responsibility for collecting and making available information on extremely hazardous substances in the District and preparing an emergency response plan to be used in the event of a hazardous substance spill or leak. Specifically the CCEPC shall:

1. Advise the City Manager on emergency management issues.
2. Review, revise as necessary and maintain the emergency response plan for all potential emergencies which may affect the Juneau area, including earthquakes and avalanches. The plan shall meet the requirements of AS 26.23.075.
3. Collect, manage and provide public access to information on hazardous substances and their accidental release within the CBJ.
4. Study and make recommendations on the regulation of transportation routes for hazardous substances, and coordinate information on hazardous substances shipped to and from Juneau.
5. Work with the business community and government agencies to encourage participation in the community right to know and the chemical reporting systems in accordance with the Emergency Planning and Community Right-to-Know Act of 1986.

6. Make recommendations on the safest locations for storage and transshipment facilities for hazardous substances in the CBJ and to work for more active enforcement of regulations relating to transshipment and storage of hazardous substances.
7. Seek funding from state and federal agencies.

ARTICLE III - MEMBERSHIP

The CCEPC is comprised of the City Manager (Emergency Management Coordinator) and not more than ten members nominated by the Assembly and appointed by the State Emergency Response Commission ("SERC") to serve for three-year staggered terms. Members shall include, to the extent possible, representatives from the following groups and organizations:

1. Elected Local Officials
2. Law Enforcement
3. Firefighters
4. Member of the Public
5. Bartlett Regional Hospital
6. Broadcast and/or print media
7. Red Cross
8. Owners/Operators of a Hazardous Material Facility subject to the requirements of 42 U.S.C. 110011-11005 (Hazardous Material Facility)
9. Community Group
10. Hazardous Substance Transporter

ARTICLE IV - OFFICERS AND DUTIES

The officers of the CCEPC shall consist of a Chair, a Vice Chair and a Recorder. The Chair's responsibilities include presiding at the meetings; preparing the agenda; conducting the meetings in a fair manner; coordinating with CBJ staff on such items as meeting notices, requests for information and committee decisions; and preparing the annual report for submittal to the municipal clerk in January of each year. The Vice Chair fills in for the Chair when the Chair is unavailable. The Recorder is responsible for the preparation and transmittal of the Committee's minutes to the office of the City Clerk. Election of officers occurs annually at a time set by the CCEPC. The term of office is for three years, but officers may be re-elected to serve consecutive terms.

ARTICLE V - SUBCOMMITTEES

The CCEPC may establish subcommittees as it deems necessary to accomplish its duties.

ARTICLE VI - MEETINGS

1. **Regular meetings.** The CCEPC shall meet at least monthly for regularly-scheduled meetings. Meetings will be held on the third Tuesday of the month at the Juneau Fire Department, unless notification of another time or location is provided by the CCEPC Chair.
2. **Special meetings.** A special meeting deemed necessary to carry out the duties of the CCEPC may be called by the CCEPC Chair or upon written request of 3 CCEPC members. A meeting held at the request of the members shall be scheduled within ten days of the written request.
3. **Quorum.** A quorum shall consist of a simple majority of CCEPC members. A quorum shall be required to transact business.
4. **Rules of Order.** CCEPC will adopt an order of business to be used for each meeting and will be governed by Robert's Rules of Order, Newly Revised, when not inconsistent with these bylaws or with special rules of order adopted by the CCEPC.
5. **Minutes of Meetings.** Accurate minutes of all meetings of the CCEPC shall be maintained in the custody of the CBJ Clerk and shall be a public record, open to inspection by any person. The minutes shall include the following: date, time and location of meeting; time the meeting was called to order; a record of attendance, including members present or absent; all motions, even if withdrawn, with the name of the member making the motion and the vote on the motion; the action taken and pertinent points leading to the decision; names of individuals who spoke under public participation and a summary of their comments; the next meeting date and the time of adjournment. The minutes of each meeting shall be transmitted by email to each CCEPC member (or by facsimile or regular mail if requested by a member) prior to the next regularly-scheduled monthly meeting.

ARTICLE VII - PUBLIC PARTICIPATION

Members of the public are encouraged to attend all regular and special meetings of the CCEPC. Opportunity will be provided at each meeting for members of the public to address the CCEPC on issues of local emergency preparedness.


ARTICLE VIII - VOTING

Voting on all motions shall be by voice vote, a show of hands or unanimous consent. If a roll call vote is requested, the vote of each member shall be recorded in the minutes of the meeting. Members may not vote on any motion that would constitute a conflict of interest as defined by the CBJ Conflict of Interest Code.

ARTICLE IX - AMENDMENTS TO THE BYLAWS

The Bylaws of the CCEPC may be amended by an affirmative vote of a simple majority of the total voting membership of the CCEPC. No vote to amend the Bylaws will be taken unless the proposed amendment has been provided in writing to the membership prior to the meeting for the proposed vote. A copy of the Bylaws and any subsequent amendments shall be provided to the SERC, the City Clerk's office and any person requesting a copy.

Adopted by the Capital City Emergency Planning Committee for the City and Borough of Juneau Local Emergency Planning District on the 21st day of March, 2000.



TOM GEMMELL, CHAIR



RANDY WATERS, VICE CHAIR

**BYLAWS: FIRST AMENDMENT
CAPITAL CITY EMERGENCY PLANNING COMMITTEE
JUNEAU, ALASKA**

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