**Due Date:** No later than November 30 of each calendar year (January 1 through December 31), the bylaws of each LEPC must be provided to the KERC, or designee, with certification stating that there were no changes and therefore the bylaws are identical to last year; or the bylaws have been revised and the revisions are included. The bylaws shall identify the position or person who will be responsible for accountability for the funds and who will be listed as the authorized applicant as shown on the Grant Application (LEPC Form 101-GA). Items in **BOLD** are required by law.

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1. Adoption History
   1. Originally Drafted:
   2. Initially Adopted:
   3. Updated:
   4. Ratification Provision
2. Article I NAME
3. Article II MISSION
4. Article III PURPOSES
5. Article IV MEMBERSHIP
   1. LEPC Member Expectations
   2. LEPC Member Communications
   3. Meeting Attendance
6. Article V OFFICERS and DUTIES
   1. Named: **Chair**
      1. Duties of the LEPC Chair
   2. Named: Vice-chair
      1. Duties of the LEPC Vice-chair
   3. Named: **Coordinator of Information (COI)**
      1. Duties of the LEPC COI
7. Article VI MEETINGS
   1. Open Meetings
   2. **Yearly Meeting Schedule**
   3. Meeting Times
   4. Cancellation of a Meeting
   5. Special Meetings
   6. Quorum
   7. Agenda
      1. Non-Member Agenda Requests
   8. Notice of Meeting
   9. Rules of Order
   10. Minutes of Meetings
   11. **Public Comments**
       1. **LEPC Responses**
8. Article VII VOTING
   1. Resolutions and Motions
   2. One Vote Each
   3. Abstentions
   4. Conflict of Interest
   5. Roll Call Votes
9. Article VIII DUTIES OF THE LEPC
   1. **Development of Plans**
      1. **Plan Review**
   2. Plan Exercise Requirements
   3. Training Requirements
   4. **HazMat Spill 24-hour Warning Point**
   5. Adopt Policies
   6. Work Plan
10. Article IX COMMITTEES
    1. Standing Committees
    2. Special Committees
    3. Committee Membership
    4. Duties of Committee
11. Article X PUBLIC COMMUNICATIONS
    1. **Notification of LEPC Activities**
    2. **Facility Tier II Submission**
12. Article XI PUBLIC AVAILABILITY
    1. Repository of Documents
    2. Availability of Documents to the Public
       1. **Receiving & Processing Requests**
       2. **Emergency Plan Distribution**
    3. LEPC Records
    4. Appendix - Contact Information
       1. Web Pages
       2. Official Address
          1. Hours of Operation
       3. Email
       4. Office Phone