Meeting Summary

July 22, 2013
1:30 p.m.
Barton County Health Department
Conference Room
Great Bend, KS  67530

1. Call Meeting to Order

The meeting was called to order by Chairman Amy Miller at 1:32 p.m.

2. Introduction of Members

Chairman Miller asked that all of those individuals present introduce themselves and to describe their agency/affiliation. Members and guests were also asked to sign the Record of Attendance.

Members Present:       Lily Akings, Barton County Health Department, Director
                        Kenton Doze, Hoisington Police Department, Chief
                        Don Halbower, American Red Cross
                        Mary Hoisington, Great Bend Tribune, Publisher
                        Doug Hubbard, Barton County 911 Communications, Director
                        Sarah Krom, Sunflower Diversified Services
                        Amy Miller, Barton County Emergency Management, Director
                        Jane Schepmann, RN, Clara Barton Hospital
                        Ron Seidel, Kansas Gas Service

Guests Present:        Pam Stiles, Barton County Health Department
                        Seth Orebaugh, Golden Belt Humane Society, Director
                        Travis Parmley, Haz-Mat Response

3. Adoption of Meeting Notes from the April 22, 2013 Meeting

Chairman Miller asked if there were any revisions to the April 22, 2013, Meeting Notes. There were none offered.

Action: To approve Meeting Notes from April 22, 2013
4. **LEPC Bylaws Review and Update**

Amy Miller, Barton County Emergency Management, LEPC Chairman, provided the Committee members prior to the meeting with a copy of the Barton County LEPC bylaws that were adopted May 4, 1989, and an updated version of Bylaws for the Committee members to review. She asked the members for any comments or suggestions to the bylaws. Mary Hoisington, Great Bend Tribune Publisher, asked about the definition of quorum, which is stated at 25 percent of the membership. Discussion continued with all members commenting. The members decided that they would leave the quorum at 25 percent and be cognizant that notification of all meetings of the Committee and subcommittees must be announced to avoid any problems with the Kansas Open Meetings Act.

Action: To approve the submitted Bylaws to replace the Bylaws dated May 4, 1989.

Motion: Lily Akings
Second: Don Halbower
Vote: Carried on voice vote.

Chairman Miller next informed the Committee that while working on the update to the Bylaws she found suggested parliamentary procedures that could be used for the conduct of LEPC meetings. After a short discussion the Committee agreed with the suggested procedures.

Action: To approve An Outline of Basic Parliamentary Procedure as presented for the conduct of meetings.

Motion: Don Halbower
Second: Kenton Doze
Vote: Carried on a voice vote.

5. **Public Access Procedures**

Chairman Miller informed the Committee that a method for requesting information about the LEPC needed to be in place and that she had prepared a documents separate from the Bylaws to cover such requests. Members discussed the access to public information and time periods that must be met to comply with statutes and regulations.

Action: To approve the Public Access to Information guidelines as presented.

Motion: Mary Hoisington
Second: Kenton Doze
Vote: Carried on a voice vote.

6. **Emergency Response services for Hazardous Materials**

Amy Miller, Chairman, introduced the guest speaker for the meeting, Travis Parmley, Haz-Mat Response Inc., Great Bend branch. Mr. Parmley provided an overview of the company and its services. He said that they employed 125 individuals at four different locations and have been in business since 1990. In Great Bend the company has seven full-time employees and several part-time employees. According to Parmley hazardous materials are anything that can have a negative impact on the environment. It does not have to be chemical based because even too much grain in a specified are can be hazardous to the environment. Everyone needs to remember that the spiller is responsible for the costs of cleaning up after a spill. Parmley added that because the company has local employees that are happy to serve as a resource to local emergency
responders. Parmley closed his presentation with a question and answer period with Committee members.

7. **ESF 8 Public Health & Medical Services**

Lily Akings, Barton County Health Department Director, introduced Pam Stiles to discuss her work on the emergency support function for the Emergency Operations Plan. Stiles said that the main purpose of public health is to work with and coordinate with other medical agencies during an emergency. Stiles reviewed ESF 8 and provided members with an overview of the many functions and services coordinated through the plan.

8. **Training Opportunities**

Chairman Miller asked if anyone wanted to announce training opportunities. Jane Schepmann announced that on August 14 and 15, Clara Barton Hospital would be sponsoring a Hospital Emergency Response Team training. In the first week of September, Schepmann said that the hospital would be having an exercise utilizing their decontamination trailer. Interested members should contact Schepmann for further information.

Amy Miller, Emergency Management Director, passed out informational flyers on the South Central Kansas Health & Medical Symposium that will be held November 18 and 19 in Wichita.

9. **Report from Members**

Sarah Krom, Sunflower Diversified Services, wanted to remind members about the web page [www.helpmekansas.org](http://www.helpmekansas.org). This site collects information on special populations that can be shared with emergency responders. The information can be utilized for planning and response.

Seth Orebaugh, Golden Belt Humane Society, discussed the recent animal rescue with 50 dogs at a residence in Great Belt. A discussion on dog attacks followed his comments.

Don Halbower, American Red Cross, wanted members to spread the word that the American Red Cross provides help to individuals after single family home fires. He gave out cards with local contact phone numbers.

Jane Schepmann, Clara Barton Hospital, reported that if anyone was interested in attending hazardous materials training in Anniston, Ala., that a class was being held in November and that 30 slots are still available. Charlie Keeton, South Central Hospital Preparedness Coordinator can be contacted for more information at 316-962-8237.

Lily Akings, Barton County Health Department, said that a regional public health exercises was being planned for March 27, 2014.

10. **Other Business and Public Comments**

There was no other business discussed.

There were no public comments offered.

11. **Discuss next meeting date of LEPC**
The next meeting date has been set for October 21, 2013, at 1:30 p.m. at the Barton County Courthouse, Room 101, Great Bend, Kansas.

12. **Adjournment**

Action: To adjourn the July 22, 2013 meeting of the Barton County LEPC.
Motion: Lily Akings
Second: Mary Hoisington
Vote: Carried on voice vote.

Meeting was adjourned at 2:55 p.m.
BARTON COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE

BYLAWS

Adopted July 22, 2013
BYLAWS
for
THE BARTON COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE

WHEREAS, the Superfund Amendments and Reauthorization Act of 1986 (SARA) was enacted by Congress into law on October 17, 1986, and contains Title III: The Emergency Planning and Community Right-to-Know Act for 1986; and

WHEREAS, Title III establishes requirements that federal, state and local governments and industry must implement regarding emergency planning and community right-to-know reporting on hazardous and toxic chemicals; and

WHEREAS, the Kansas Commission on Emergency Planning and Response (CEPR) has designated counties as local planning districts in accordance with the federal act; and

WHEREAS, the task of the Barton County Local Emergency Planning Committee is to establish rules, give public notice of its activities, establish procedures for handling public requests for information, and develop an emergency operations plan for events related to hazardous materials.

THEREFORE, the Barton County Local Emergency Planning Committee has adopted the following bylaws:

ARTICLE I
NAME AND PURPOSE

Section 1. **Name.** The name of this organization shall be the Barton County Local Emergency Planning Committee (LEPC).

Section 2. **Contact Information.**

The mailing address shall be:
Barton County Local Emergency Planning Committee
1400 Main St., Room 108
Great Bend, KS  67530

Phone contact numbers are:
Phone: 620-793-1919
FAX: 620-793-1983
Section 3. **Purpose.** The purpose of the LEPC is to fulfill the requirements of the Superfund Amendments and Reauthorization Act of 1986, commonly known as SARA Title III/Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA). The LEPC shall also serve as the Citizen Corps Council for Barton County. In keeping with the intent of the SARA Title III/EPCRA regulations, all activities of the LEPC will be conducted in a manner encouraging input and participation from all segments of the community. The LEPC will develop a hazardous materials emergency response and preparedness plan and promote all-hazards planning activities for the planning district. The plan shall be reviewed and updated as necessary on a regular annual basis, in accordance with Section 303 of SARA Title III. In addition, the LEPC will promote cooperation and communication between responders, private industry, governmental entities, private non-profits and citizens in Barton County through emergency planning efforts, training and exercises.

**ARTICLE II**

**MEMBERSHIP**

Section 1. **Members.** Membership will include, at a minimum, group or organizational representatives of the groups listed in Section 301 of SARA Title III.

1. Elected State and Local Officials
2. Law Enforcement
3. Emergency Management
4. Firefighting
5. Emergency Medical Personnel
6. Health Personnel
7. Local Environmental Groups
8. Hospitals
9. Transportation
10. Broadcast and Print Media
11. Community Groups
12. Facilities

Section 2. **Qualifications.** The organization shall consist of those members nominated by the Barton County Board County Commissioners (BOCC) and approved by the Kansas Commission on Emergency Planning and Response (CEPR) for membership in this body. Those persons names shall represent the various professional and community groups as designated in Section 1. Members of the LEPC shall be residents or conduct business in the jurisdictional area of the LEPC.

Section 3. **Membership Application.** Application for membership may be made at anytime. Upon nomination by the Barton County BOCC, the member name(s) shall be
submitted to the Kansas CEPR for appointment. Membership updates will be provided to the Kansas CEPR on an annual basis or whenever there is a change in membership.

Section 4. **Terms of Office.** The membership terms of the LEPC, once established, will be for a period of two (2) years. Members may be selected to succeed themselves or to move to other positions on the LEPC. No term limits are established for this jurisdiction.

Section 5. **Nominations.** Members will be nominated in the following manner: representatives of odd numbered groups listed in Section 1 above will be nominated in odd numbered years and even numbered representatives of even numbered groups will be nominated in even numbered years.

Section 6. **Vacancies.** Any vacancy occurring in the LEPC by reason of the resignation, death or disqualification of a member will be filled by appointment in accordance with Section 2. The LEPC may make suggestions for candidates to fill vacant positions to the Barton County BOCC who will make the recommendation to the CEPR for appointment.

Section 7. **Inactive Members.** Appointed members shall be considered inactive when they have missed more than three (3) consecutive LEPC meetings without notification to the LEPC Chair or the Barton County Emergency Management Office of significant reasons why they were unable to attend meetings. An annual report listing members declared inactive will be provided to the BOCC and the CEPR.

Section 8. **Alternate Representatives.** Each LEPC member may designate an alternate member from within their organization. Written notice, an email is acceptable, shall be furnished to the Chairman or Barton County Emergency Manager prior to attendance at any meeting by the alternate. Any alternate member shall be entitled to participate fully in the business of the LEPC and shall be given full authority to act by and on behalf of the members designating such alternate. The alternate representative's attendance shall be counted as a present member when it is determined whether a quorum is in attendance or as attendance for the member of the LEPC for whom the representative is attending.

**ARTICLE III**

**OFFICERS AND INFORMATION COORDINATOR**

Section 1. **Officers.** The Officers of the LEPC shall be a Chairperson and a Vice-Chairperson and shall be elected by the LEPC as a whole in a manner herein provided. All officers shall be members of the LEPC and shall be elected to
conduct meetings, appoint subcommittees, and to otherwise accomplish the work of the LEPC.

Section 2. Nomination and Election of Officers. Prior to the expiration of the officer’s term of service, nomination and election of officers shall occur. Nominations will be accepted from the floor for the positions of Chairperson and Vice-Chairperson. The election shall be by ballot, except that when there is only one nomination for each office, election may be by voice vote. These officers shall be selected by the majority of the members of the LEPC present and voting at the meeting.

Section 3. Term of Office. A Chairperson-elect and Vice-Chairperson-elect shall be elected from the general membership at the first meeting of the fiscal year. Duties will be assumed following that meeting and will continue for one (1) year.

Section 4. Chairperson. The Chairperson shall preside at all meetings of the LEPC; shall serve as ex officio member of all committees; and shall perform such duties and acts as necessary to accomplish the goals of the LEPC. The Chairperson shall be empowered to create subcommittees as necessary to accomplish the goals of the LEPC.

Section 5. Vice-Chairperson. Upon resignation or death or in the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson.

Section 6. Administrative Functions: The Emergency Management Office shall be the custodian of all books, papers, documents and other property of the LEPC. In addition, the office shall provide agendas, meeting notes, notices and membership lists to LEPC members and will maintain and distribute those items in Barton County, Kansas.

Section 7. Meeting Summaries. Summaries of all meetings of the LEPC shall be prepared and maintained by the Emergency Management Office. Such summaries shall include, but not be limited to, a record of all votes of the LEPC, a record of attendance at LEPC meetings, and a summary of LEPC discussion. The summaries of each meeting shall be mailed electronically to each LEPC member at least one week prior to the date of the next meeting.

Section 8. Vacancies. Should the office of the Chairperson or Vice-Chairperson become vacant, the LEPC shall elect a successor from its membership at the next meeting and such election shall be for the unexpired term of said office.

Section 9. Information Coordinator. The LEPC will appoint an Information Coordinator at the first meeting of the fiscal year. The Coordinator shall process requests from
the public for information under Section 324 (Right-to-Know), including Tier II information under Section 312.

ARTICLE IV
MEETINGS

Section 1. Meetings. The LEPC shall meet at a minimum, in the months of January, April, July and October. The Chairperson may call special meetings of the LEPC at such time and place as the Chairperson may determine. The Chairperson must call a special meeting of the LEPC upon the written request of five (5) members.

Section 2. Member Notification: All regular or special meetings shall be held at a pre-designated place and time. All members will be notified of such meetings at least 10 days in advance. Notification must include the meeting agenda and summary of the last meeting.

Section 3. Quorum. A presence of 25 percent of the members of the LEPC at the opening of the meeting shall constitute a quorum for the transaction of business by the LEPC.

Section 4. Voting. Voting shall be by yea or nay, or a show of hands, unless action is taken for a roll call on a particular matter. If a roll call vote is approved, the yeas and nay shall be recorded in the minutes of the meeting. Each member shall be entitled to one vote. The Chairperson only votes in the case of a tie.

Section 5. Agenda. Any member may request that the Chairperson place an item on the meeting agenda. If the chairperson should decline to do so, a member may have such item placed on the agenda by submitting it in writing to the Chairperson with support signatures of five (5) members of the LEPC.

Section 6. Rules of Order. The deliberations of all meetings of the LEPC and its subcommittees shall be governed by Basic Parliamentary Procedures as attached to these Bylaws.

Section 7. Notice of Meetings. A notice informing the public of LEPC meetings and subcommittee meetings shall be sent to the official Barton County newspaper and posted on the Barton County web site. The notice will include the date, time and place of the meeting.

Section 8. Participation by Members of the Public. Members of the public are encouraged to attend meetings of the LEPC. An opportunity will be provided at each meeting for members of the public to address the LEPC on matters related to local hazardous material emergency preparedness. A member of the public
who desires to address the LEPC may mail a written notice of intent to appear to the Chairperson at the address found in Article I, Section 2. Members of the public requesting the opportunity to speak to the LEPC will then sign in with the Vice Chairperson at the time and place of the meeting before the meeting begins. Members of the public who appear at the meeting and wish to address the LEPC will be allowed to do so without a prior written notice of intent to appear; however, they will be required to wait until after any members of the public who have provided written notice have spoken. Members of the public are also encouraged to provide written opinions and information to the LEPC at the address found in Article I, Section 2. Members of the public include, but are not limited to citizen, industry representatives, experts, expert witnesses and government entity representatives.

ARTICLE V

SUBCOMMITTEES

Section 1. Subcommittees. The Chairperson shall appoint any subcommittees deemed necessary to fulfill the Act (SARA Title III). Chairpersons of such committees shall be appointed by the Chairperson of the LEPC.

Section 2. Meetings. Meetings of the subcommittees may be called by the Chairperson of the LEPC or the Chairperson of the Subcommittee as deemed necessary.

ARTICLE VI

MISCELLANEOUS PROVISIONS

Section 1. Fiscal Year. The fiscal year shall be considered to run from January 1 to December 31.

Section 2. Approval of Bylaws. These bylaws shall become effective upon approval by a majority of those in attendance at the organization meeting.
Section 3.  Amendments. These bylaws may be amended by a two-thirds vote of members present and voting at any meeting of the LEPC provided that any amendments to these bylaws be submitted to the members in writing at least one week in advance of the meeting. Any member of the LEPC shall have the right to comment on or suggest revision to the bylaws.

ADOPTED BY THE BARTON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE, on the 22nd day of July, 2013.

Amy L. Miller

LEPC CHAIRPERSON (PRINTED)

Jlly 22, 2013

DATE
AN OUTLINE OF BASIC PARLIAMENTARY PROCEDURE

Prepared by Douglas N. Case


I. Rules Governing an Organization
   A. State and Federal Law - governing corporations, tax-exempt organizations, public legislative bodies, etc.
   B. Articles of Incorporation - applicable to corporations
   C. Governing Documents of Parent Organizations - applicable to chapters, affiliates, etc. of larger organizations
   D. Local Constitution and Bylaws - defines the organization's basic structure and fundamental rules. Normally requires a 2/3 vote and prior notice for amendment and are not subject to suspension.
   E. Standing Rules - operating procedures consistent with all of the above. Normally can be amended by majority vote at any business meeting and can be suspended.
   F. Rules of Order - parliamentary authority, superseded by any of the above that conflict.
   G. Precedent and Custom - apply when there are no written rules governing a situation.

II. Purposes of Parliamentary Procedure
   A. Ensure majority rule
   B. Protect the rights of the minority, the absentees and individual members
   C. Provide order, fairness and decorum
   D. Facilitate the transaction of business and expedite meetings

III. Basic Principles of Parliamentary Procedure
   A. All members have equal rights, privileges and obligations.
   B. A quorum must be *present* for the group to act – if the bylaws of the organization do not establish a quorum, the general rule is that a majority of the entire membership must be present in order to transact business.
   C. Full and free discussion of every motion is a basic right.
   D. Only one question at a time may be considered, and only one person may have the floor at any one time.
   E. Members have a right to know what the immediately pending question is and to have it restated before a vote is taken.
   F. No person can speak until recognized by the chair.
   G. Personal remarks are always out of order.
H. A majority decides a question except when basic rights of members are involved.
I. A two-thirds vote is required for any motion that deprives a member of rights in any way (e.g., cutting off debate).
J. Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
K. The chair should always remain impartial.

IV. Typical Order of Business
A. Call to Order
B. Opening Exercises, if applicable
C. Roll Call/Determination of a Quorum
D. Adoption of the Agenda
E. Reading and Approval of the Minutes of the Previous Meeting
F. Reports of Officers
G. Reports of Standing Committees
H. Reports of Special (Ad hoc) Committees
I. Special Orders
J. Unfinished Business and General Orders
K. New Business
L. Program, if applicable
M. Announcements
N. "Good of the Order"
O. Adjournment

V. Role of the Presiding Officer
A. Remain impartial during debate - the presiding officer must relinquish the chair in order to debate the merits of a motion
B. Vote only to create or break a tie (or 2/3 for matters requiring a 2/3 vote) – exception: the presiding officer may vote on any vote by ballot
C. Determine that a quorum is present before transacting business
D. Introduce business in proper order
E. Recognize speakers
F. Determine if a motion is in order
G. Keep discussion germane to the pending motion
H. Maintain order
I. Put motions to a vote and announce results
J. Employ unanimous consent (general consent) when appropriate

VI. General Procedure for Handling a Motion
A. A member normally must obtain the floor by being recognized by the chair.
B. Member makes a motion.
C. A motion must normally be seconded by another member before it can be considered.
D. Before the motion is restated by the chair, any member can rise, without waiting to be recognized, and suggest a modification of the
wording to clarify the motion. The maker of the motion can choose to accept or reject the modified wording (does not require a second).

E. If the motion is in order, the chair will restate the motion and open debate (if the motion is debatable).

F. The maker of a motion has the right to speak first in debate.

G. Debate is closed when:
   1. Discussion has ended, or
   2. A two-thirds vote closes debate ("Previous Question")

H. The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes.

I. The chair calls for a vote.

J. The chair announces the result.

K. Any member may challenge the chair's count by demanding a “Division of the Assembly.”

VII. General Rules of Debate

A. No members may speak until recognized by the chair.

B. All discussion must be relevant to the immediately pending question.

C. No member may speak a second time until every member who wishes to speak has had the opportunity to do so.

D. No member can speak more than twice to each motion.

E. No member can speak more than ten minutes.

F. All remarks must be addressed to the chair – no cross debate is permitted.

G. It is not permissible to speak against one’s own motion (but one can vote against one's own motion).

H. Debate must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers.

I. The presiding officer must relinquish the chair in order to participate in debate and cannot reassume the chair until the pending main question is disposed of.

J. When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion.

K. When a large number of people wish to speak to a motion it may be advisable for the chair to make a speakers' list.

L. Members may not disrupt the assembly.

M. Rules of debate can be changed by a two-thirds vote.

VIII. Motions in Ascending Order of Precedence

Only one main motion may be on the floor at a time, but more than one secondary motion may be on the floor. When any of the motions on the following list is the immediately pending motion (i.e., the last motion made), any motion listed below it on the list can be made at that time and any motion above it on the list cannot be made at that time. Pending motions must be disposed of in descending order of precedence.

A. **Main Motion** - introduces business to the assembly for its consideration. A main motion can only be made when no other motion
is pending. A main motion yields to privileged, subsidiary and incidental motions.

B. **Subsidiary Motions** - change or affect how the main motion is handled (voted on before the main motion)

1. **Postpone Indefinitely** - made when the assembly does not want to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a poor motion that cannot be either adopted or expressly rejected without possibly undesirable consequences. Unlike other subsidiary motions, debate on the motion to postpone indefinitely can go into the merits of the main motion.

2. **Amend** - changes the wording of the main motion before it is voted upon. An amendment must be germane to the main motion. Its acceptance does not adopt the motion thereby amended; that motion remains pending in its modified form. Rejection of an amendment leaves the pending motion worded as it was before the amendment was offered. An amendment can: delete words, phrases, sentences or paragraphs; strike out words, phrases or sentences and insert new ones; add words, phases, sentences or paragraphs; or substitute entire paragraph(s) or the entire text of the motion and insert another.

   When an entire motion is substituted for another, the chair must first call for a vote on the **Motion to Substitute** to determine the advisability of substituting a new motion. If the Motion to Substitute passes, the chair then throws the Substitute Motion open to debate. The **Substitute Motion** in turn must be voted upon, and is subject to amendment.

   **Note:** There is no provision in Robert's Rules for a "**Friendly Amendment.**" The only way a motion can be modified without a vote, after it has been stated by the Chair, is with the unanimous consent of the members present.

3. **Secondary Amendment** - An amendment can be offered to an amendment (amendment of the second order). Amendments of the third order are not permitted.

4. **Refer (Commit)** - sends a pending motion to a standing committee, or to an ad hoc (special) committee to be appointed or elected, for consideration. The motion to refer may include instructions to investigate, recommend, or take action, and may specify the composition of the committee.

5. **Postpone Definitely (Postpone to a Certain Time)** - delays action until a certain time specified in the motion (not beyond the next regular business meeting).

6. **Limit or Extend Debate** - is used (1) to reduce or increase the number or length of speeches permitted or (2) to require that debate be closed at a specified time. It requires a two-thirds vote.

7. **Previous Question ("Call for the Question")** - immediately closes debate if passed. Requires a second and a two-thirds vote.

8. **Lay on the Table** - enables the assembly to lay the pending question aside temporarily when something else of immediate
urgency has arisen. It is not debatable. A motion to lay on the table is out of order if the evident intent is to avoid further consideration of the motion. Frequently when one indicates a desire “to table” a motion, the correct motion is either to Postpone Indefinitely or Postpone Definitely.

C. **Privileged Motions** - do not relate to the pending business but have to deal with urgent matters which, without debate, must be considered immediately.

1. **Call for the Orders of the Day** - requires the assembly to conform to the agenda or to take up a general or special order that is due to come up at the time (“time certain”), unless two-thirds of those voting wish to do otherwise. A member can interrupt a speaker to call for the orders of the day.

2. **Raise a Question of Privilege** - permits a request or main motion relating to the rights and privileges of the assembly or any of its members. Examples include requests relating to members’ ability to hear a speaker or a request to go into “executive session” (closed session). A member may interrupt a speaker to raise a question of privilege.

3. **Recess** - used to request an intermission which does not close the meeting.

4. **Adjourn** - used to close the meeting immediately. Not debatable.

5. **Fix the Time to Which to Adjourn** - sets the time, and sometimes the place, for another meeting (“adjourned meeting”) before the next regular business meeting to continue business of the session.

**IX. Incidental Motions (Questions of procedure that arise out of other motions and must be considered before the other motion)**

A. **Point of Order** - used when a member believes that the rules of the assembly are being violated, thereby calling on the chair for a ruling and enforcement of the rules. A member can interrupt a speaker to raise a point of order.

B. **Appeal** - used to challenge the chair’s ruling on a question of parliamentary procedure. A member can interrupt a speaker to appeal from the decision of the chair.

C. **Suspend the Rules** - used to make a parliamentary rule or special rule of an organization temporarily inoperative. The motion cannot be applied to the constitution and bylaws unless those documents include specific provisions for suspension. Normally requires a two-thirds vote.

D. **Withdraw** - permits the maker of a motion to remove it from deliberation after the motion has been stated by the chair. If there is not unanimous consent, the motion is debated and voted upon.

E. **Point of Information** - requests to the chair, or through the chair to another officer or member, to provide information relevant to the business at hand. A point of information must be in the form of a question. A request for information regarding parliamentary procedure or the organization's rules bearing on the business at hand is referred to as a **Parliamentary Inquiry**.
F. **Objection to the Consideration of a Question** - suppresses business that is irrelevant or inappropriate and undesirable to be discussed. The objection must be made immediately (acceptable to interrupt a speaker). Does not require a second, is not debatable, and requires a two-thirds vote opposed to consideration in order to pass.

G. **Division of a Question** - divides a motion containing two or more provisions that can stand alone so that each provision can be considered and voted upon separately. Not debatable.

H. **Division of the Assembly** - used to demand a rising vote to verify the vote count. The motion can be made without obtaining the floor, does not require a second, is not debatable, and does not require a vote.

X. **Main Motions That Bring a Question Back Before the Assembly**
   A. **Take from the Table** - resumes consideration of a motion laid on the table earlier in the same session or in the previous session. Not debatable.
   B. **Reconsider** - reopens a motion to debate that has already been voted upon in the same session. The motion to reconsider can only be made by a member who voted on the prevailing side. It suspends action on the motion to which it is applied until it has been decided. Cannot be postponed beyond the next regular business session.
   C. **Rescind (Annul or Repeal) or Amend Something Previously Adopted** - repeals or amends a motion for which it is too late to reconsider. Normally requires a two-thirds vote of those present or a majority vote or the entire membership; however, if previous notice has been given then only a majority vote of those present is required. A motion to rescind cannot be applied to action that cannot be reversed.

XI. **Voting**
   A. **Majority vote** - defined as more than half of the votes cast by those present and voting (i.e., excluding abstentions) unless the organization’s rules specify otherwise (e.g., majority of those present, or majority of the entire membership)
   B. **Two-thirds vote** - defined as at least two-thirds of those present and voting, unless otherwise specified by the organization’s rules. Examples of motions that require a two-thirds vote: to close, limit, or extend debate; to suspend the rules; to amend the constitution and bylaws; to close nominations; to remove an officer or expel a member; or to object to the consideration of a motion.
   C. **Voting by the Chair** - except when there is a ballot vote, the chair only votes when his/her vote would affect the result.
   D. **Methods of Voting**
      1. Voice vote - method normally used
      2. Show of hands or rising vote - used to verify an inconclusive voice vote or on motions requiring a two-thirds vote
      3. Ballot - normally used for election of officers and when ordered by a majority vote
4. Roll call vote - used when it is desired to have a record of how each member voted. Can be ordered by a majority vote unless the organization’s bylaws specify otherwise.

E. **Proxy voting** is prohibited unless specifically provided for in the charter or bylaws.

**Recommended Books**

*Robert’s Rules for Dummies*, C. Alan Jennings, 2004

**Recommended Web Sites**

www.robertsrules.com  
parliamentarians.org  
www.rulesonline.com  
www.parlipro.org
### SUMMARY OF SELECTED MOTIONS

<table>
<thead>
<tr>
<th>Reconsidered</th>
<th>May Interrupt</th>
<th>Requires a Second</th>
<th>Debatable</th>
<th>Amendable</th>
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<td>Yes</td>
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<td>Amend/Substitute</td>
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<td>Yes</td>
<td>1</td>
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<td>Amend an Amendment</td>
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<td>Call for the</td>
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<td>Limit or Extend Debate</td>
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<td>Postpone Definitely</td>
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<td>Reconsider</td>
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<td>Refer to Committee</td>
<td>No</td>
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<td>Rescind (Repeal)</td>
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<td>Yes</td>
<td>Yes</td>
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<td>No</td>
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<td>No</td>
<td>No</td>
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</table>
Notes
1. If motion to which it relates is debatable.
2. (a) Majority with notice or (b) two-thirds; or (c) majority of entire membership.
3. Negative vote only.
4. Must be enforced upon demand unless set aside by a two-thirds vote.
5. Demand of a single member compels Division
6. Ruled upon by the chair.
7. Affirmative vote only.
8. Requires a two-thirds vote to create a Special Order.
9. Cannot be reconsidered after voting.
10. A second is not required to raise a Question of Privilege, but a motion arising out of the Question of Privilege must be seconded.
THE BARTON COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
PUBLIC ACCESS TO INFORMATION

Section 1. Name. The name of this organization shall be the Barton County Local Emergency Planning Committee (LEPC).

Section 2. Contact Information.

The mailing address shall be:
Barton County Local Emergency Planning Committee
1400 Main St., Room 108
Great Bend, KS  67530

Phone contact numbers are:
Phone:  620-793-1919
FAX:  620-793-1983

Section 3. Information Availability and Request Procedures.

In accordance with Section 324 of the Act, all information obtained from an owner or operator pursuant to EPCRA and any requested Tier II form or the Material Safety Data Sheet (MSDS) otherwise in possession of the Committee shall be made available to the person submitting the request under this section, provided upon request of the owner or operator, the Committee shall withhold from disclosure the location of any specific chemical identified in the Tier II form.

A. Request for MSDS and Other Non-Confidential Information

1. Any person may obtain a MSDS with respect to a specific facility by submitting a written request to the Committee’s Information Coordinator at the address listed in Article 1, Section

2. Any person may obtain any other non-confidential information in the possession of the Committee by submitting a written request to the Committee’s Information Coordinator.
3. If the Committee does not have in its possession the MSDS or other information requested in subsections B1 or B2 of this section, it shall request a submission of the MSDS from the owner or operator of the facility that is the subject of the request. The Committee will only make requests to specific facilities for information, which it is required to maintain or collect pursuant to applicable law.

B. Requests for Tier II Information

1. Any person may request Tier II information with respect to a specific facility by submitting a written request to the Committee at the address listed in Article 1, Section 2 in accordance with the requirements of this section.

2. If the Committee does not have in its possession the Tier II information requested in subsection C1 of this section, it shall request a submission of the Tier II form from the owner or operator of the facility that is the subject of the request, provided that the request is from a state or local official acting in his or her official capacity or the request is limited to hazardous chemicals stored at the facility in an amount in excess threshold planning quantities.

3. If the request under subsection C1 of this section does not meet the requirements of subsection C2 of this section, the Committee may request submission of the Tier II form from the owner or operator of the facility that is the subject of the request if the request under subsection C1 of this section includes a general statement of need.

C. Public Notice

1. An annual Public Notice on the accessibility of SARA Title III Hazardous Substance Information as defined in Section 324 (b) The LEPC will publish an annual notice in the official county newspaper designated by the Barton County BOCC. It will inform the public that SARA Title III hazardous materials plan (which is included in the Barton County Emergency Operations Plan), materials safety data sheets (MSDS), and hazardous chemical inventory forms (listing extremely hazardous substances manufactured, stored, or used within Barton County) can be obtained during normal business hours by contacting the Barton County LEPC, 1400 Main, Room 108, Great Bend, Kansas 67530 or by telephone at 620-793-1919.
2. The Public Notice will also be posted to the Barton County web site to further provide information to the public.

ADOPTED BY THE BARTON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE, on the 22nd day of July, 2013.

Amy L. Miller

LEPC CHAIRPERSON (PRINTED)

[Signature]

LEPC CHAIRPERSON (SIGNATURE)          July 22, 2013

DATE