

BYLAWS
DEPARTMENT OF ENVIRONMENTAL PROTECTION
LABORATORY ACCREDITATION ADVISORY COMMITTEE

ARTICLE I. NAME: The name of this Committee shall be the Department of Environmental Protection's Laboratory Accreditation Advisory Committee.

ARTICLE II. AUTHORIZATION. This Committee is authorized and organized pursuant to Section 4108 of the Pennsylvania Environmental Laboratory Accreditation Act (Act 90 of 2002, 27 Pa C.S. §§4101 et. seq.).

ARTICLE III. PURPOSE: The Advisory Committee shall provide technical assistance under this act. This Committee may recommend to the Secretary the adoption, amendment, or repeal of such rules, regulations, standards, criteria, and procedures as it deems necessary and advisable for implementation of the Act and recommend changes to the Environmental Laboratory Accreditation Program.

ARTICLE IV. MEMBERSHIP: The membership shall consist of 11 members, including the following:

1. One representative of a municipal authority.
2. One representative from a commercial environmental laboratory.
3. One representative from an industrial environmental laboratory.
4. One representative from an academic laboratory.
5. One representative from a small environmental laboratory.
6. One environmental engineer.
7. One member of an association of community water supply systems.
8. One member of an association of wastewater systems.
9. One member with technical expertise in the testing and analysis of environmental samples.
10. Two members of the general public.

Members are appointed for a term of five years. The Secretary of the Department shall appoint or reappoint members of the Committee at his or her discretion at the end of the member's term.

A. Any member not attending three (3) consecutive meetings without prior approval of the chairperson may be recommended for removal by the Committee. This recommendation will be made to the Secretary of the Department.

B. Committee members may send an alternate to Committee and Subcommittee meetings for discussion purposes.

C. Committee members represent themselves although they have been selected to serve in the above categories.

ARTICLE V. VOTING: Members shall be entitled to one (1) vote, in person or via teleconference or videoconference when applicable, on all matters that come before the Committee. Members may designate an alternate with voting privileges for no more than one

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meeting each year of their membership term. Members shall provide the name of the alternate to the Chair prior to the start of the meeting. No proxy votes shall be allowed.

ARTICLE VI. OFFICERS: The officers of the Committee shall be a Chair and a Vice-chair. The officers of the Committee shall be elected at the first meeting of the Committee of the state fiscal year and shall hold office for a term of one year or until their successors are elected.

A. CHAIR: It shall be the duty of the Chair to preside at all meetings of the Committee, call special meetings, and perform such other duties as pertain to the office of chair.

B. VICE-CHAIR: It shall be the duty of the Vice-chair to perform the duties of the Chair in his or her absence. He/she shall also assist the Chair in the performance of such duties as may be assigned by the Chair.

ARTICLE VII. ADMINISTRATION: Secretarial duties shall be performed by employees designated by the Department. It shall be their duty to function as the recording and corresponding secretary, as assigned by the Department. Duties shall include:

A. Providing public notice of meetings of the Committee;

B. Recording transcribing, and maintaining a permanent file of the minutes of the Committee;

C. Receipt, preparation, and transmittal of incoming and outgoing correspondence of the Committee and maintenance of a permanent file of such correspondence;

D. Performing such duties as may be requested by the Committee.

ARTICLE VIII. AD HOC WORK GROUPS: The Chair may appoint ad hoc work groups, as deemed necessary, with each ad hoc work group assigned specific tasks when it is formed. The officers of the ad hoc work group shall be members of the Committee. Non-committee members may be invited to participate in such ad hoc work groups, but do not have voting privileges. The ad hoc work group shall report to the Committee. In the selection of ad hoc work groups and in the use of outside technical resources, an attempt shall be made to maintain a balance of perspectives.

It shall be the responsibility of the Chair of the ad hoc work group, in consultation with the Department, to maintain lists of members, call meetings, establish agenda, and prepare minutes of the ad hoc work group and submit the same to the members of the Committee and the Department for each meeting of the ad hoc work group. The Chair of the ad hoc work group, in consultation with the Department, shall issue reports to the Committee on the progress and findings of ad hoc work groups. All members of the Committee are invited to attend all ad hoc work group meetings.

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ARTICLE IX. MEETINGS: Committee meetings will be held at least annually each year at the call of the Chair or by the Department and shall be open to the public. The ad hoc work group meetings shall also be open to the public. Regular meeting dates shall be established on an annual basis. Alternate meeting dates and additional meetings shall be called by the Chair. A quorum for the purpose of conducting business shall consist of more than half of the current membership. The Chair shall be allowed to vote on all issues.

ARTICLE X. PUBLIC PARTICIPATION AND OUTSIDE PRESENTATIONS: Open time for public participation will be provided at each meeting. The length of open time may vary depending upon the number of agenda items for consideration and will be at the discretion of the Chair. The Chair may choose to invite public input on agenda topics as they ensue and will limit the time for such discussions accordingly. The Chair may allow outside presentations such as speakers, films, etc. Any member may request the Committee as a whole to determine whether a presentation shall be permitted.

ARTICLE XI. AMENDMENTS TO BYLAWS: These bylaws may be amended, repealed, or suspended at any meeting of the Committee by a two-thirds vote of the members of the Committee present at that meeting provided that written notice of such amendment, repeal, or suspension was sent by the secretary of the committee to each member at least one (1) week prior to said meeting.

ARTICLE XII. COMMITTEE REPRESENTATION: The Committee shall act as a body in all matters, and only the Chair or his or her designated spokesperson shall communicate with the Secretary or with third parties on behalf of the Committee.