

BY-LAWS of the Pennsylvania Small Business Assistance Program Compliance Advisory Committee

April 28, 1999: revised October 26, 2011

Article I

Name

The name of this committee shall be the Small Business Assistance Program Compliance Advisory Committee, Department of Environmental Protection, Commonwealth of Pennsylvania. The Committee shall serve as the Compliance Advisory Panel as mandated by Section 7.8 of the Pennsylvania Air Pollution Control Act of 1959 as amended, 1992.

As a point of reference, this Committee sits in fulfillment of a federal mandate as outlined in Section 507 of the Clean Air Act Amendments of 1990.

Article II

Purpose

The purpose of the Committee is to advise the Small Business Assistance Program and Ombudsman, to review proposed and existing regulations and programs as they affect small businesses, to assure such regulations are written in understandable, clear laymen's terms, and to advise the Department of the small business perspective on air quality issues. The Program is administered by the Department's Bureau of Air Quality.

Article III

Members

Eleven members comprise the full Committee. Four shall be appointed by the Governor of which one shall be a Small Business Owner or Representative and the remaining three appointments for membership shall not be a Small Business Owner or Representative. Additionally each house of the Pennsylvania Legislature shall appoint two Committee members, one from the majority party and one from the minority party for a total of four appointees for membership. The remaining three Committee members are the Small Business Ombudsman or Designee as provided for in Act 174 of 1996, the Department of Environmental Protection Secretary or Designee, and the Department of Economic and Community Development Secretary or Designee. Appointed members serve a term of four years. Each member has one vote in Committee matters. Upon member request, the Chair has authority to approve a member alternate with voting privileges.

Article IV

Officers

The officers of the Committee shall be a Chairperson and a Vice-Chairperson.

The officers shall be elected by a majority vote of the Committee. Officers shall hold office for the term of one year. Elections of officers will be held at the second meeting of the calendar year. Officers may serve more than one term.

It shall be the duty of the Chairperson to preside at all meetings of the Committee, call special meetings if necessary, consult with the Department to prepare the meeting agenda, and to perform such special projects and other duties as pertain to the office.

It shall be the duty of the Vice-Chairperson, when called upon by the Chairperson, to perform duties of the Chairperson in his/her absence. The Vice-Chairperson shall also assist the Chairperson in the performance of such duties as may be assigned to them by the Chairperson.

Article V

Ad Hoc committees

The Chairman may appoint ad hoc committees from time to time as needed to perform tasks directed by the Chairman. Such committees shall not have delegated decision-making authority.

Article VI

Administration

Secretarial duties shall be performed by an employee designated by the Department of Environmental Protection. It shall be his/her duty to function as a recording and corresponding secretary. Included among these duties shall be:

- a. to give public notice of meetings for the Committee
- b. to record full Committee minutes and keep a permanent file of the minutes of the Committee and Subcommittee(s). Minutes should be reviewed by the Chairperson prior to distribution
- c. to conduct both outgoing and incoming correspondence and maintain a permanent file of such correspondence, and
- d. to perform such other duties as may be requested by the Committee.

Article VII

Meetings

Meetings of the Committee shall be open to the public and shall be held at least quarterly. Regular meeting schedules will be established annually. Changes to meeting times and dates will be approved by the Chairperson and the Secretary will notify Committee members of such change at least two weeks

prior to said meeting. Attendance at a duly called meeting by a majority of Committee members shall constitute a quorum. All members are expected to attend all meetings. Members who annually miss two or more meetings of the full Committee may be recommended by the full Committee to the Secretary, Pennsylvania Department of Environmental Protection for removal from the Committee.

A majority of the Committee members present at any meeting may act for the Committee.

Article VIII

Amendment of By-Laws

The By-Laws may be amended, repealed or suspended at any meeting of the Committee by a majority vote of the Committee, provided that written notice of such amendment, repeal or suspension be sent to each member at least two weeks prior to said meeting, or without notice, they can be amended, repealed, or suspended at any regular meeting by a vote of a majority of the entire membership.

Article IX

Parliamentary Authority

On items not covered by these By-Laws, Robert's Rules of Order, latest edition, shall be the final authority.