

**BY-LAWS
OF THE
AIR QUALITY TECHNICAL ADVISORY COMMITTEE**

ARTICLE I

Name

The name of this Committee shall be the Air Quality Technical Advisory Committee, Department of Environmental Protection, Commonwealth of Pennsylvania. The Committee shall be the official air quality technical advisory committee as provided for in Section 7.6(b) of the amendments to the Pennsylvania Air Pollution Control Act (APCA).

ARTICLE II

Purpose

The purpose of the Committee is to advise the Department of Environmental Protection (through comments and recommendations) on the technical and economic or other social impacts of existing, new, or proposed revisions to pollution control regulations, policies, and new control techniques or technologies affecting air. The Committee, at the request of the Department, may be utilized to provide technical advice on Department policies, guidance, and regulations needed to implement the Clean Air Act. The Committee may also request to review a Department policy, guidance, or regulation needed to implement the Clean Air Act. The Committee shall facilitate public participation by encouraging public input on the air quality technical matters under consideration at the Committee meetings.

ARTICLE III

Members

The Committee members shall be appointed by the Secretary, Department of Environmental Protection and shall not receive any compensation for their services, other than for expenses incurred. The Committee shall include at least eleven (11) members with technical backgrounds in the control of air pollution from stationary or mobile sources. Lists of the Committee membership shall be maintained by the Department and the Chair.

ARTICLE IV

Officers

The officers of the Committee shall be a Chair and a Vice Chair. Their elections shall be held in those fiscal years of the Commonwealth that begin in even-numbered years. Those elections, by majority vote of the Committee members present, shall take place at the first meeting of the Committee during each of those fiscal years. Officers' terms shall begin immediately upon election. In the event an officer resigns from said office or ceases to be a member of the Committee, an election shall be held to fill that officer's seat for the remainder of that officer's unexpired term.

It shall be the duty of the Chair to preside at all meetings of the Committee, call special meetings, prepare and distribute the meeting agenda in consultation with the Department, and perform other such duties as pertain to the office.

It shall be the duty of the Vice-Chair to perform the duties of the Chair in his/her absence. The Vice Chair shall also assist the Chair in the performance of such duties as may be assigned by the Chair.

ARTICLE V

Ad Hoc Work Groups

The Committee may establish ad hoc work groups, as deemed necessary, with each ad hoc work group assigned specific tasks when it is formed. The Chair shall seek volunteers from the Committee and select a member of the Committee to chair the ad hoc work group. In the absence of volunteers, the Chair shall appoint the members of the ad hoc work group. Non-committee members may be invited to participate in such ad hoc work groups, but do not have voting privileges. Non-committee members shall be invited by the Chair of the ad hoc workgroup with the concurrence of the Department. 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. Meetings of the ad hoc work groups shall be open to the public, and public notice made in advance.

ARTICLE VI

Administration

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

- a. To give public notice of the meetings for the Committee and the ad hoc work groups.
- b. To record full Committee minutes and keep a permanent file of the minutes of meetings of the Committee and ad hoc work groups. Minutes of the meetings of the Committee and of ad hoc work groups shall be distributed to the full membership of the Committee. Minutes should be reviewed by the Chair prior to distribution.
- c. To conduct both outgoing and incoming correspondence and to maintain a permanent file of such correspondence.
- d. To perform other such duties as may be requested by the Committee.

ARTICLE VII

Meetings of the Committee

Meetings of the Committee shall be open to the public and shall be held at least quarterly at the call of the Chair or by the Department. A majority of the Committee members shall constitute a quorum. A majority of the members present at a meeting of the Committee may act for the full Committee. The Chair shall have the same rights, privileges and obligations as all committee members.

No alternatives or proxies for members of the Committee shall be allowed, and all members are expected to attend all meetings. Members who miss three or more consecutive meetings of the Committee may be recommended by the Committee to the Secretary, Department of Environmental Protection for removal from the Committee.

ARTICLE VIII

Amendment of By-laws

The By-laws may be amended at any meeting of the Committee by two-thirds vote of the members of the Committee present at the meeting, provided that written notice of such change has been sent to each member at least two weeks prior to the meeting.

ARTICLE IX

Parliamentary Authority

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