

# **BYLAWS**

## **of the Air and Climate Public Advisory Committee**

### **To the Metropolitan Washington Air Quality Committee (MWAQC) and Climate, Energy, and Environment Policy Committee (CEEPC)**

**Revised and Adopted 12/10/08, amended name change April 2010**

#### **Section 1: NAME/PROVENANCE**

The Air and Climate Public Advisory Committee (ACPAC) serves as an advisor to and at the pleasure of the Metropolitan Washington Air Quality Committee (MWAQC). It also serves as an advisor to the Climate, Energy, and Environment Policy Committee (CEEPC).

#### **Section 2: MISSION**

The mission of ACPAC is: to act as a mechanism for facilitating a dialogue among diverse interest groups, the community at large, CEEPC, and MWAQC; to advise MWAQC in the development of an air quality plan; to assist in reviewing the consequences of air quality policies and programs, informing and educating the general public about MWAQC activities, and eliciting ideas from the public at large; to initiate discussions of relevant issues; to represent to MWAQC diverse community interests and opinions in the air quality and climate planning process; to advise and make recommendations to MWAQC about the design and execution of an outreach program; to comment on the air quality aspects of climate change issues; and to assume such other responsibilities as MWAQC or CEEPC shall determine.

#### **Section 3: MEMBERSHIP**

##### **3.1: Membership Generally**

ACPAC shall consist of individuals chosen by MWAQC to represent key elements of the community (e.g., business/industry, education/scientific, environmental/health, and civic organizations) in such numbers as determined by MWAQC. As much as practicable, MWAQC shall seek balance among these categories as well as geographic balance across the Washington metropolitan region. ACPAC will have a maximum of 18 members.

In their advisory capacity, members are charged with making suggestions to MWAQC and CEEPC formally through ACPAC. The members may identify themselves as members of this committee, but only the chair or designee of the chair will speak specifically for ACPAC.

### **3.2: Term of Membership**

MWAQC shall appoint individuals to ACPAC for 3 year terms. Terms will be staggered so that, insofar as possible, one-third of appointments shall expire each year. Initial length of terms under these bylaws shall be determined by lot among the members. Members shall be eligible for reappointment. Typically a member will not serve more than two full terms, however MWAQC may appoint a member for additional terms.

### **3.3: Membership Solicitation**

Each Fall, the Metropolitan Washington Council of Governments (COG) will announce and publicize potential vacancies on ACPAC and call for the nomination of persons to serve as members. COG will prepare application forms, requesting background information and an expression of interest. These forms will be given to organizations in the region known to have an interest in air quality and to any individual who so requests. Individuals may be nominated by organizations, may be self-nominated or may be nominated by ACPAC, itself. MWAQC will review the nominations and determine appointments on an annual basis at its January meeting. ACPAC terms will begin in February.

### **3.4: Vacancies/Removal**

Vacancies may occur upon resignation, disability, or removal by MWAQC for lack of participation or other good cause. Upon the occurrence of a vacancy, MWAQC may appoint a successor from its existing files of nominees or may call for additional nominations. If the member whose departure caused the vacancy was nominated by an organization, that organization may nominate a potential replacement. Vacancies will be filled for the unexpired term of the departing member.

## **Section 4: OFFICERS**

### **4.1: Terms and Election of Officers**

The offices of Chair and Vice Chair shall be elected by the members of ACPAC and each shall serve a one year term, and may be reelected.

Three meetings preceding the election of the Chair and Vice Chair, the Chair shall appoint a Nominating Committee of three persons of diverse backgrounds and involvement with air quality issues. There shall be a minimum of ten days notice of the Nominating Committee's list of nominees for officers transmitted to ACPAC members prior to the date of election. At the meeting when the election is held, after the Nominating Committee presents its slate, the Chair will request nominations from the floor. The selection of the Chair and Vice Chair shall be determined by ballot. After nominations from the floor are received, the nominations will be closed and ballots shall be cast. The results of the ballot will be revealed at the end of the meeting, and the new officers will assume their positions at the close of that ACPAC meeting.

The election of officers shall be held during the month of February. In the event of a vacancy of an officership, ACPAC shall elect a replacement at the next meeting.

#### **4.2: Duties of Officers**

##### **Chair:**

The Chair of the ACPAC sets meeting agendas, presides over all ACPAC meetings, appoints subcommittees and carries out any other duties assigned by ACPAC. The Chair will be the primary liaison with COG staff.

##### **Vice Chair:**

Upon the inability or unwillingness of the Chair to serve, the Vice Chair, if willing, shall succeed to the chair for the remainder of the term. In the temporary absence or incapacity of the Chair, the Vice Chair shall carry out the duties of the Chair. The ACPAC shall select an acting chair in the absence of both the Chair and the Vice Chair.

### **Section 5: QUORUM AND VOTING PROCEDURES**

#### **5.1: Quorum**

A quorum shall consist of representation of at least half the ACPAC membership. Failing a quorum, the Chair may submit the question to non-present members electronically, together with a brief context of the proposed vote and any written back-up material furnished to the present members. Non-present members shall have one week to register a vote, by return email, to the Chair, with a copy to relevant COG staff. After expiration of a week, if there is less than a quorum of votes cast, the question will be deemed to have failed.

#### **5.2: Voting Procedures**

It is a goal of ACPAC that all matters shall be resolved collegially through the development of consensus positions. Simple majority vote of representatives present shall prevail on all voting.

### **Section 6: MEETINGS AND PARLIAMENTARY AUTHORITY**

#### **6.1: Meetings**

ACPAC shall meet once a month or as it deems necessary based on the schedule of MWAQC meetings. The regular meeting date shall be on a Monday. The meeting date, place and time shall be determined by agreement at an ACPAC meeting or by the Chair in unusual circumstances.

#### **6.2: Parliamentary Authority**

The Rules of Procedure of the Council of *Governments* shall be the parliamentary authority for the conduct of meetings of ACPAC, unless MWAQC specifies otherwise. Robert's Rules of Order Revised shall govern where no established COG or MWAQC procedure applies.

### **6.3: Appointment of Subcommittees and ACPAC Delegates**

The Chair, upon approval of ACPAC, may appoint subcommittees and ACPAC delegates as deemed necessary for conducting its business and for liaison with other committees and organizations.

### **Section 7: AMENDMENTS**

These bylaws may be amended by majority vote of MWAQC. Notice of the amendment shall be submitted in writing at the preceding meeting of ACPAC and submitted in writing to MWAQC members no less than 30 days prior to the vote of the amendment. . ACPAC's views of any bylaw amendment will be considered.

### **Section 8: CONDUCT**

ACPAC members will conduct themselves courteously and be respectful towards each other. If the majority of ACPAC members present at an ACPAC meeting vote that an ACPAC member is disruptive to the normal process of a meeting, that person may be asked to leave the meeting. If the behavior continues, ACPAC may recommend to MWAQC that member be removed from ACPAC.