



ADVISORY COUNCIL RULES OF PROCEDURE

August 2015

The Board of Directors of the Spokane Regional Clean Air Agency of the State of Washington activated July 1, 1968, as mandated by the Revised Code of Washington (Chapter 70.94 RCW) does hereby adopt the following "Rules of Procedure" for activities of its Advisory Council.

1. NAME

The official name is the "Spokane Regional Clean Air Advisory Council" and hereafter referred to as the "Advisory Council."

2. ADVISORY COUNCIL MEMBERS

The Advisory Council shall consist of nine appointed members who are residents of Spokane County. The professional disciplines, represented on the Advisory Council, are as follows:

- Air Pollution Control
- Chemistry
- Fire Protection
- Public Health
- Industry
- Agriculture

The Board of Directors will appoint one individual each, representing the above professional disciplines. In addition, the Board of Directors will appoint:

- a Citizen Representative
- a Business Community Representative
- an Environmental Community representative.

The Board of Directors may appoint additional members from other professional disciplines, as deemed necessary.

3. DUTIES

The Advisory Council may advise and consult with the Board of Directors and the Executive Director in effectuating the purposes of the Washington Clean Air Act (Chapter 70.94 RCW), in matters including but not limited to:

- a. Proposed new regulations.
- b. Proposed amendments to existing regulations.
- c. Research and studies, proposed, in progress, or completed.

- d. Public information programs.
- e. Enforcement policies and guidelines.
- f. Proposed new policies of the Board of Directors.
- g. Proposed amendments to existing policies of the Board of Directors.
- h. Proposed control strategies for the attainment and maintenance of federal and state ambient air quality standards.
- i. Other reviews that are requested by the Board of Directors or Executive Director.

4. MEETINGS

The regular meetings of the Advisory Council are to be held on 4th Thursday of each month from 8:00 to 9:00 a.m. in the Agency office located at 3104 E. Augusta Ave, Spokane Washington. In months when the 4th Thursday falls on a Holiday, the Advisory Council or Executive Director may schedule an additional meeting on a different day and time. The Advisory Council or the Executive Director may cancel a meeting due to lack of quorum, Agency conflicts, or other valid reasons as deemed necessary by the Executive Director.

Special meetings may be called by order of the Chair or in his/her absence, the Vice Chair, or by written request of three Advisory Council members.

All meeting shall be open to the public provided that the Advisory Council may hold executive sessions when they deem it necessary and when not prohibited by law.

5. RULES OF ORDER

Except as modified by Rules of Procedure, all meetings shall be conducted in accordance with the current edition of "Robert's Rules of Order."

6. AGENDA

An agenda shall be prepared and submitted to the Advisory Council in the week preceding a regularly scheduled meeting.

7. MINUTES

Minutes shall contain a record of all official actions and recommendations of the Council as well as the usual details of time, place, and attendance. Minutes of the regular meetings shall be mailed to members of the Board of Directors and members of the Advisory Council and shall be available to the public, unless prohibited by law.

8. COUNSEL

Questions of law may be referred by the Advisory Council to legal counsel retained by the Agency.

9. QUORUM

A majority of the entire Advisory Council constitutes a quorum for the conduct of regular business.

10. VOTING

A majority vote of Advisory Council members present is required for the approval of Council recommendations.

11. COMPENSATION

Any Advisory Council member required to travel in excess of a total of ten (10) miles from his/her usual residence or place of business within the boundaries of Spokane County to attend a regular or special meeting, may upon request, receive a mileage compensation at the rate received by Agency staff members. Payments shall be made quarterly.

12. REVIEW OF MEMBERSHIP

The membership of any Advisory Council member, who by his/her absence from three consecutive regularly scheduled meetings without sufficient cause, is subject to review by the Board of Directors. At the discretion of the Chair, the Board may investigate the circumstances. If their findings warrant it, they may require the resignation of the Advisory Council member.

13. OFFICERS AND MEETINGS

The Chair of the board shall serve as ex officio member of the Council and be its Chair. The sole elective officer of the Advisory Council is the Vice Chair. The officer presiding at any meeting shall be considered an alternate for the Chair of the Board of Directors. The Executive Director or his designee shall serve as secretary to the Advisory Council.

The Vice Chair is elected at the monthly meeting in January and immediately takes office for a term of one (1) year or until a successor is elected. Nominations shall be from the members of the Advisory Council. When more than one nomination is received, voting shall be by written ballot. Any person receiving a majority vote shall be elected. The Vice Chair or designee may be requested to attend the Board of Directors meetings.

A vacancy occurring in the office of Vice Chair for any reason, including succession, shall be filled by election of a replacement to serve for the unexpired portion of the term. An acting Vice Chair may be elected by the members present to serve during the absence of the vice Chair from any meeting.

14. TERM

The term of office of each Advisory Council seat shall be four years, except that the Board of Directors may set initial terms at less than four years for the purpose of staggering terms of office. Expiration of terms shall be maintained on a separate document.

Prior to term expiration of each position, the Agency will publicly post the position and solicit applications for the expiring position. The current serving member will need to reapply if he/she is interested in retaining the position. A current serving member's re-application shall consist of a letter stating their desire to retain their position. A serving member may choose to provide additional materials. In the event an appointee resigns his/her position on the Advisory Council before the term expiration date, the Board of Directors may appoint another individual, representing the particular discipline/expertise, to complete the unexpired term.