

## **MISSOULA CITY-COUNTY AIR QUALITY ADVISORY COUNCIL**

### **CHARGE**

The Air Quality Advisory Council, representing a broad array of technical experts, business and industry professionals and citizens-at-large, is charged with providing consultation to the Missoula City-County Air Pollution Control Board for the purpose of improving air quality.

### **MEMBERSHIP**

1. The Advisory Council shall be comprised of no more than nine members, a maximum of four alternates, and one student associate with a strong commitment to improving air quality. The majority of the voting members shall have technical expertise in fields that relate to air quality, including but not limited to chemical engineering, environmental engineering, environmental law, environmental studies, forestry, health care, industrial sources, meteorology, outdoor burning, public relations, and transportation. Other members may be appointed as citizens-at-large.
2. Council members, alternates, and the associate shall be appointed by the Chair of the Air Pollution Control Board. Vacancies shall be publicly advertised. Interested parties may apply by completing a questionnaire available from the Department. The Council shall review applications for membership, interview selected candidates and recommend members and alternates to the Chair of the Air Pollution Control Board.
3. Members shall serve three-year renewable terms.
4. Alternates shall serve three-year renewable terms and shall have voting rights only in the absence of a regular member at a scheduled meeting. When a member resigns an alternate may advance to the status of member to complete that term as appointed by the Chair of the Air Pollution Control Board.
5. The student associate shall be a post-secondary student and serve a one-year renewable term.
6. The Director of Environmental Health shall assign a staff person to serve as liaison.
7. A Chair and Vice Chair shall be elected annually by the Advisory Council from among its members.
8. Members, alternates, or associates failing to attend three consecutive meetings may be replaced unless the absences are noted and excused by the Chair of the Advisory Council.

## **PUBLIC PARTICIPATION AND OPEN MEETING REQUIREMENTS**

1. All meetings of the Council are open to the public in accordance with Section 2-3-203 (1) MCA. Meetings of the Council may be closed in accordance with 2-3-203 (3) to discuss a matter related to individual privacy if the Chair determines the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains, and in that event, the meeting must be open. A meeting may be closed to discuss strategy to be followed with respect to litigation when an open meeting would have a detrimental effect on the litigating position of the agency, unless the only parties are public bodies.
2. In order to provide notice to the public of all Council meetings, regular and special, the following postings of Council agendas shall occur. Prior to the beginning of each calendar year, the Council shall post a schedule of the time, date and place of regular meetings for the year. Notice of this schedule will be posted on the Health Department's web page for the Board of Health. The notice shall state the proposed time, date and place of each monthly meeting for the year and provide information about how to obtain agendas for each month's meeting.
3. At least two working days prior to each month's meeting, the agenda will be posted on the Health Department's web page for the Board of Health, posted on the outside door of the Missoula City-County Health Department at 301 West Alder and be e-mailed to the Council's interested parties list.
4. The Council cannot act on any item that has not been published on the agenda.
5. In accordance with Section 2-3-103 MCA, an item allowing public comment will be included on each month's agenda. Public comment will be heard during this time on any public matter that is not on the agenda of the meeting and that is within the jurisdiction of the Council. The Chair of the Council may set a time limit for the public comment period. The Council may not take action on the matters discussed unless specific notice of that matter is included on an agenda and public comment has been allowed on that matter. Public comment will be incorporated into official minutes of the meeting.
6. Before the consideration of any final action by the Council, a reasonable opportunity for public comment will be provided. The Chair of the Council may set a time limit for the public comment period. The procedure for taking public comment for each agenda items is as follows:
  - Staff Presentation
  - Questions from the Council
  - Public Comment
  - Parliamentary Debate
  - Vote

## **PROCESS**

1. The Council will respond to the Air Pollution Control Board's and staff's requests for review of policies, information, regulations and issues. All proposed regulatory changes (new and revised) must be reviewed by the Advisory Council before being presented to the Air Pollution Control Board for hearing.
2. The Council may make recommendations to the Air Pollution Control Board on its own initiative concerning issues related to air quality .
3. The Council will function by informal consensus process when possible and Robert's Rules of Order when consensus is not present.
4. The Council shall hold at least two (2) regular meetings each calendar year. Monthly meetings may be held if there are sufficient agenda items. Special meetings may be called by the Council Chair and must be called upon receipt of a written request signed by two or more members of the Advisory Council or upon the request of the Department or Air Pollution Control Board. Notice of the time and place for all meetings shall be given in advance to each member, alternate, and associate member of the Advisory Council by the staff liaison.
5. A majority of the members and alternates acting as members shall constitute a quorum. The Council shall adopt a written procedure for the participation of alternates when a regular member is absent.

## **COMMUNICATIONS WITH THE PUBLIC, MEDIA AND OTHER ENTITIES**

1. The Chair, or Vice Chair in his or her absence, will serve as Council spokesperson and in that role will:
  - a. represent the Council's views or position.
  - b. apprise the Air Pollution Control Board directly or through the staff liaison of statements made in response to media inquiries when representing the consensus opinion of the Council. Whenever possible, this should be done prior to the publication or broadcast of such statements.
  - c. initiate statements to the media or other agencies upon consensus of the Council and prior approval of the Air Pollution Control Board or Department Director.
2. The Council may designate other Council members to act as spokespersons in any instance. Other members responding to or initiating communications on air quality issues will do so freely but not as a representative of the Council unless so designated by the Council.

Revised and adopted by the Air Pollution Control Board on December 20, 2018