

**Central Texas Clean Air Coalition (CTCAC)
of the
Capital Area Planning Council**

Article I – Name, Purpose, Responsibilities

The Central Texas Clean Air Coalition, herein after known as the “CLEAN AIR COALITION”, a voluntary, unincorporated association which became part of the Capital Area Planning Council (CAPCO) by a resolution that was adopted November 13, 2002.

The purpose of the CLEAN AIR COALITION is:

- To develop, adopt and implement a clean air plan for the counties of Bastrop, Caldwell, Hays, Travis and Williamson
- To establish and monitor a regional effort toward the improvement of air quality
- To develop policies and strategies that will provide guidance for each of its independent governing bodies about actions that will achieve clean air in Central Texas
- To work cooperatively to achieve clean air standards that will protect public health and yet allow local governments the flexibility to select measures best-suited to each community’s needs and resources

Article II - Membership

Initial Membership

The initial CLEAN AIR COALITION is composed of elected officials from the existing five (5) county Austin-Round Rock MSA and are represented by the governmental agencies that are signatories to the Central Texas O3 Flex Agreement, which is the area’s first regional air quality plan. Each agency’s governing body appoints one elected official to serve on the Coalition by written notification to the CAPCO staff liaison. Membership may be expanded by majority vote of the CLEAN AIR COALITION.

The following are governmental agencies that are signatories to the Central Texas O3 Flex Agreement:

- The City of Austin
- The City of Round Rock
- The City of San Marcos
- The City of Elgin
- The City of Bastrop
- City of Luling
- City of Lockhart
- Bastrop County
- Caldwell County
- Hays County
- Travis County

- Williamson County

Terms

1. The term of appointment for a member of the CLEAN AIR COALITION shall begin on the date of appointment by the member's governing body, and will terminate December 31st in odd numbered years.
2. There is no limit to the number of times that a member may be re-appointed.
3. In the case of a vacancy, the CAPCO staff liaison shall notify the member's governing body and that body will need to appoint a replacement to serve for the remainder of the unexpired term.

Vacancy

A vacancy occurs when

1. A member dies; or
4. A member's term expires and the member is not reappointed; or
5. A member is no longer an elected official; or
3. A member resigns; or
4. A member is removed

Attendance

1. Members are expected to attend all meetings.
2. Attendance records documenting CLEAN AIR COALITION member absences will be maintained by the CAPCO liaison. If a member is unable to attend a scheduled meeting, notification must be provided to the liaison prior to the meeting and the member may send a representative who assumes all rights and responsibilities of the member.
3. A member is removed when, within one calendar year, he/she misses (and does not send a representative) 50% of the meetings held or two (2) consecutive meetings. The member will be notified in writing of such removal and shall be replaced as soon as possible.

Article III - Officers

Election

Election of a Chair and two (2) Vice-Chairs will occur at the first meeting of the calendar year with the following representation:

- One (1) from either Hays, Williamson or Travis County
- One (1) from either Caldwell or Bastrop County
- One (1) from City of Austin

Terms

1. Officers serve two -year terms, beginning on the date they are elected.
2. Officers may serve a maximum of two (2) consecutive terms.

Vacancy

In the event an Officer is unable to fulfill his/her term, the CLEAN AIR COALITION shall elect a replacement, at a regular or specially called meeting, who serves for the remainder of the unexpired term

Duties

1. The Chair shall preside at all meetings of the CLEAN AIR COALITION.
2. Vice-Chairs shall perform all the duties of the Chair in the case of absence or disability and such other duties as may arise, from time to time, when required or requested by the CLEAN AIR COALITION.
3. In case the Chair and Vice-Chairs are absent or unable to perform their duties, the CLEAN AIR COALITION may appoint a Chair pro tem.

Other Officers

The CLEAN AIR COALITION may elect other Officers from time to time to carry out its responsibilities. This may be done by a simple majority vote of the CLEAN AIR COALITION members at any regularly scheduled meeting where a quorum is present

Article IV - Meetings

Regular Meetings

1. The CLEAN AIR COALITION shall meet on a day, time and place specified by the Chair of the CLEAN AIR COALITION.
2. Written notice, including an agenda, of each regular meeting shall be prepared by the CLEAN AIR COALITION liaison and mailed, or electronically transmitted, or hand-delivered to each CLEAN AIR COALITION member at least five (5) business days before the meeting date.

Special Meetings

1. The CLEAN AIR COALITION shall meet specially, if called by the CLEAN AIR COALITION Chair or requested in writing by at least one-third of the membership, excluding vacancies, of the CLEAN AIR COALITION.
2. A request by the membership for a special meeting must be in writing, addressed to the Chair, and describing the purpose or purposes of the meeting. Only that business reasonably related to the purpose or purposes described in the request may be conducted at a special meeting.
3. Notice of any special meeting shall be given at least 72 hours prior to the special meeting.

Quorum and Action

1. Members or designated representatives present from a majority of the Counties in the Austin-Round Rock MSA constitute a quorum for conducting CLEAN AIR COALITION business.
2. A majority vote of the members or designated representatives present at an established quorum meeting, is necessary for action by the CLEAN AIR COALITION for the entire meeting.

Open Meetings and Records

1. All meetings of the CLEAN AIR COALITION shall be open to the public. It is the intention of the CLEAN AIR COALITION that meetings be open to the public.
2. Minutes of the CLEAN AIR COALITION meetings, documents distributed and other records are the property of CAPCO. The CAPCO liaison shall be the recording clerk. The recording clerk shall keep tape recordings of all CLEAN AIR COALITION meetings for a period of one (1) year after each meeting; print copies of summary minutes for each meeting shall be permanently maintained on file. These materials are available for public view, at the CAPCO offices, upon receipt of a written request by the interested party.
3. Except where these bylaws require otherwise, *Robert's Rules of Order* shall govern the conduct of CLEAN AIR COALITION meetings.

Professional Conduct

CLEAN AIR COALITION members should maintain objectivity and professionalism when carrying out business of the CLEAN AIR COALITION.

Sub-Committees:

The CLEAN AIR COALITION may create ad hoc committees or technical sub-committees as deemed appropriate.

Article V – Amendments by the Clean Air Coalition

Authority of the CLEAN AIR COALITION

CLEAN AIR COALITION may amend these bylaws at a regular or specially called meeting. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered.

Effective Date

An Amendment to the bylaws takes effect when approved by the CLEAN AIR COALITION unless the amendment specifies a later effective date. Copies of amended bylaws will be distributed to CLEAN AIR COALITION members by the CAPCO liaison.

Bylaws History

Adopted January 9, 2002

Amended October 15, 2003