

Draft Bylaws
Central Texas Clean Air Coalition (CTCAC)
Of the
Capital Area Planning Council
(Article V – Technical Advisory Committee only)

Article V – Technical Advisory Committee

Technical Advisory Committee. A Technical Committee (TC) shall be established by the CLEAN AIR COALITION to develop the Regional Air Quality Plan, review and evaluate air quality issues, work programs and air quality projects in the Central Texas area, and shall provide policy recommendations on such to the CLEAN AIR COALITION. The purpose of this committee is to present recommended plans and to lend technical advice and expertise to the CLEAN AIR COALITION.

(a) Primary Functions of the TC

- To give technical assistance in helping the CLEAN AIR COALITION make decisions that relate to the Regional Air Quality Plan
- To provide technical support in the implementation of the O3 Flex Agreement, regional air quality plans, associated activities and subsequent plans
- To advise the CLEAN AIR COALITION on technical and policy matters with accompanying recommendations and supporting rationale.
- To participate in the development of educational and public information programs about the area's air quality.
- To coordinate and track the implementation of the O3 Flex Agreement

(b) Meetings

- Regular TC meetings are open to the public.
- Even though only one representative from each participating agency is appointed to this Committee, the attendance of other technical staff from each of those agencies is essential to the efficient operation of this Committee.
- The regular meeting of the TC shall be on the second Thursday of the month. Specially called meetings will take place as needed and will be called by the Chair of the TC.

(c) Membership

The Committee is appointed by the CLEAN AIR COALITION and is made up of the following representatives:

One representative from each of the local government signatories of the O3 Flex Agreement or subsequent regional air quality plan and,

Three transportation representatives:

- One from the Metropolitan Planning Organization that allocates Federal funding, and
- One from the region's major public transportation provider
- One from the Texas Department of Transportation - Austin District

Two environmental representatives with air quality expertise

Three at-large representatives:

- One representing major stationary emission sources,
- One representing non-road emission sources, and
- One representing the business and private sector

One ex-officio representative from each of the following:

- The Texas Department of Transportation - State Offices
- The Texas Commission on Environmental Quality, and
- The U.S. Environmental Protection Agency - Region 6

(d) TC Recommendations to the CLEAN AIR COALITION:

The TC will make recommendations to the CLEAN AIR COALITION based on the consensus of the TC. If a vote becomes necessary to determine the will of the TC, each member shall have one vote. Members will be notified of possible voting items by designating the item as such on the agenda that is sent out at least five business days before the meeting. In cases where the TC could not come to a consensus, the TC Chair will forward the issues, both pro and con, to the CLEAN AIR COALITION, along with details on the vote and the attendance outcome.

(e) Organization

The TC shall elect a Chair and a Vice-Chair from among its members. Election of these officers will occur at the first meeting of the calendar year. Such election shall be by a majority vote of that membership.

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 TC 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 TC.
2. Vice-Chair 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 TC.
3. In case the Chair and Vice-Chair are absent or unable to perform their duties, the TC may appoint a Chair pro tem.

(g) Conduct of Meetings

Quorum:

The voting members present shall constitute a quorum.

Minutes:

Responsibility for the minutes of all meetings shall be kept and recorded by CAPCO support staff or by other support staff of participating jurisdictions.

Administrative Support:

The CAPCO, or staff support of other jurisdictions shall provide administrative support to the TC.

Sub-Committees/Workgroups:

The TC may create ad hoc committees, workgroups or technical sub-committees as deemed appropriate.