

Resolution No. II

A RESOLUTION OF THE BOARD OF THE WEBER-MORGAN HEALTH DEPARTMENT CREATING AN AIR QUALITY ADVISORY COMMITTEE AND ESTABLISHING THE COMMITTEE'S PURPOSE, MEMBERSHIP AND OPERATING PROCEDURES

WHEREAS, according to Article VII of the by-laws of the Weber-Morgan Board of Health (hereafter referred to as the "Board"), and also pursuant to Section 2.06 of the Interlocal Cooperation Agreement Ratifying the Participation of Weber County, Morgan County and Municipalities of those Counties in the Weber-Morgan Health Department, the Board is vested with the authority to establish committees as shall be deemed appropriate or necessary to carry out the business of the Health Department; and

WHEREAS, the Weber-Morgan Health Department (hereafter referred to as the "Department") has expressed the need for citizen and expert input in relation to its Air Quality programs;

NOW THEREFORE, the Board hereby resolves as follows:

ARTICLE ONE CREATION OF THE COMMITTEE AND MISSION STATEMENT

- 1.1 **Committee Creation.** There is hereby created the Weber-Morgan Health Department Air Quality Advisory Committee (hereafter referred to as the "Committee") for the purpose of advising and counseling the Board and the Department in regard to current rules and policies, and new technology, and to advise on other specific issues as they arise.

ARTICLE TWO MEMBERSHIP, APPOINTMENT PROCESS, TERMS AND EX-OFFICIO MEMBERS

- 2.1 **Number of Members.** The Committee shall consist of not more than (12) members nor less than (6) members. Each Committee member shall have one vote in any action taken by the Committee.
- 2.2 **Terms of Committee Members.** Terms of members shall be for (1-3) years. Terms shall be staggered such that approximately (1/3) of the committee members' terms expire on the 31st day of December of each year. Committee members may be removed for cause. Cause shall be defined as: neglect of duty; misconduct; inefficiency or inability to satisfactorily perform assigned duties; and conduct inimical to public service.
- 2.3 **Alternate Members.**
- 2.3.1 The Board may appoint up to three alternate members to the Committee as the Board deems appropriate of beneficial to further the purpose and work of the Committee. The term of each alternate member shall be a period of one year. It is the intent of the Board that alternate members attend all meetings.

- 2.3.2 In order to vote in any action taken by the Committee, an alternate member must be designated as an acting member of the Committee. Designation as an acting member shall occur when 1) a regular committee member requests that an alternate act in the absence of the regular committee member or 2) the Committee Chair designates an alternate to act in the absence of the regular committee member at the beginning of a committee meeting.
- 2.4 **Ex-officio Members.** The Board may appoint ex-officio members to the committee as the Board deems appropriate or beneficial to further the purpose and work of the Committee. The Board shall designate the term of such ex-officio members upon appointment. Ex-officio members shall have no vote in actions taken by the Committee.
- 2.5 **Member Composition.** To the extent it is practicable and feasible, Committee members shall be selected from and represent each of the following areas: I/M Program Emissions Inspection Stations, Major Source and Small Business Emitting Industry, Education, Environmental and Consumer Groups, Air Monitoring Technology Industry, Weber County Citizens, and Government. Representation from any one area will not be in sufficient numbers to create a quorum.
- 2.6 **Duties.** It is the intent of the Board that individual Committee members attend all meetings and fulfill the responsibilities necessary for effective participation on the Committee including the duties that may be specified in the future by the Board.
- 2.7 **Compensation.** Because the duties of the Committee are of a civic nature, all members of the Committee shall serve without compensation unless otherwise determined by the Board.
- 2.8 **Vacancies on the Committee.** Vacancies on the Committee shall be filled by having Board members or Committee members submit names to the Board for consideration and appointment. The Board shall make a good faith effort to appoint members in a manner which will maintain the composition of the Committee as specified in Section 2.5.
- 2.9 **Committee Secretary.** The Program Manager for the Air Quality Program of the Weber-Morgan Health Department, Division of Environmental Health will serve as Secretary to the Committee. The Secretary shall have no vote in actions taken by the Committee.

ARTICLE THREE MEETINGS

- 3.1 **Regular Meetings.** The Committee shall have meetings as dictated by agenda items, with a quorum present, for the purpose of discussing or acting upon a matter or matters. For this purpose a quorum consists of that number of committee members that represents more than (50%) of the total number of committee members appointed at the time.
- a. **Meeting Schedule.** Meetings of the Committee may be called at the request of the Board, the Department, the Chairperson (as herein defined), or by a simple majority of the committee members. The person or persons calling a special meeting shall identify the agenda items and determine the date, time and place thereof.

- 3.2 **Annual Meeting.** The Committee shall hold an annual meeting in the month of February at such time and place as shall be determined by the Committee.
- 3.3 **Public Notice.** Public notice of the agenda, date, time and place of each meeting, of the Committee shall be published in compliance with the open public meetings law.
- 3.4 **Manner of Acting.** A vote of simple majority of the committee members present at the meeting at which a quorum is present shall be deemed to be the action of the Committee.
- 3.5 **Operating Rules.** All matters and procedure necessary for orderly operation of the Committee shall be governed by Roberts Rules of Order Revised unless otherwise specified herein.

ARTICLE FOUR OFFICERS OF THE COMMITTEE

- 4.1 **Committee Officers.** The Officers of the Committee shall consist of a Chairperson and a Vice-Chairperson. The Committee Secretary shall be designated to keep records and minutes of Committee proceedings. The initial Chairperson shall be designated by the Board of Health and shall serve until January 2001 annual meeting.
- 4.2 **Election of Officers.** All officers shall be elected at the annual meeting from among the members of the Committee to serve for one year terms. Each shall serve in such a capacity until they cease to be a committee member or until their successor is elected by the Committee. In the event an elected officer ceases to be a committee member, the Committee shall elect a replacement. No member shall serve more than two terms as Chairperson in any three year period.
- 4.3 **Duties of Officers.** The duties and responsibilities of officers of the Committee shall be as follows:
- a. **Chairperson.** The Chairperson shall preside at all meetings of the Committee, shall see that the orders and business of the Committee are carried out; shall sign all correspondence on behalf of the Committee and shall exercise and discharge such other duties as may be required of him/her by the Committee.
 - b. **Vice-Chairperson.** The Vice-Chairperson shall act in place of the Chairperson in the event of his/her absence, resignation, removal, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him/her by the Committee.

ARTICLE FIVE DUTIES OF THE COMMITTEE

The duties of the Committee shall include but not be limited to:

- 5.1 **Advisory Capacity.** The Committee shall study on a continuing basis; issues related to air quality and shall act in an advisory capacity to the Environmental Health Division, the Department, and the Board. Particularly, the Committee shall participate in the analysis of "problem areas" (as defined by Environmental Health, the Department or the Board) at the request of Environmental Health, the Department or the Board.

5.2 Review of Rules, Procedures, and Complaints. The Committee shall participate in an advisory capacity by reviewing air quality related Local Rules of the Board, Department procedures and materials, contracts, and complaints lodged by the public with the Board. It shall be the duty of the Committee to make evaluations and recommendations to the Board concerning these issues.

5.3 Reports. The Committee shall report to the Board as the Board requests or upon its own volition. Reports may be made in public meetings or submitted in written form for Board consideration and evaluation.

Passed and adopted this 23rd day of June, 2014 by the Weber-Morgan Board of Health.

Neil Garner
Chair, Weber-Morgan Board of Health

Attest:

Brian Bennion
Health Officer

June 21, 1999
Updated June 23, 2014