

Air Quality Advisory Council

Procedure for Dealing with Advisory Council Member Absences

March 6, 2003

1. The secretary shall note when a member or alternate has been absent for three consecutive meetings, and shall bring it to the attention of the Chair of the Advisory Council.
2. The Chair shall decide if the absences were noted and excused. If the absences were not noted and excused, then the Chair can decide whether to put the item on the agenda for Council discussion.
3. If the absent person is a member, the Council can forward a recommendation to the Chair of the Air Pollution Control Board suggesting the absent member be removed from the Council, and replaced by an alternate. The council may suggest which alternate or alternates would be the most appropriate to replace the member being removed.

If the absent person is an alternate, the Council can recommend he or she be removed from the council. The position will not be filled, however, until it is time to advertise for and recommend new members.

Approved by the Council on March 6, 2003.