

Air Quality Advisory Council

Procedure for Recommending New Members to the Air Board Chair

March 6, 2003

- Vacancies should be advertised in the media, with at least a 3-week application deadline.
- Members and alternates wishing to be reappointed and alternates wishing to move to regular member status must submit an application (but will not need to be interviewed.)
- After application deadline has passed:
 - The council will receive all the applications, along with evaluation criteria.
 - Council members will be expected to evaluate each application against the criteria before the next meeting.
 - The criteria used to judge candidates include:
 - sincere interest in improving air quality
 - will contribute to having a diversity of backgrounds on the committee
 - will attend the meetings
 - can communicate in a productive manner (group dynamics)
 - will participate as a citizen rather than a representative of some group
 - recent attendance and participation in Council meetings
- Meeting one (will only be a part of the meeting)
 - Discussion will be placed on the second half of the agenda, in case candidates would like to attend the first part of the meeting. They will be invited to leave once the discussion turns to council membership.
 - The council will talk about what type of experience or expertise the Council is lacking.
 - The council will discuss the applications.
 - The Council will vote individually on whether to interview each candidate (taking into consideration how many vacancies will be available and how many regular members want to be reappointed.) Each candidate will be subjected to a pass/fail vote. Those that get a majority of the council voting in favor of interviewing them, will be interviewed. This will be a voice vote, unless a council member requests it to be a paper ballot.
- Meeting two (will probably take the whole meeting)
 - Each candidate selected to be interviewed will be asked to come to the meeting at a specific time (no more than 15 minutes.)
 - Candidates will be interviewed one at a time and excused.
 - If a candidate cannot attend the interview on the designated meeting night, he or she will not be interviewed.
 - The chair will ask the questions.
 - All candidates will be asked a standard set of four questions. If there is time, the Council may ask clarifying questions regarding the interview or application.

- If any candidates are present, they will be “invited to leave.” That includes alternates wishing to be appointed as members, unless they are voting members that evening.
- The council will first vote on whether to recommend reappointment of existing Council members. This will be done by paper ballot.
- Next, the Council will discuss whether any of the remaining candidates can be eliminated from further discussion based on the interview (e.g., they didn’t show up, it became clear that they did not meet the necessary criteria, or it became clear that they would fill a role already filled by an existing council member (similar background and experience.) If any council member objects to an applicant being removed from further consideration, that applicant shall not be removed at this point.
- Next, the Council discussion will focus on which remaining candidates would bring a needed perspective to the Council. The goal is to create a slate of candidates that the Council can all agree on. The Council can, but does not have to, make recommendations on who should be a member and who should be an alternate. After the discussion, a member can make a motion recommending the appropriate number of applicants for appointment to the Council. If there is not substantial agreement, the members voting against a slate of people may include a “minority report” for the Air Board Chair to consider. If the Council desires, they can also forward information to the Chair regarding other candidates that were considered.

Approved by the Council on March 6, 2003