



Article I

Name and Establishment of the Committee

The name of the Committee shall be the Pima Association of Governments'(PAG) Environmental Planning Advisory Committee, hereinafter referred to as EPAC and its principal place of business shall be the offices of PAG located at ~~177 North Church Avenue, Suite 405~~, *1 E Broadway Blvd, Suite 401(effective January 27, 2015)*, Tucson, Arizona. EPAC is established as a Standing Committee of PAG in accordance with Article II, Section 3 of the PAG Bylaws adopted by unanimous vote of the PAG Regional Council at its September 28, 1978 meeting in compliance with provisions of the 1977 Clean Air Act, the 1977 Clean Water Act, the 1977 Resource Conservation and Recovery Act, and Environmental Protection Agency (EPA) regulations adopted pursuant to these acts.

Article II

Responsibilities and Functions of EPAC

EPAC responsibilities include providing information, technical assistance, review and recommendations regarding regional environmental issues in compliance with relevant federal and state law, rules and regulations to the PAG Executive Director, PAG Management Committee and PAG Regional Council. The functions of EPAC include:

- a) Evaluating and making recommendations regarding regional air quality, water quality and solid waste plans, including nonattainment and maintenance air quality plans and revisions and Water Quality Management Plan (208 Plan) amendments and consistency reports, in accordance with the PAG Bylaws, and in compliance with applicable federal law.
- b) Compiling and approving a list of environmental issues and topics that it considers to be priorities for the PAG region, covering topics that may include but are not limited to sustainability, water, air quality, climate change, energy, open space and wildlife, and clean fuels and fleets.
- b) Preparing and recommending resolutions to raise awareness of specific environmental issues and forwarding them to the PAG Management Committee and PAG Regional Council.
- c) Developing recommendations and providing technical review on studies, reports, plans, programs and submittals in support of continuous, comprehensive and cooperative environmental planning within the PAG planning area.

- d) Providing direction to the standing advisory subcommittees of EPAC (Air Quality and Watershed Planning) and reviewing, approving and forwarding recommendations as needed from those subcommittees.
- e) Reviewing and making recommendations, as appropriate, regarding PAG's Overall Work Program

Article III

Membership

Section 1. Voting Members

EPAC consists of voting members and ex-officio non-voting members. Voting members include the following:

- a) Members appointed by each of the following jurisdictions:

- City of South Tucson - one (1) member
- City of Tucson - three (3) members
- Pima County - three (3) members
- Town of Oro Valley - one (1) member
- Town of Marana - one (1) member
- Town of Sahuarita – one (1) member
- Pascua Yaqui Tribe - one (1) member
- Tohono O'odham Nation - one (1) member

Any jurisdiction that, upon approval of PAG Regional Council, becomes a member of PAG – one (1) member

- b) One (1) citizen member appointed by each jurisdiction

- c) One (1) member for each of the following categories of interest groups:

- A public interest group
- A professional/technical group or society
- An environmental group
- A natural resources conservation group
- The energy industry
- The mining industry
- The construction industry
- A local business group
- An education and research group
- A transportation group (effective December 7, 2012)*

Section 2. Alternate Members

A jurisdiction may designate not more than two (2) voting alternates for each of its members, including its citizen member, to attend EPAC meetings and vote in the absence of its voting member.

Section 3. Ex-Officio Members

Ex-officio members are non-voting members who serve as liaisons with groups, organizations and agencies. Ex-officio members may actively participate in committee discussions, but may not make motions or vote. Ex-officio members of EPAC include the PAG Executive Director and one (1) representative from each of the following agencies:

Arizona Department of Environmental Quality
Arizona Department of Water Resources
Southern Arizona Buffelgrass Coordination Center
Arizona State Land Department
Davis Monthan Air Force Base
U.S. Environmental Protection Agency

Section 4. Member Appointment Term

Jurisdictional, citizen, interest group and ex-officio members are appointed by the entity they represent and may serve until they no longer represent the appointing entity or are replaced by the appointing entity.

Section 5. Procedures for Replacing Representation

Member/alternate Replacement Procedure

Jurisdictions, agencies and organizations may at any time name replacement member representatives and/or alternates.

When a member no longer represents the jurisdiction, agency or organization and/or no longer serves the jurisdiction, agency or organization in the capacity for which they were initially named to the committee, that member's seat may be identified as vacant and another representative may be sought from the appropriate jurisdiction, agency or organization. Any vacancy will be noted on the membership list until filled.

Interest Group/Agency Replacement Procedure

If a particular interest group is no longer able to represent an interest group category as defined in Article III, Section 1 of these bylaws, the EPAC Chair will solicit nominations to fill the vacancy from EPAC. PAG staff will present the qualifications of the new interest group to EPAC and may form a Task Force to review the qualifications of the replacement organization. Following EPAC's

endorsement, PAG staff will solicit endorsement from the PAG Executive Director.

EPAC may recommend adding an interest group category or an ex-officio category to EPAC's membership. These changes will follow the interest group replacement procedures.

Section 6. Attendance

Members shall make every effort to attend EPAC meetings. However, when a member is unable to attend, they may be represented by a designated alternate or they may participate telephonically. Members unable to attend a meeting are requested to notify the PAG staff lead in advance of the meeting. If a representative for a jurisdiction, agency or organization is absent for three (3) consecutive meetings, PAG staff shall contact the representative to inquire about their attendance. Each January, PAG staff will determine which jurisdictions, organizations and agencies have missed 50 percent of the preceding year's meetings. PAG staff will notify the jurisdiction, agency or organization regarding low attendance and possible solutions to increase participation. This can include designating a new representative or suggesting a replacement organization.

Article IV

Committee Meetings

Section 1. Regular Meetings

Regular meetings of EPAC shall be held the first Friday of each month at 9:30 a.m. in the PAG offices. Adequate notice of each meeting or a change of meeting or cancellation of any meeting shall be provided to the members of EPAC.

Section 2. Special meetings

Special meetings shall be called, as needed, by the EPAC Chair, or upon written request of a majority of EPAC members.

Section 3. Notice of Meetings

Notice of meetings shall be distributed to each member and alternate at least seven (7) days prior to the meeting. An agenda will be available with each meeting notice. Meetings shall be held in accordance with Arizona's Open Meetings Law.

Section 4. Quorum

Voting members present at an EPAC meeting shall constitute a quorum for purposes of conducting business.

Section 5. Voting

Each individual member, except for ex-officio members, shall be entitled to one vote. Nominations and voting shall be by voice except when another form is requested by a majority of those members present. Before or after any vote has been taken, any member of EPAC may request a roll call vote. Final recommendations may be determined by a roll call vote, and upon request, a jurisdictional vote also may be reported.

Section 6. Conflict of Interest

Any EPAC member subject to the conflict of interest and disclosure requirements set forth in Arizona Revised Statutes, Title 38, Chapter 3, Article 8 shall comply with such provisions.

Article V

Officers

Section 1. Number and Election

Officers of EPAC shall consist of a Chair and Vice-Chair. The officers shall be voting members of EPAC and shall be elected every two (2) years, in January.

Section 2. Term of Office

The term of office for officers shall be for two (2) years. Officers may not succeed themselves.

Section 3. EPAC Chair

The Chair shall preside at all EPAC meetings. The Chair may provide input regarding development of meeting agendas, meeting notices, agenda posting, and a record of the activities to EPAC. The Chair is responsible for directing PAG staff, as needed, to establish subcommittees, task forces, or working groups, subject to EPAC approval.

Section 4. Vice-Chair

The Vice-Chair shall perform the duties as may be assigned by the Chair and shall assume the duties of the Chair in the event the Chair is unable to do so.

Section 5. Secretary/Staff

PAG staff shall act as Secretary at all EPAC meetings. The Secretary shall keep the minutes of all meetings of EPAC. The Secretary shall be the custodian of all EPAC books and records, shall keep up-to-date rolls of EPAC membership, and shall perform all other duties as may be assigned.

Article VI

Subcommittees, Task Forces and Working Groups

Section 1. Subcommittees

EPAC may establish subcommittees with approval or direction from EPAC. Current subcommittees reporting to EPAC shall be incorporated into, and fully described, in the PAG Committee Fact Sheets. Subcommittee guidance is provided in the PAG Committee manual and delineated in the Fact Sheets which includes a purpose statement, member list, identification of Chair, quorum requirements, meeting schedule, meeting minutes requirements and identification of the PAG staff lead.

Section 2. Task Forces and Working Groups

EPAC, or its standing subcommittees, may establish various task forces or working groups. The membership of these groups may be appointed by the EPAC Chair or EPAC or and may be open to all interested parties as appropriate. EPAC task forces and working groups may be established to address specific issues, short-term needs, or particular program areas where focused or technical member coordination is useful. EPAC may direct task forces or working groups to make recommendations and provide oversight on specific tasks or projects.

- a) At the time of establishment, an anticipated time period for duration should be identified, after which period the task force or working group may be terminated.
- b) PAG staff shall serve as non-voting, technical administrative support staff to such task forces and working groups.
- c) Task forces and working groups shall follow the standard operating procedures and/or guidelines developed by the PAG Executive Director.

Section 3. Reporting

Subcommittees, task forces and working groups shall report to, and receive guidance from EPAC and the EPAC Chair, and the PAG Executive Director.

Each subcommittee, and working group, shall have a PAG Committee Fact Sheet available that includes information regarding purpose, reporting requirements and membership.

Section 4. Membership

The membership of subcommittees, task forces, and working groups may be established by EPAC or the PAG Executive Director. Participation on the subcommittees, task forces and working groups is open to all EPAC members, ex-officio members, and alternates, and all other interested agencies, departments, and members of the public. Membership should include individuals who have knowledge relevant to the specific task or program areas assigned to the subcommittee, task force or working group.

Section 5. Voting

Any member of a subcommittee, task force, or working group, in attendance at a meeting of the subcommittee, task force or working group, shall be eligible to participate, and vote to forward recommendations to EPAC. In the absence of consensus, a roll call vote can be taken.

Article VII Rules of Order

Unless these bylaws provide for an alternative procedure, Roberts Rules of Order will prevail in meetings of EPAC, subcommittees, task forces and working groups.