

Charter: Air Management Advisory Group

Updated February 2023

This charter outlines the purpose, structure, membership, and meeting organization for the Air Management Advisory Group (formerly Air Management Study Group).

Background

The Department of Natural Resources' (DNR) Air Management Program largely implements federal requirements that change over time. Recognizing the benefits of working with a broad group of stakeholders, the Air Management Program maintains an advisory stakeholder group, the Air Management Advisory Group (AMAG), as a forum to receive input from and provide information to interested parties on a range of policy and technical issues related to air quality and management.

Purpose and Scope of Responsibilities

The AMAG is an advisory group to the DNR's Air Management Program. The group's responsibilities include:

- Advising and providing feedback to the Air Management Program on implementing state and federal regulations, and policy;
- Identifying and evaluating emergent or critical issues involving the Program;
- Discussing collaborative efforts with other DNR programs and among partnerships;
- Assisting in the development of an informed constituency to increase the awareness and understanding of state air quality and air management issues; and
- Facilitating collaborative processes to resolve issues, promoting follow-through on issues discussed, and taking a role in implementing changes as appropriate.

Membership

The DNR will maintain a balanced representation on the AMAG to ensure a variety of interested parties and viewpoints are represented. Regarding membership, the AMAG will:

- Consist of not more than 15 members (and associated alternates), representing a range of air management stakeholders;
- Be appointed by the DNR Secretary, at the recommendation of the Air Management Program Director;
- Be co-led by a chairperson, with agenda setting to be done jointly between the chairperson and the Air Management Program; and
- Include open terms with members serving at the discretion of the DNR Secretary and including a discussion with the Air Management Program Director on continued participation every two years

Membership Categories

There are three categories of AMAG seats for which members are appointed, selected, and serve:

1. Government representatives. Due to their inherent governmental role in addressing air quality issues, the AMAG will have a member and alternate, where possible, for each of the following governmental organizations:
 - U.S. EPA Region 5
 - Wisconsin Department of Health Services
2. Business and industry organizations. Due to the regulated communities they represent, the AMAG will have a member and alternate, where possible, for each of the following specific organizations:
 - Wisconsin Manufacturers and Commerce

- Wisconsin Paper Council
 - Wisconsin Cast Metals Association
3. Stakeholder group representatives. The AMAG will include a member and alternate, where possible, representing the following Air Management stakeholders or interests:
- Tribal
 - Transportation
 - Utilities
 - Environmental Conservation
 - Academia
 - Attorneys, versed in the Clean Air Act, who represent stakeholder interests

Stakeholder group representatives do not serve on the AMAG in a personal capacity and are selected to represent the larger stakeholder group. As such, members are expected to collect information from the stakeholders they represent to provide constructive input during group discussions. Members are also expected to share information from the AMAG back to their stakeholders.

Member Participation

- The success of the AMAG is enhanced by regular attendance and participation by the members. Members are expected to attend all meetings and actively participate in discussions, subgroup work, research, and other tasks necessary to the success of the AMAG.
- Only appointed members and alternates can attend meetings and participate in the AMAG. Proxies or substitutes are not permitted. For seats with alternate members, where the primary member cannot attend, arrangements should be communicated and made.

Operating Guidelines

The meetings of the AMAG and the ad hoc subgroups will follow these operating guidelines. The guidelines are intended to facilitate meeting the goals of the group.

AMAG

- The AMAG is co-chaired by the Air Management Program Director and the chairperson of the AMAG.
- The AMAG is a working group and members may be asked to provide information to the group on various issues. DNR staff will also give presentations and provide materials to the group.
- The recommended frequency of meetings will be quarterly, timed to coincide with major policy decisions and as needed for input on issues. Meetings will strive to be in person, with a virtual option provided.
- Each meeting will be public noticed. No later than 2 weeks prior to AMAG meetings, all AMAG members and interested parties will be notified of meeting times and locations.
- Meeting agendas and materials will be prepared for each meeting. Where possible, this information will be provided to the AMAG members about one week prior to the meetings through posting of agendas and materials to the DNR's public website. All meetings of the AMAG and its subgroups are open to the public.
- A draft of notes from each AMAG meeting will be distributed to the membership for comments and approval soon after each meeting. A final draft of the meeting notes will be distributed to the AMAG and put on the AMAG's web page shortly after approval is received from members.
- Ad hoc subgroups will be established by the AMAG for specific topics. In addition, individual AMAG members may be asked to fulfill certain assignments.

- The AMAG will review the draft recommendations from the subgroups.
- The format for recommendations will include a background narrative, followed by the proposed recommendation, type of recommendation (administrative, statutory, or regulatory) and any resources needed (staff and/or funding).
- Every AMAG member's participation and contribution is valuable. Each AMAG member will be allowed to present his/her opinion on topics being discussed and is asked to listen attentively to other group members.

Ad Hoc Subgroups

- Each subgroup will have a chairperson, who is a member of the AMAG. Membership may include both AMAG members and nonmembers.
- Each subgroup meeting will be public noticed. No later than 2 weeks prior to a subgroup meeting, the chairs will notify DNR staff and DNR staff will ensure that all subgroup members and interested parties are notified of meeting times, locations, and agendas.
- Membership in the subgroups will be from a wide variety of interests, to ensure a balanced group and the broadest base for input.
- The chair will provide DNR staff the names and associations of those on the subgroup.
- Each subgroup will take meeting notes and forward a draft of the notes to DNR staff for distribution to the subgroup for approval soon after each meeting. A final draft of the notes will be distributed to the AMAG and put on the AMAG's web page.
- The AMAG or subgroups will establish the charge of subgroups. A charge may include the following:
 - Identifying options or priorities for resolving air issues
 - Identifying whether an issue should be addressed via statutory, regulatory, or administrative (e.g. fact sheet or training) changes
 - Identifying the amount of resources (e.g. staff or funding) needed to implement a change