

## **Charter: Air Management Study Group Structure**

Updated August 2015

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

### Background

The Bureau of Air Management largely implements an air program that reflects federal requirements. Because federal requirements change frequently, the Bureau often comments on the proposed changes, and ultimately implements the changes that are adopted. Recognizing the benefits of working with a broad group of stakeholders, the Bureau of Air Management created a stakeholder group, the Air Management Study Group, as a forum to receive input from and provide information to interested parties. The Bureau previously convened a stakeholder group called the Clean Air Act Task Force (CAATF) that focused largely on ozone issues. The Study Group replaced the CAATF. The new group was formed to address a broader range of issues and focus more on receiving input from stakeholders.

### Purpose and Scope of Responsibilities

To receive input and feedback on the following topics:

- General state and/or federal air policies, including rule-making, guidance development, and other initiatives
- Specific state and/or federal air topics or regulations
- Opportunities and challenges with implementation plans
- Collaborative efforts with other DNR programs and outside partnerships

### Membership

- 10 - 12 members
- Appointed by the DNR Secretary with input from member's interest group
- Terms are open; members serve at the pleasure of the DNR Secretary
- Supported by ad hoc subgroups as needed

### Operating Guidelines: Timing and Structure of Meetings

The meetings of the Air Management Study Group and the ad hoc subgroups will follow these operating guidelines to foster understanding of meeting logistics and operations. The guidelines are also intended to facilitate group participation and enhance discussion of the issues.

### **Study Group**

- Members are selected by the DNR Secretary.
- The Study Group chair is the Air Management Bureau Director.
- The Study Group 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 documents 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 primarily be in person, with the option to call in by request.
- Each meeting will be public noticed. No later than 2 weeks prior to Study Group meetings, all Study Group members and interested parties will be notified of meeting times and locations.
- Meeting agendas and materials will be prepared for each meeting. This information will be sent electronically to the Study Group members about one week prior to the meetings. Agendas and materials will also be posted to the Department's public website.

- All meetings of the Study Group and its subgroups are open to the public.
- EPA Region 5 representatives will be invited to attend Study Group meetings (and subgroup meetings, as relevant).
- A draft of notes from each Study Group 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 Study Group and put on the Study Group's web page shortly after approval is received from Study Group members.
- Ad hoc subgroups will be established by the Study Group for specific topics. In addition, individual Study Group members may be asked to fulfill certain assignments.
- The Study Group 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).
- The success of the Study Group discussions will be enhanced by regular attendance of the members. Group members are asked to place a high priority on attending the meetings. If members cannot attend a meeting, they are asked to discuss this with the chair in advance.
- Substitution of Study Group members will be discouraged in order to maintain the collaboration and dynamics of the group.
- Every Study Group member's participation and contribution is valuable. Each Study Group 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 Study Group. Membership may include Study Group members and /or 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 Study Group and put on the Study Group's web page.
- The Study Group 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 money) needed to implement a change