

Bylaws of the
Allegheny County Health Department
Air Pollution Control Advisory Committee

Approved by the Committee on August 12, 2026

I. Name

- a. The name of this Committee shall be the Air Pollution Control Advisory Committee (Committee), Allegheny County Health Department (Department), County of Allegheny. The Committee shall be the official air quality advisory committee as provided for in Allegheny County Health Department Rules and Regulations Article XXI, Air Pollution Control, §2101.07.c.

II. Purpose

- a. The purpose of the Committee is to advise the Department and the Board of Health on the technical, economic, and social impacts of air pollution control regulations and to promote public participation. The Committee may recommend additions and changes to Article XXI to the Board of Health. The Committee shall be consulted regarding Clean Air Fund disbursements.

III. Members

- a. Committee membership is outlined in Article XXI, §2101.07.c.1-5.
- b. Committee member meeting attendance is an important part of providing public input to the Department regarding air quality matters. Committee members who fail to attend meetings in accordance with Article XXI, §2101.07.c.5 may be removed by the Allegheny County Executive.
 - i. The Committee may vote to send a letter to the County Executive informing them of a member who has failed to attend Committee meetings in accordance with Article XXI, §2101.07.c.5, recognizing that it does not guarantee the County Executive will take action to remove a member.
- c. A Committee member who wishes to end their participation in the Committee shall provide written notice to the Chair and the Director. This notice will then be provided to the County Executive so that the County Executive may choose to appoint another.

IV. Officers

- a. Officers of the Committee shall be elected in accordance with Article XXI, §2101.07.c.6. Nominations for Chair and Vice Chair shall be taken from the members of the Committee. A member may decline a nomination if they do not wish to serve in the role. Nominees may speak for up to three minutes

prior to the vote in support of their nomination. A vote shall be called for each nominee, with a majority needed for approval.

- b. In the event of the lack of a quorum at the first meeting after September 1, the election for officers shall be postponed until the next regular meeting of the Committee.
- c. In the event of an officer's death, resignation, or removal, nominations for a replacement shall be taken from the members of the Committee at the next meeting of the Committee.
- d. The Vice Chair shall assume the Chair's responsibilities at Committee meetings in the absence of the Chair.
- e. In the absence of the Chair and Vice Chair, the Committee shall vote for a Chair *pro tempore* from the Members in attendance who shall assume the Chair's responsibilities at Committee meetings until the return of the Chair or Vice Chair.

V. Meetings of the Committee

- a. A majority of the Committee members present (physically or virtually) at a Committee meeting shall constitute a quorum for the transaction of business.
- b. Meetings of the Committee shall be held at a regularly scheduled time and place as agreed upon by a majority of the Committee.
- c. Meetings of the Committee shall be open to the public.
- d. In the interest of greater public participation, all meetings of the Committee shall be hybrid with an in-person and virtual option available to all participants.
- e. Additional meetings may be called in accordance with Article XXI, §2101.07.c.7. Meeting requests by the Chair, Director, or Committee members shall be sent by email to each member of the Committee and Department representatives. The Chair shall schedule the meeting within a reasonable amount of time as defined in the Pennsylvania Sunshine Act.
- f. A regularly scheduled meeting may be cancelled or rescheduled at the discretion of the Chair with the concurrence of the Department.
- g. The Department shall provide appropriate notice as defined in the Pennsylvania Sunshine Act to Committee members and the public for all meetings or changes to meetings of the Committee.
- h. The Chair and designated staff of the Department shall prepare and determine the items which shall be included in the agenda.
- i. The Committee recognizes the importance of public input and participation in the development of environmental regulatory and policy initiatives. In its advisory role to the Department and the Board of Health, the Committee will encourage such public participation and engagement to inform decision making and will provide a reasonable opportunity at each advertised meeting of the Committee for the public to comment on matters of concern, including those issues for official action or deliberation that are or may be

before the Committee, prior to taking official action. In adhering to this commitment, the Committee will follow certain protocols to support an effective and equitable public comment process.

- i. Notice of a desire to comment may occur at a meeting of the Committee during the designated part of the agenda.
- ii. The Committee asks commenters to provide their name, municipality of residence and any organizational affiliation.

VI. Subcommittees

- a. The Committee may establish subcommittees, as deemed necessary, with each subcommittee assigned specific tasks when it is formed. The Chair shall seek volunteers from the Committee and select a member of the Committee to chair the subcommittee. In the absence of volunteers, the Chair shall appoint the members of the subcommittee. Non-committee members may be invited to participate in subcommittees. Non-committee members shall be invited by the chair of the subcommittee with the concurrence of the Department.
- b. In the selection of subcommittee members and in the use of outside technical resources, an attempt shall be made to maintain a balance of perspectives.
- c. Meetings of subcommittees shall be scheduled by the Subcommittee Chair and open to the public with public notice made in advance in accordance with the Pennsylvania Sunshine Act.
- d. The Chair of the Subcommittees shall provide a report to the Committee of the Subcommittee's meetings at the next available meeting of the Committee. A subcommittee member may provide the report in the absence of the Subcommittee Chair.

VII. Administration

- a. A Committee administrator shall be designated by the Department. It shall be their duty to function as the recording and corresponding secretary, as assigned by the Department. Included among the duties shall be:
 - i. To give public notice of the meetings for the Committee and subcommittees.
 - ii. To record full Committee minutes and keep a permanent file of the minutes of meetings of the Committee and subcommittees. Minutes of the meetings of the Committee and of subcommittees shall be distributed to the full membership of the Committee. Minutes shall be provided to the Chair prior to distribution for review.
 - iii. To conduct both outgoing and incoming correspondence and to maintain a permanent file of such correspondence.
 - iv. To perform other such duties as may be requested by the Committee.

VIII. Amendment of the Bylaws

- a. The bylaws may be amended at any meeting of the Committee by two-thirds vote of the members of the Committee present at the meeting, provided that written notice of such change has been sent to each member at least two weeks prior to the meeting. Any amendments to the bylaws shall be made such that the bylaws conform with the requirements of Article XXI, §2101.07.

IX. Parliamentary Authority

- a. The rules contained in *Robert's Rules of Order Revised* Fourth Edition shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Committee may adopt.