

## MEMORANDUM

**DATE:** January 7, 2005  
**TO:** MWAQC Technical Advisory Committee (TAC)  
**FROM:** Joan Rohlfs, Chief, Air Quality Planning  
**SUBJECT:** Process to Select Stakeholder Representatives to TAC

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The purpose of this memo is to propose a process for selecting stakeholder representatives to the MWAQC Technical Advisory Committee. In October MWAQC approved revised MWAQC bylaws providing that up to four governmental or nongovernmental participants (“stakeholders”) may be designated as members of the Technical Advisory Committee. The bylaws state:

*Up to four governmental or non-governmental participants may be designated by the TAC Chair from nominations by the Air Quality Public Advisory Committee, the Greater Washington Board of Trade and members of regulated utilities in the region.*

The proposed process for selecting the four stakeholders will involve three steps:

- (1) Invitation to groups from the environmental and business communities, the Air Quality Public Advisory Committee (AQPAC), the Greater Washington Board of Trade and members of regulated utilities. For each candidate, a short paragraph discussing the candidate’s experience, affiliation and interest in serving will be requested. The deadline for applications to COG will be February 25, 2005.
- (2) The TAC Chair will review the applications and notify the MWAQC Executive Committee of his/her list of recommended candidates. The MWAQC Executive Committee will provide feedback to the MWAQC TAC Chair who will then make the appointments.
- (3) The MWAQC TAC Chair will be invite representatives for the four stakeholder positions to be representatives on the TAC of participation beginning with the March meeting.

Staff will send invitations to the groups named in the bylaws and other groups who have an interest in participating. Please send me the names of organizations to be invited to participate by January 28, 2005.

## **DRAFT INVITATION LETTER**

Dear Sir/Madame:

The Technical Advisory Committee of the Metropolitan Washington Air Quality Committee (MWAQC) has an opportunity to appoint “stakeholder” representatives to the Committee. Four positions are available. We invite you to nominate a representative of your organization to the Technical Advisory Committee (TAC).

The TAC reviews technical materials and reports to be considered by the Metropolitan Washington Air Quality Committee. The TAC meets the second Friday of every month, from 10 am – 12 noon at the offices of the Metropolitan Washington Council of Governments, 777 North Capitol St., NE, Washington, D.C. The meeting schedule for 2005 is enclosed for your reference.

Please submit the application form for the person you wish to nominate as your representative. The application form should be submitted to Joan Rohlf, Chief, Air Quality Planning, no later than February 25. The MWAQC Executive Committee will consider the nominations and recommend candidates to the TAC Chair, who will make the appointments by March 11, 2005.

For further information about the Technical Advisory Committee or MWAQC, please consult the COG website: <http://www.mwcog.org/environment/air>

**Application for Stakeholder Position  
MWAQC Technical Advisory Committee**

Name: \_\_\_\_\_

Organization Represented: \_\_\_\_\_

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Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Provide attach a brief (1 page) description of experience, qualifications, and interest in serving on the MWAQC Technical Advisory Committee.

Nominated by: (Name and affiliation, if other than candidate)

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Date: \_\_\_\_\_

Send by February 25, 2005, to:  
Joan Rohlf, MWCOG  
777 North Capitol St., NE, Washington, D.C. 20002-4290  
Fax: 202-962-3203

# Metropolitan Washington Air Quality Committee

## 2005 Schedule of Meetings

Month	MWAQC-TAC <sup>1</sup> (10:00 am - 12 Noon)	Executive Committee (9:00 am) Conference Call	MWAQC <sup>1</sup> (12 Noon - 2:00 pm)
January	21 (Rm 1)	12	
February*	11	9	<b>23</b>
March	11	9	23
April	8	13	27
May*	13	11	<b>25</b>
June	10	8	22
July*	8	13	<b>27</b>
August		10	
September*	9	14	<b>28</b>
October	14	12	26
November	10	9	16
December*	9	14	<b>21</b>

1 All meetings are held in the COG Board Room, 3<sup>rd</sup> floor

\* 5 regular meetings (February, May, July, September, and December)

5 Worksessions will be held in March, April, June, October, and November.