

**METROPOLITAN WASHINGTON AIR QUALITY COMMITTEE**  
**777 North Capitol Street, NE**  
**Washington, DC 20002**

**RESOLUTION**  
**GOVERNING ALTERNATE FORMS OF MEETING**

**WHEREAS**, the 2004 Bylaws of the Metropolitan Washington Air Quality Committee (MWAQC) authorize forms of meeting participation other than *in proper persona* or face-to-face, upon adoption of a resolution setting forth the means by which such meetings may be held; and

**WHEREAS**, concern over the disruption of normal MWAQC business threatened by the H1N1 virus or other potential medical or physical disruptions warrants implementation of alternate forms of meeting participation.

**NOW, THEREFORE, BE IT RESOLVED BY THE METROPOLITAN WASHINGTON AIR QUALITY COMMITTEE THAT:**

1. Meetings may be held by telephone conference call, videoconference, or online combination, upon direction of the Chair or presiding Vice-Chair, upon at least three-day's notice given members by either email or telephone, which notice shall include the specific steps necessary to access the meeting.
2. Insofar as possible, all matters requiring a vote shall be proposed in writing and furnished to members at least three days prior to the meeting.
3. Regular face-to-face meetings may be attended telephonically or electronically by members whose attendance is made impossible or inappropriate because of illness or other emergency. In such case staff must be made aware of such necessity at least 24 hours in advance of the meeting.
4. Quorum requirements, and weighted voting requirements, will still apply as provided in the Bylaws; however, alternate attendance as provided herein shall be counted in determining attainment of a quorum and in any vote of the committee.

MWAQC may by resolution provide for meetings to be electronically attended, in whole or in part, either telephonically, by conference call, or by videoconference. If such electronic meetings are held, all participation and voting privileges shall inure to members participating electronically, and all quorum and voting requirements shall include members so participating. Under the direction of MWAQC, or with its consent, any committee or subcommittee may follow this procedure for alternate forms of meetings.

If alternate forms of meetings are so provided, authorization therefor will not apply until at least one meeting after the authorizing resolution is adopted. If alternate forms of meeting are authorized, notices of meetings will set forth the alternate methods of participation and any technical requirements therefor.