

MEMORANDUM

DATE: December 9, 2005

TO: MWAQC Technical Advisory Committee (TAC)

FROM: Joan Rohlfs, Chief, Air Quality Planning

SUBJECT: Process to Select Stakeholder Representatives to TAC

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 involves 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 January 6, 2006.
- (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 February 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 December 16, 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 2006 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 January 6, 2006. The MWAQC Executive Committee will consider the nominations and recommend candidates to the TAC Chair, who will make the appointments by January 18, 2006.

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: _____

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)

Date: _____

Send by January 6, 2006 to:
Joan Rohlf, MWCOG
777 North Capitol St., NE, Washington, D.C. 20002-4290
Fax: 202-962-3203

Metropolitan Washington Air Quality Committee

2006 Schedule of Meetings

Month	MWAQC-TAC ¹ (10:00 am - 12 Noon)	Executive Committee (9:00 am) Conference Call	MWAQC ¹ (12 Noon - 2:00 pm)
January	12	11	
February*	10	8	22
March	10	8	22
April*	14	12	26
May	12	10	24
June*	9	14	28
July*	14	12	26
August		9	
September*	8 (12 pm – 2)	13	27
October	13	11	25
November*	17	8	
December	8	6	13 (10 am – 12)

1 All meetings are held in the COG Board Room, 3rd floor

* 6 regular meetings (February, April, June, July, September, and December)

3 Work Sessions will be held in May, June, and October.