



Air Toxics Science Advisory Committee

Oregon Department of Environmental Quality
Headquarters Office
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Rules of Conduct for the ATSAC

The ATSAC agrees to operate according to the following ground rules:

A. DECISION MAKING

1. The goal of the ATSAC is to reach consensus on as many issues before the Committee as possible.
2. Final decisions must be made by a quorum of ATSAC members, based on consensus when possible. If consensus is not possible, decisions will be made by majority vote with a quorum present (OAR 340-246-0070(5)(a)).
3. A quorum is defined as 5 members for a 7-member committee, 4 members for a 6-member committee, and 3 members for a 5-member committee.
4. Only if the ATSAC unanimously disagrees with a recommendation by the Department will the Department be required to re-consider and re-submit its recommendation at a later date (OAR 340-246-0070(2)(g)).
5. The ATSAC may discontinue discussion of a particular topic at any time if the discussions do not appear likely to be productive or constructive.

B. MEMBERSHIP & ATTENDANCE

1. Members will serve a three-year term with no limit on the number of term renewals. Members of the ATSAC may serve less than a three-year term, if necessary, and if agreed upon with DEQ.
2. In the interest of maintaining continuity in discussions, ATSAC members commit to attending each official meeting.
3. Only appointed ATSAC members may participate in ATSAC deliberations and decision making. Members may participate in a meeting by phone if necessary. Members who cannot attend an official

meeting may send an alternate in their place for the sole purpose of recording what transpired at the meeting.

4. A member may be removed for cause, with concurrence by the Commission (OAR 340-246-0070(6)(c)), by a vote of the members. "Cause" may include, but is not limited to, failure to abide by these ground rules or an actual or potential conflict of interest, as those terms are defined by ORS 244.020.

C. SAFEGUARDS FOR THE MEMBERS

1. All members intend to set personal biases aside and to engage in good faith in all aspects of ATSAC discussions, deliberations, and decision making.
2. Although the Department would appreciate reasonable prior notice, any member may resign from the ATSAC at any time without prejudice.
3. Personal attacks and prejudicial statements by committee members toward other committee members will not be tolerated.
4. Contact with the media will be limited to discussions of the objectives and progress of the discussions. No discussions characterizing the position of any other member, or the interest he or she represents, will be held with the media. The Department would appreciate being notified of any contact between the media and ATSAC members.
5. The ATSAC will be assisted by designated staff supplied by the Department, who will not function as decision making members of the ATSAC. To maintain a focused and even flow of work, all "task orders" for the ATSAC will come only from these designated staff. All requests from the public for ATSAC consideration of a specific issue must also come through designated staff.

D. CONDUCT OF MEETINGS

1. The meetings will be conducted according to the Rules of Conduct adopted by the ATSAC. Roberts Rules of Order will not be used.
2. Written notes of ATSAC meetings will be kept and made available to the public on DEQ's ATSAC website after review and approval by the ATSAC. Each meeting will also be recorded and the untranscribed recordings made available to the public upon request, without ATSAC approval.
3. All ATSAC meetings will be open to the public and part of each meeting will be set aside for a public question and answer session.

4. At the conclusion of each meeting, the ATSAC will discuss and agree to the agenda for the next meeting, starting with a draft agenda prepared by the Department and distributed one week prior to the current meeting.
5. Public comments and questions will be limited to designated public input sessions, which will be held at the close of the technical portion of each committee meeting.
6. A member of the ATSAC will be selected to serve as the Committee's Chair. The Chair will be responsible for: (a) keeping members focused on the issues and objectives, (b) ensuring that all members adhere to the agreed process and ground rules, and (c) serving as a spokesperson for decisions reached by the Committee.
7. The Chair will manage meetings to maintain conditions for productive committee work, including the communication of expectations regarding audience behavior to members of the audience.
8. If a member cannot attend a meeting, and a yes/no vote becomes necessary on a particular decision, a member who is absent and agrees with the majority can communicate their written vote to the Chair and it will be counted. A member who has a minority view must be present at the meeting in person or by phone to state their reasons for their view and to cast a vote.

E. CONFLICTS OF INTEREST

1. An actual conflict of interest, as defined in ORS 244.020, is any action, decision, or recommendation by a person acting in a capacity as a public official which provides a monetary benefit or detriment to the person or person's relative, or any business with which the person or person's relative is associated.
2. Because conflicts of interest require direct monetary profit or detriment, DEQ expects that it would be very rare for an ATSAC member within the context of a consensus-based, scientific advisory committee to have an actual or potential conflict of interest as defined in ORS 244.020.
3. However, if any ATSAC member is directly involved with a project where the outcome of an ABC recommendation might benefit a business or organization with which the ATSAC member or relative is associated, the ATSAC member will identify the actual or potential conflict of interest to the ATSAC chair and DEQ and recuse himself/herself from that particular decision process if the other ATSAC members and DEQ think a recusal is necessary.
4. If any ATSAC member is aware that their or their relative's past, current or future association with a business or organization may create the appearance of a conflict of interest or impropriety regarding ABC recommendations, the ATSAC member will notify the ATSAC chair and DEQ. This option

will help DEQ and the ATSAC be aware of and prepared for any complaints of conflicts of interest that may arise.

REVIEWED AND ADOPTED, ATSAC MEETING ON WEDNESDAY, JANUARY 21, 2015.

