**Title**

**Advisory Committee Meeting Information**  ****

Article Content

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**Meeting 1**

This space will include the time, place, agenda and materials when available.

**Meeting 2**

This space will include the time, place, agenda and materials when available.

**Meeting 3**

This space will include the time, place, agenda and materials when available.

## Responsibilities

Chair Responsibilities of the Chair:

* Facilitate the conversation so the committee stays focused on the agenda and on intended outcomes of the meeting
* Ensure that all perspectives are heard
* Ensure that all members adhere to the process and ground rules
* Facilitate comments and input from the public

Members Responsibilities of the committee members:

* Attend each meeting to ensure continuity throughout the process. The primary member may assign an alternate if needed. It is each committee member’s responsibility to brief the alternate fully on all relevant issues and prior committee discussions.
* Prepare for and set aside time for the meetings.
* Provide DEQ staff with copies of relevant research and documentation cited during the meeting.
* Stay focused on the specific topics for each meeting.
* Comment constructively and in good faith.
* Consult regularly with constituencies to inform them on the process and gather their input.
* Treat everyone and his or her opinions with respect.
* Allow one person to speak at a time.
* Be courteous by not engaging in sidebar discussions.
* Avoid representing to the public or media the views of any other committee member or the committee as a whole.

## Decision making

DEQ will not seek consensus positions from the committee or ask the committee to vote on specific issues. DEQ will ask each individual committee member for input and recommendations.

DEQ will use the committee’s discussions in forming draft rules. The draft rules will be part of the required formal notice process that includes public hearings and an opportunity for the public to comment.

## Committee Composition

In convening this committee, DEQ selected members that reflect the range of entities both directly and indirectly affected by implementation of the program. Representatives should be able to consider the technical, policy, fiscal and economic impact of the program for their business and/or organization that they represent. The committee will include representatives from:

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A roster of the committee members is on the committee Web page:

# Expenses

DEQ is able to reimburse any in state, out-of-town committee members for travel expenses, if DEQ approves them in advance.

# Public Records and Confidentiality

Committee records, such as formal documents, discussion drafts, meeting summaries and exhibits are public records. Committee communications are not confidential and become part of the public rulemaking record. However, the private documents of individual committee members generally are not considered public records if DEQ does not have copies.

# Information Exchange

###### Committee members will provide information as much in advance as possible of the meeting at which such information is used. The members will also share all relevant information with each other to the maximum extent possible. If a member believes the relevant information is proprietary in nature, the member will provide a general description of the information and the reason for not providing it.

# Public Involvement

All meetings will be open to the public however the public is not entitled to participate in the meeting.

Once the committee process is complete, DEQ will develop draft rules and conduct a public rulemaking process to seek broader public and stakeholder input. Individual committee members may provide comments to DEQ on the full draft rule at this time. DEQ may modify the final proposed rules based on public comment. DEQ plans to take the draft rules to EQC for its review at the XXX meeting.

# Communications and Media Coverage

DEQ will respond to public or media inquiries associated with the organization, structure, process and goals for the program and committee process. While free to communicate and share individual perspectives with the media and others, DEQ asks committee members to offer their personal viewpoint only and to refrain from speaking for other committee members or the committee as a whole. DEQ asks committee members to vet ideas and issues concerning the program at committee meetings before discussing them outside of the committee structure to respect the ability of the committee to work together. When asked for information about the purpose or activities of the committee, please refer people to the committee website.

# DEQ Contacts

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