

Bylaws

Alabama Partners for Clean Air

Adopted July 31, 2003
Amended Feb. 8, 2007
Amended December 13, 2007
Amended April 9, 2009
Amended December 13, 2012
Amended October 2015

Article 1 – Name of Organization

1.1 The name of this organization is Alabama Partners for Clean Air (APCA).

Article 2 – Objective, Administration, Leadership and Goals

2.1 Purpose

The Alabama Partners for Clean Air is an affiliation of public, private and nonprofit agencies and organizations working to implement voluntary transportation projects, program and strategies that will reduce emissions from mobile sources to improve air quality in Jefferson and Shelby Counties. APCA activities contribute to attainment or maintenance of the National Ambient Air Quality standards (NAAQS) for ground-level ozone and particulate matter (PM).

2.2 Administration

APCA is administered by the Regional Planning Commission of Greater Birmingham (RPCGB) under the authority of the Birmingham Metropolitan Planning Organization (MPO) and the Alabama Department of Transportation (ALDOT) through federal Congestion Mitigation Air Quality (CMAQ) Program funding and local matching funds. APCA programs are conducted in accordance with guidance issued by the Federal Highway Administration (FHWA) for the Congestion Mitigation and Air Quality (CMAQ) Program under the current federal transportation act.

2.3 Leadership

Overall strategy and direction for APCA is guided by a Steering Committee of community leaders from Jefferson and Shelby Counties responsible for implementation of activities.

2.4 Goals

The goals of the Alabama Partners for Clean Air are:

1. To achieve and maintain compliance with the National Ambient Air Quality standards in the Birmingham Area of Jefferson and Shelby Counties.

2. To protect and improve public health, and
3. To minimize the economic impacts on existing and future businesses and keep sustained economic growth consistent with clean air goals.

Article 3 – Membership and Responsibilities of the Steering Committee

3.1 Members

The following organizations comprise the membership of the APCA Steering Committee. Voting members are appointed for a two year term and appointments shall be confirmed at the February meeting of even numbered calendar years. Failure to appoint by this date means that a person is ineligible to vote until such confirmation is provided.

1. Jefferson County to be selected by the Jefferson County Commission President
2. Shelby County – to be selected by the Manager of Development Services
3. Jefferson County Department of Health – to be selected by the Health Officer
4. City of Birmingham – to be selected by the Mayor
5. Birmingham Business Alliance – to be selected by the Vice President, Regional Development
6. Alabama Department of Environmental Management – to be selected by the Chief, Air Division
7. Regional Planning Commission of Greater Birmingham (RPCGB) – to be selected by the Executive Director
8. Birmingham Metropolitan Planning Organization (MPO)– to be selected by the Vice Chairman
9. At-Large, non-profit organization representing air quality interest
10. At-Large, private organization representing air quality interest
11. Alabama Department of Transportation (ALDOT) to be selected by the East Central Region Engineer – Primary contact appropriate for ALDOT oversight according to RPCGB agreement with ALDOT (ex officio)

3.2 Membership Changes

Changes to the membership of the APCA Steering Committee shall be made by a majority vote of the Steering Committee. The Steering Committee shall appoint at-large members at the beginning of the calendar year for a two year term. At-large members' term shall convene upon the first regular scheduled meeting in February of odd-numbered calendar years.

3.3 Appointment of Proxies

Written notice is required for members to be represented by proxy at Steering Committee meetings. A member may appoint another member or a non-member as a proxy eligible to vote. A proxy may be appointed on a permanent basis or for an individual meeting.

3.4 Responsibilities

The Steering Committee's primary responsibilities are to:

1. Set general direction to meet the stated purpose and goals through strategies, program priorities and policies.
2. Set an annual budget for the program.
3. Provide the local match for federal Congestion Mitigation Air Quality (CMAQ) Program funds.
4. Monitor contract performance of organizations responsible for implementing annual work plan under contract to the RPCGB in accordance with agreement with ALDOT.
5. Review and approve the program's annual report.
6. Ensure accountability to the Birmingham Metropolitan Planning Organization (MPO).

3.5 Meetings

The Steering Committee will meet bi-monthly according to an announced annual schedule. Members will be notified of the time and location of meetings at least seven days in advance. Special meetings may be called with a seven (7) day meeting notification. A quorum of 50 percent of the voting members plus one is required for the Committee to conduct official business. All meetings are open to the public in accordance with the Alabama Open Meetings Act No. 2005-40.

3.6 Officers

Officers must be voting members of the Steering Committee and shall include a Chairman and Vice-Chairman, to be elected by the voting Steering Committee membership. Officers shall serve for a term of two years. Term of office shall convene upon the first regular scheduled meeting in February of even-numbered calendar years.

The Chairman, or in his absence the Vice Chairman, shall preside over all meetings of the Steering Committee or may designate the RPCGB staff to chair Committee meetings.

3.7 Rules

Roberts Rules of Order, Newly Revised Current Edition, shall be applicable concerning the conduct of scheduled business at meetings.

Article 4 – Membership and Responsibilities of the Marketing Committee

4.1 Membership

The Marketing Committee shall consist of the following:

- A. APCA Steering Committee Chairman
- B. APCA Steering Committee Vice Chairman

- C. RPCGB CommuteSmart/APCA Program Manager
- D. RPCGB Media Specialist or Public Affairs Officers
- E. JCDH Representative
- F. ADEM Representative

Two additional members serving in an advisory capacity only will consist of:

- A. Contract Media Buyer
- B. Contract PR Firm
- C. Other public outreach and education professionals from public, private or nonprofit agencies

4.2 Responsibilities

The Marketing Committee's primary responsibility is to assist the RPCGB staff with development and evaluation of the APCA marketing program (public outreach and education), based on direction set by the Steering Committee. Recommendations of the Marketing Committee will be presented to the full Steering Committee for review and approval.

4.3 Meetings

The Marketing Committee will meet as needed. Members will be notified of the time and location of meetings at least seven days in advance. A quorum of at least 50 percent of the committee's members plus one is required for the committee to conduct official business. The RPCGB staff will prepare agendas and minutes for all meetings.

Article 5 - Amendments to the Bylaws

- 5.1** Amendments to the bylaws can be made by a two-thirds vote of the Steering Committee members present and voting at a regular meeting. Previous notice must be provided at the meeting in advance of the one at which the amendment(s) is to be considered.