

Air Advisory Council Charter

Michigan Department of Environment, Great Lakes, and Energy

Air Quality Division

EGLE's Mission

To protect Michigan's environment and public health by managing air, water, land, and energy resources.

Purpose and Scope

The [Air Advisory Council](#) (AAC) provides meaningful input and guidance to the [Air Quality Division](#) (AQD) thereby assisting in the wise management of the State of Michigan's air resources. The AAC provides a forum for members to provide feedback and advice to the AQD, and for the AQD to obtain advice from members especially related to policy, priorities, rules, planning, technical reviews, and public engagement.

The scope of the Council is to:

- Bring concerns and emerging issues to the AQD.
- Collaborate, problem solve, and provide a diverse perspective.
- Advocate and educate on shared priorities and funding needs.
- Address issues of mutual interest.

This is a non-voting council.

Roles

EGLE Facilitator:

- Encourages open, candid, and robust dialogue.
- Encourages innovations by listening to all ideas.
- Endeavors to capture good ideas.
- Aids in acknowledging which council member has the floor.
- Starts and ends meetings and agenda items on time.
- Recognizes when the discussion is outside the scope of the meeting and steers discussion back to the meeting's focus.

Council Members:

- Prepare for and sets aside time for meetings.
- Provide the AQD with relevant research and documentation cited during the meeting.
- Stay focused on specific agenda topics for each meeting.
- Communicate constructively, accurately, and in good faith.
- Consult regularly with constituencies to inform on the process and gather input.
- Treat everyone and his or her opinions with respect and assumes good intentions when opinions differ.
- Allow one person to speak at a time.
- Are courteous by not engaging in sidebar discussions.

Council Meetings

- Shall meet in person or via conference call / web meeting at least twice annually, or more frequently as circumstances dictate.
- Will be open to the public.

Membership

- Members shall represent a cross-section of community leaders and clients served by the air program, both directly and indirectly affected by implementation of the [Clean Air Act](#) and [Michigan Environmental Protection Act 451](#), and associated [Air Pollution Control Rules](#).
- Members should represent their business or organization when addressing items under the scope of council discussions.
- AQD membership will include the Division Director, Assistant Division Directors, AQD Section Managers, the ESD Air Quality Liaison, and other AQD staff as needed.
- Membership is a term of three years for non-AQD members. No non-AQD member shall serve more than two consecutive terms; however, a former non-AQD member may be re-appointed after a one-year absence from the council. The Michigan Manufacturer's Association will have at least one member on the council. The Michigan Environmental Council will have at least one member on the council.
- Council members are expected to adhere to the responsibilities outlined in this charter.

AQD Support and Website

- The AQD will post the agendas and meeting materials on the [AAC website](#) at least one week in advance of the meetings. The AQD will not prepare a formal council report.
- The AAC Charter, a full roster of the council, meeting agenda, and background materials will be located on the [AAC webpage](#).

Public Records and Confidentiality

Council communications and records, such as formal documents, discussion drafts, meeting agendas and exhibits are public records. The AQD does not assume responsibility for protecting proprietary or confidential business information shared during council meetings. The AQD captures and maintains council agendas, materials, and reports.

Information Exchange

Council members will provide information in advance of the meeting at which such information is used, if possible. 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.

AQD Contacts

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