

Meeting Procedures

ARTICLE I – PUBLIC MEETINGS

Section 1: Regular Meetings

Regular meetings of the Pipeline Safety Advisory Board (Advisory Board) may be held quarterly, or as needed, for the transaction of business as may be brought before the Advisory Board. Business that the Advisory Board may perform shall be conducted at a public meeting of the committee held in compliance with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.

Section 2: Special Meetings

Special meetings of the Advisory Board may be called at any time by either of the Chairpersons. A special meeting is any meeting held outside of the regularly scheduled quarterly meetings. All members of the Advisory Board shall be notified of special meetings at least ten (10) days before the date of the meeting. The reason for the meeting shall be stated and the Advisory Board shall discuss only the business stated.

Section 3: Public Meetings and Records

All meetings and records of the Advisory Board shall be open to the public. The official records of the Advisory Board shall be kept by and at the offices of the Department of Environmental Quality (DEQ). A writing prepared, owned, used in the possession of or retained by the Advisory Board in the performance of an official function is subject to the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246.

Section 4: Public Appearance

All persons wishing to address the Advisory Board must declare their intent by completing a **Public Appearance Card** prior to, or during the Public Appearance portion of the meeting. Persons addressing the Advisory Board will be requested to identify their name, address and the organization they belong to, if any. In those instances in which a person is representing an organization, the presenter should indicate whether their comments represent the official views of the organization. Persons contacting the staff assistant on or before the Friday preceding the meeting will be allowed five (5) minutes for their presentation. Persons signing up after the Friday preceding the meeting will be allowed up to three (3) minutes at the discretion of the Chairpersons. The Public Appearance segment of the meeting will last until closed by the Chairpersons or by vote of the Advisory Board.

Section 5: Public Notices of Meetings

The Advisory Board, at its last regularly scheduled meeting of the calendar year, shall adopt a meeting schedule for the following calendar year. Public notice of the annual meeting schedule of regular meetings shall show the regular dates and times for the meetings and the place at which the meetings will be held. Public notice for all regular and special meetings shall be given by posting a copy of the notice on the Department of Environmental Quality calendar and the Michigan Agency for Energy website. Agendas for regular meetings shall be posted on the website no later than ten (10) days prior to the meeting. Agendas for special meetings shall be posted on the website no later than seven (7) days prior to the meeting.

Section 6: Quorum

Fifty-one percent (51%) or more, members of the Advisory Board, shall constitute a quorum at any regular or special meeting for the purpose of transacting business of the Advisory Board.

Section 7: Voting

The chairpersons may call for a vote of the Advisory Board. All voting shall be by a voice vote. A majority vote of the remaining members will bind. All votes shall be recorded and reflected in the minutes.

Section 8: Delegation of Appointment

Members of the Executive branch and federal government may assign a designee to attend and vote at the meeting on their behalf. The designee must be designated on a form provided by the DEQ. Any change must be made at least ten (10) days prior to the meeting.

Section 9: Vacancy

A vacancy on the Advisory Board occurring other than by expiration of a term shall be filled by the Governor in the same manner as the original appointment for the balance of the unexpired term. A vacancy shall not affect the power of the remaining members to exercise the duties of the Advisory Board.

Section 10: Parliamentary Authority

All meetings shall be governed by any statute pertinent to this Advisory Board, and using simplified **Robert's Rules of Order**, in all cases where they are applicable, and in which they are not inconsistent with these **Rules of Procedure** and any special rules of order the Advisory Board may adopt. Those being: **Motion, Amendment, Amending the Amendment, Substitute Motion, Speaking on Motions or Amendments, End Debate, Table, Point of Information, Point of Order or Appeal from Chair.**

Section 11: Agenda

The agenda for each regular meeting shall be prepared by the Advisory Board's Staff Assistant, in consultation with the Chairpersons, on the basis of all materials received by the staff assistant, either written or oral, fourteen (14) days before convening of the next regular meeting and published not less than seven (7) days prior to, or immediately upon, preparation of same. An agenda for special meetings shall be prepared and sent to Advisory Board Members with the notification of the meeting.

Section 12: Recording the Proceedings

The Advisory Board's Staff Assistant shall be responsible for recording and preparing the minutes of each regular and special Advisory Board meeting. The minutes shall be in the form of summary, except motions and resolutions of the Advisory Board.

ARTICLE II - OFFICERS

Section 1: Chairpersons

The Officers of the Advisory Board shall consist of two Chairpersons. The Governor shall designate the members of the Advisory Board to serve as the Chairpersons of the Advisory Board at the pleasure of the Governor.

Section 2: Chairpersons Duties

The Chairpersons shall normally represent the Advisory Board at such official functions as the Advisory Board shall specify. The Chairpersons shall be charged with the responsibility of calling for such regular and special meetings of the Advisory Board, as are necessary, to enable the Advisory Board to carry out its assigned duties and responsibilities. The Chairpersons shall preside over all such meetings and shall be entitled to vote on any matter the same as any other Advisory Board member. The Chairpersons will rotate hosting each meeting.

ARTICLE III – DUTIES OF THE MEMBERS OF THE ADVISORY BOARD

Section 1: Advisory Board Duties

The Advisory Board shall advise the Governor on areas of best practice in pipeline safety and siting, emergency response and planning for pipelines and public engagement on pipelines. In addition the Advisory Board shall advise on statutory, regulatory, and contractual implementation of the Michigan Petroleum Pipeline Task Force Report as well as review information submitted to the state in response to the Michigan Petroleum Pipeline Task Force Report. The Advisory Board may perform additional related duties as provided by Executive Order No. 2015-12, other law, or as requested by the Director of the DEQ or the Governor.

The Advisory Board may establish advisory workgroups as considered necessary to assist in performing the duties and responsibilities of the Advisory Board. The Advisory Board may hire or retain contractors, subcontractors, advisory, consultants, and agents and may make and enter into contracts necessary or incidental to the exercise of the powers of the Advisory Board and the performance of its duties as the Director of the DEQ considers

advisable and necessary, in accordance with state statute, and the rules and procedures of the Civil Service Commission and the Department of Technology, Management, and Budget (DTMB), subject to available funding. The Advisory Board may accept donations of labor, services, or other things of value from any public or private agency or person.

Members of the Advisory Board shall refer all legal, legislative, and media contacts to the DEQ.

Section 2: Staff Support and Budget

The Advisory Board shall be staffed and assisted by personnel from the DEQ, subject to available funding. Any budgeting, procurement, or related management functions of the Advisory Board shall be performed under the direction and supervision of the Director of the DEQ.

Section 3: Compensation

Members of the Advisory Board shall serve without compensation. Members of the Advisory Board may receive reimbursement for necessary travel and expenses consistent with state statutes and the rules and procedures of the Civil Service Commission and the DTMB, subject to available funding. All requests by Advisory Board members for reimbursement of expenses for Advisory Board related activities (except regular and special meetings) shall be made to the staff assistant, in writing, within fourteen (14) days of travel. Travel expenses include mileage, meals and hotel accommodations which will be reimbursed at the DTMB set rate.

ARTICLE IV – AMENDMENTS

This **Rules of Procedure**, in all or in part, may be amended by a concurring vote of two-thirds of the Advisory Board membership made at any regular or special meeting, provided that the proposed amendment is provided in writing with the agenda for that meeting.

ARTICLE V – ADVISORY WORKGROUPS AND SUBCOMMITTEES

Section 1: Rules of Procedure

Articles I and II of the Rules of Procedure for the Michigan Pipeline Safety Advisory Board shall apply to all Advisory Workgroups and Subcommittees of the Advisory Board.

Section 2: Chairpersons and Other Officers

The Chairpersons and other Officers of the Advisory Workgroups shall be appointed by the Chairpersons of the Advisory Board.

Section 3: Vacancy

A vacancy on the Advisory Workgroup or Subcommittee occurring other than by expiration of a term shall be filled by the same manner as the original appointment for the balance of the unexpired term. A vacancy shall not affect the power of the remaining members to exercise the duties of the Advisory Workgroup or Subcommittee.

Section 4: Reports and Plans

The Advisory Workgroups and Subcommittees shall provide meeting updates, reports, and plans to the Advisory Board to assist in performing the duties and responsibilities of the Advisory Board.

Section 5: Duties of the Members

Members of the Advisory Workgroups and Subcommittees shall refer all legal, legislative, and media contacts to the DEQ. The Advisory Workgroups and Subcommittees shall make recommendations to the Advisory Board and the Governor on implementation of EO 2015-12.

ARTICLE VI- DISSOLVEMENT OF THE ADVISORY BOARD

The Advisory Board shall dissolve on December 31, 2018, at the expiration of the term of office of Board members provided in EO 2015-12.