



## **SBO/SBEAP NATIONAL STEERING COMMITTEE GUIDELINES**

### **Purpose & Background**

The State Small Business Ombudsman/Small Business Environmental Assistance Program (SBO/SBEAP) National Steering Committee (Steering Committee) was created in 1995 to represent the interests of the Small Business 507 Programs (507 Programs) and also to provide a networking and communications tool between the programs and the Environmental Protection Agency's (EPA) Asbestos and Small Business Ombudsman (ASBO) and Office of Air Quality Planning and Standards (OAQPS). One representative from each EPA region serves on the Steering Committee, along with an alternate from that Region. The Steering Committee Regional Representatives (and/or Alternates) participate in monthly conference calls, serve as a conduit for information to other assistance providers in the region, and act as a focal point of contact to disseminate information to and from the 507 Program service providers. The Steering Committee provides a vehicle for identifying and resolving problems faced by the 507 Program service providers and, through partnership with EPA's ASBO, OAQPS, and other EPA offices, works towards mutually effective solutions. As the 507 Programs have developed and networking between state and federal programs has grown, new service providers have requested guidelines or more formal written documentation as to the membership and organization of the Steering Committee. These guidelines were developed in an attempt to provide a frame of reference for all.

### **Committee Membership**

Any member of a Clean Air Act (CAA) Section 507 Program, as identified in the State Implementation Plan for that state, is eligible to serve on the Steering Committee. The Steering Committee will be comprised of a chair, vice-chair, regional representatives and alternates from

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each of the ten (10) EPA regional boundaries, and EPA representation. Steering Committee members shall be from their State authorized 507 Program and have delegation from their appropriate State agency to participate on the Steering Committee on behalf of the region and the agency. EPA representatives, the National Compliance Advisory Panel representative, and the Subcommittee representatives are an integral part of the Steering Committee and the network of small business providers and shall serve in an advisory capacity to the membership.

### ***Chair***

The Chair of the Steering Committee is responsible for coordinating the monthly conference calls, representing the Steering Committee in different activities and capacities that may include: congressional hearings, coordinating with EPA's ASBO, the OAQPS, and other EPA offices, and acting as a liaison for the Steering Committee in general. Qualifications for being Chair include having served on the Steering Committee for at least one year in the capacity of Vice-Chair and having prior experience as a regional representative or alternate.

### ***Vice-Chair***

The Vice-Chair of the Steering Committee is responsible for providing support and backup for the Chair as needed and serves as the liaison to the National Compliance Advisory Panel. Qualifications for being the Vice-Chair include having prior experience as a regional representative or alternate on the Steering Committee. The Vice-Chair does not have to be a sitting member of the Steering Committee at the time of election.

### ***Regional Representatives and Alternates***

Steering Committee Regional Representatives (representatives) support the 507 Programs as a whole and represent their respective regions on the Steering Committee by participating in monthly conference calls, disseminating information to the states in their region, initiating voting procedures, reporting votes to the Chair and participating in decision making initiatives affecting the 507 Programs as a whole. The Steering Committee Regional Alternates (alternates) act as support for the representatives and participate in monthly Steering Committee conference calls as needed. Each state 507

program shall select or elect a representative and an alternate from each of the ten (10) EPA regional boundaries.

### ***EPA***

EPA representatives are an integral part of the Steering Committee and the network of small business assistance providers. The EPA ASBO, EPA's Office of Enforcement and Compliance Assurance's (OECA) Office of Compliance, Monitoring, Assistance and Media Programs Division representative, Lead Regional Compliance Assistance Coordinator for OECA, and OAQPS Small Business Coordinator are advisory members of the Steering Committee and are non-voting members. In addition, a representative from the EPA's Office of Solid Waste and Office of Water will serve in an advisory capacity with quarterly attendance on NSC calls to foster communication and partnership. These representatives are non-voting members.

### ***National Compliance Advisory Panel***

The National Compliance Advisory Panel (NCAP) shall be represented on the Steering Committee by the NCAP Vice-Chair, who serves as a liaison between the NCAP and Steering Committee. The NCAP representative is an advisory member of the Steering Committee and is a non-voting member.

### ***Subcommittees***

Steering Committee Subcommittees are an integral part of the Steering Committee and serve to help the Steering Committee identify priorities and establish and meet its goals. Subcommittee members often participate in monthly Steering Committee conference calls to relay information to the Steering Committee members. Subcommittee members are non-voting members of the Steering Committee.

### **Terms**

#### ***Chair***

The elected Chair shall serve a term of two years beginning June 1st of the election year. Upon completing his/her term, the past Chair shall act in an advisory capacity to the new Chair for one year. In the event the Chair leaves office during his/her designated term,

the Vice-Chair shall assume office for the remainder of the outgoing Chair's term and then will serve his/her two-year term. Should the Vice-Chair be unable to serve when the Chair position is vacated, for any reason, the Chair shall be selected using the same procedures for electing the Vice-Chair, as described below.

### ***Vice Chair***

The elected Vice-Chair shall serve a term of two years beginning June 1st of the election year. After serving his/her term as Vice-Chair, he/she automatically rotates into the Chair position upon expiration of the Chair's term of office. In the event the Vice-Chair is unable to complete his/her term, a new Vice-Chair will be elected as described below. In the event the Chair leaves office during his/her designated term, the Vice-Chair shall assume office as outlined above. A new Vice-Chair will then be elected as described below and will serve the remainder of the outgoing Vice-Chair's term and then will serve his/her two-year term as Vice-Chair.

### ***Representatives and Alternates***

The selected or elected representatives and alternates shall serve a term of one year and shall assume their duties on June 1st of each year. It is recommended that the alternate rotate into the representative position after one year. Repeated non-participation by the designated representative will result in a call from the Chair to resolve any issues in order to ensure regional representation.

### **Elections**

During the year of an election, the Steering Committee will solicit interest for the Vice-Chair position among the 507 programs in February of that year. In March of that year, individuals interested in becoming Vice-Chair, and who qualify for the position, shall submit a letter of interest to the Chair. In April of that year, the new Vice-Chair will be selected among those individuals who submitted letters of interest using the following procedures:

1. Representatives or alternates will distribute all of the letters of interest by individuals seeking the Vice-Chair position to the state 507 programs within their respective region.
2. Each representative shall poll each of the state 507 programs in his/her region. Within each state 507 Program, the State Ombudsman and technical Assistance Program Director shall have a vote, for a maximum of two votes per state. In the instance where a state has a dual role of the Ombudsman and Technical Assistance Program Director, that state's vote shall be counted twice.
3. The representatives will submit the actual vote count of the individual states within their respective region to the Chair to determine the cumulative vote.
4. The individual with the most number of votes among the state 507 Programs will be the next Vice-Chair.

### **Voting on Issues**

When issues arise among the 507 programs and the Steering Committee, the following procedures will be used to achieve a majority:

1. For any issue that does not have the ability to impact the conduct of business or operation of the state 507 programs, the chair, vice chair, and each representative and alternate shall have one vote on the issue. These types of issues will be determined by the majority vote.
2. For any issue that has the potential to affect state 507 programs that has been raised, a cumulative vote among all of the state 507 Programs is necessary. The issue under consideration will be tabled until the next monthly call, thereby allowing time for the representatives to poll their individual state 507 Programs. In such cases, the Chair shall prepare a statement outlining the issue. This will be distributed to the states by the representatives to ensure an unbiased statement of the issue is presented.
3. The representatives shall disseminate the statement to their respective states. The states are given the opportunity to provide their individual position, thoughts and opinions on the issue to their representative.
4. The representatives will poll each of the State 507 Programs within their respective region. Each state is allowed two votes -- one for the State Ombudsman and one for

the Technical Assistance Director. In the instance where a state has a dual of the Ombudsman and Technical Assistance Program Director, that state's vote shall be counted twice. The representatives will tally the votes and submit the actual vote count of the individual states in their region to the Chair to determine the cumulative vote. The issue will be decided upon by the majority vote.

5. In the case where a majority is not reached on a controversial issue that could potentially impact the state 507 programs, the Chair shall inform the Steering Committee that a majority was not reached. The representatives will then inform their respective state 507 programs and provide them with an opportunity to submit their comments and/or position. These comments will be submitted to the Chair, who will then present the different views of the state 507 Programs in an unbiased manner to the Steering Committee and the interested party that originated the issue.
6. While a majority may be established on an issue, this does not preclude any individual state 507 Program from having or taking a stand contrary to the position of the majority. Any individual vested state interest shall not be eclipsed or have their viability determined or impaired by a Steering Committee majority. Any state may present its views directly to the Steering Committee during appropriate calls or meetings.