

SBO/SBAP STEERING COMMITTEE GUIDELINES

Purpose

The 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 USEPA's Small Business Ombudsman and OAQPS. One representative from each USEPA region serves on the Steering Committee, along with an alternate from that Region. The Steering Committee Representative participates in monthly conference calls, serves as a conduit for information to other assistance providers in the region, and acts 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 USEPA's Ombudsman and OAQPS, 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 chairperson, vice chairperson, regional representatives from each of the USEPA regions, regional alternates and USEPA representation. The Steering Committee Chairperson and the Steering Committee Vice-Chairperson 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. USEPA representatives are an integral part of the Steering

Committee and the network of small business providers but shall serve in an advisory capacity to the membership.

Chairperson

The Chairperson shall be selected by the regional representatives. The Chair shall have served on the Steering Committee for at least one year as a regional representative or alternate. The Chair shall be selected for a two year term. The selection will be made by the regional steering committee representatives and alternates from the group of active regional representatives. This post requires a commitment on the part of the individual involved to coordinate the monthly teleconferences, represent the Steering Committee in different activities and capacities that may include: congressional hearings, coordinating with USEPA's Ombudsman, the OAQPS, and other USEPA offices, and acting as a liaison for the Steering Committee in general. The Chair shall assume office on June 1 of the appropriate year. Upon completing his/her term, the past Chair shall act in an advisory capacity for one-year. Should the Chair leave office during his/her designated term, the Vice-Chair shall assume office for the remainder of the term.

Vice-Chair

The Vice-Chair shall be selected for a two year term. The selection will be made by the regional steering committee representatives and alternates from the group of active regional representatives. The Vice-Chair shall assume office on June 1 of the appropriate year. The Vice-Chair automatically rotates into the Chair position upon expiration of the Chair's term of office or should the Chair be unable to fulfill his/her term. The Vice-Chair shall provide support and backup for the Chair position as needed. Should the Vice-Chair be unable to fulfill his/her duties, the Steering Committee will determine whether and how to fill the position.

Regional Representatives and Alternates

There shall be 10 regional representatives and 10 alternates elected or otherwise selected by the states in their region for 1-year terms and shall assume their duties each June 1st. The regional 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, and participating in decision making initiatives affecting the 507 programs as a whole. The alternate representative acts as support for the regional representative and participates in the monthly conference calls as needed. The alternate will have the opportunity to rotate into the regional representative position after one year. Non-participation by the designated representative will result in a call from the Chair to resolve any issues in order to ensure regional representation.

USEPA

USEPA representatives are an integral part of the Steering Committee and the network of small business assistance providers. The USEPA Small Business Ombudsman, Associate Ombudsman and OAQPS Small Business Liaison are advisory members of the Committee.

Voting

Due to the facts that the Steering Committee acts as a resource for USEPA's Ombudsman's office and OAQPS and that the committee and officers selected are representatives of their regional 507 Programs and have a duty to work with the USEPA Ombudsman's office and OAQPS, when it becomes necessary to vote to determine a majority consensus, it is recommended that the following be adhered to:

1. A vote will be taken by the Steering Committee when necessary to achieve consensus on an issue or topic that affects the 507 Programs.

When necessary, Steering Committee members shall poll their region and provide the thoughts and opinions of the region they represent. In the case where no consensus can be reached, the Chair shall present the different views of the 507 Programs in an unbiased manner, this may include polling the individual states.

2. Each regional representative on the Steering Committee shall have one vote. USEPA will be considered to be in an ex-officio capacity and shall not have a vote unless the question to be voted on involves federal monies, such as the time and location of the SBO/SBAP Annual Conference, grant monies, etc.
3. In all situations, when the Steering Committee meets and it is determined a vote is necessary, the topic and question under consideration will be tabled until the next meeting thereby allowing time for the regional representatives to poll their individual programs to determine the regional consensus. In such cases, the Chair shall endeavor to ensure an unbiased statement of the issues is presented.
4. If there is a controversial issue or topic, the Steering Committee regional representatives will poll their states for individual positions and do not have the ability to unilaterally determine a regional consensus where a consensus vote on a controversial topic or issue has the ability to affect each individual State 507 Program individually. While a regional consensus may be established on an issue, this does not preclude any individual state from having or taking a stand contrary to the issue at hand. Any individual vested state interest shall not be eclipsed by a Steering Committee consensus. In fact, Steering Committee members should consider impacts to the 507 Program as a whole and may find themselves at

times voting in opposition to a stand that their respective program or agency may take.