AIR & WASTE MANAGEMENT ASSOCIATION

TECHNICAL COUNCIL OPERATIONS MANUAL

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TABLE OF CONTENTS

1.0   Technical Council Mission

The mission of the Technical Council is to assist the Association in accomplishing its mission and objectives by supplying expertise: in the development of technical programming for the Association's Annual Conference, specialty conferences, workshops, joint society-sponsored meetings and seminars, webinars, and other such events. The Technical Council also serves as a resource and can provide technical support to governmental agencies and other organizations within the scope of the Association's activities.

All Technical Council officers and members play a vital role in A&WMA. It is through their organization and direction that the technical and professional expertise of A&WMA is utilized to accomplish the Association's objectives. It is important, therefore, that all Technical Council leaders, including Group Coordinators, Division Chairs, Standing Committee Chairs, Inter-committee Task Force (ITF) Chairs, and Technical Coordinating Committee (TCC) Chairs, know and understand the objectives and mechanics of the Technical Council. This Operations Manual provides detailed guidance for the operations of Technical Council.

1.1 Technical Council Execution of A&WMA's Mission

Technical Council, through its Groups, Divisions, Technical Coordinating Committees (TCCs), Standing Committees, and Inter-committee Task Forces (ITFs), helps to fulfill the A&WMA mission in the following manner:

- By developing the technical program for the Annual Conference and Exhibition (referred to as ACE or Annual Conference). The Technical Council's participation in the Annual Conference is mandatory.

- By developing or helping to develop other non-ACE technical programs for the A&WMA such as specialty conferences, workshops, seminars, and webinars, including technical programming sponsored jointly by A&WMA and other recognized technical societies, agencies and legislative committees.

- By preparing reports and papers related to the mission of the various groups and covering topics such as definitions, methods, processes, procedures and recommending practical limits for presentation at A&WMA meetings and, especially, for inclusion in the Association's publications.

- By interacting with other Association entities and Councils in the development and planning of specialty conferences and sessions, such as the MEGA Symposium, Measurements Conference, Critical Review, etc.

- By providing representatives to participate on Committees and Subcommittees of the Association's Board of Directors.

- By coordinating and participating in activities related to the establishment of definitions, methods, processes, procedures, etc., with appropriate activities of other recognized technical societies, agencies and legislative committees.

- By communicating and promoting technical content developed through the A&WMA Technical Council in order to increase membership in the organization and encourage both member and non-member participation in A&WMA activities, as well as to provide an awareness of our activities within A&WMA and to the interested general public.

The TCCs, Standing Committees, and ITFs may issue reports and make recommendations as appropriate. Whenever a TCC makes recommendations in the nature of an Informative Report, it shall present its report in writing. It will transmit the same to the Technical Council voting officers for approval and transmission

to the Board by the Technical Council Chair. It is suggested that whenever the Board approves such a recommendation, it will designate it as an Informative Report to be published in the Journal or other Association publication or forum.

1.2 Mission Statements for Technical Council Entities

All Divisions, TCCs, Standing Committees, and ITFs recognized by the Technical Council shall have mission statements. Each mission statement shall focus on that entity's efforts in support of Technical Council's mission and for the benefit of the Association. All mission statements shall be reviewed periodically and be updated as needed by each respective entity. Mission statements shall be reviewed at least every three (3) years and be updated, if necessary, upon any material changes to the structure or focus of the entity. Current mission statements for all Technical Council Entities shall be submitted to the Technical Council Executive Committee for approval. Mission statements will be posted on the Association's web site and may be used in other internal and external communications.

2.0 Organization and Structure of the Technical Council

The Technical Council has adopted procedures to provide for an orderly movement of A&WMA members into positions of responsibility in Technical Council. For the purpose of this document, the following definitions apply:

- **Executive Committee** of Technical Council consists of the following:
  o Technical Council Chair,
  o Technical Council Vice Chair,
  o Technical Council Secretary,
  o Technical Council Group Coordinators, and
  o Immediate Past Chair of Technical Council.

- **Leadership** of Technical Council consists of the following:
  o Technical Council Executive Committee,
  o Division Chairs,
  o Division Vice Chairs,
  o TCC Chairs,
  o Standing Committee Chairs, and
  o ITF Chairs.

- **Voting Officers** of Technical Council for normal business actions include the Executive Committee of Technical Council, Division Chairs, Standing Committee Chairs, and ITF Chairs, or their designated representatives. For the election of the Technical Council Vice Chair, the pool of voting members is expanded to include the Technical Council Leadership, as defined above, or their designated representatives. The Technical Council Chair is a voting member for breaking ties. Note that each vote is associated with one of the identified voting officer positions and not the office holder; thus, for example, an individual holding two voting officer positions would get two votes. The President of A&WMA and appropriate Association staff members are non-voting ex officio members of Technical Council. Division Vice Chairs are non-voting members of Technical Council unless acting on behalf of the Division Chairs during their absence.

The Technical Council and its officers provide coordination, guidance, and assistance to the TCCs in accomplishing the Association's mission. The TCCs provide the technical experts and resources for Association technical activities and, as such, are the foundation and "brain trust" of our organization. They contribute to the Association's mission by publication in journals and reports, information transfer via the A&WMA Annual Conference Technical Program papers, posters, panels, presentations and proceedings, specialty conference presentations and proceedings, workshops and continuing education courses.

TCCs are formed by groups of Association members to focus on a particular topical area, issue or endeavor within the purview of the Association's mission. Each TCC operates within one of the Divisions that were formed to monitor and coordinate efforts within generically similar subject areas. Each Division operates within one of the Groups. Standing Committees and ITFs report to the Technical Council Chair unless assigned to a particular Division. The Organizational Structure of Technical Council, including all TCCs, Standing Committees, and ITFs, is included in Appendix A.

2.1   Procedures for Selection of Technical Council and TCC Officers

Each TCC, Standing Committee, and ITF elects its own officers, generally a Chair, Vice Chair and Secretary, though they are free to determine the appropriate leadership structure, officer terms and titles to fit their membership and operational needs.   The Division officers are elected through a vote of all of the officers of the TCCs and ITFs within the respective Division. The Chair and Vice Chair of the Standing Committees and ITFs are selected as described in Sections 2.2 and 2.3, respectively. Except for the Technical Council Chair, Vice Chair, Secretary, and Standing Committee officer positions, which officially rotate on January 1, all other Technical Council officers at the Group, Division, TCC, and ITF level shall rotate during the ACE and assume their duties at the conclusion of the ACE Technical Council meeting following elections or scheduled rotations.

The rotational cycle for Technical Council officers may be either two or three years at the discretion of the entity. To the extent practicable, Group Coordinator and Division Chair rotations should be staggered to maintain continuity of Technical Council Leadership.

2.1.1   Technical Council Chair

The Technical Council Chair is elected first as Technical Council Vice Chair and assumes the role of Chair at the conclusion of the term of the current Chair or earlier, in the event of a vacancy in the position of Technical Council Chair, and will serve as Technical Council Chair for a term of two years. To maintain continuity in planning of the ACE Technical Program, which is one of the responsibilities of the Technical Council Chair, the Vice Chair of Technical Council will assume the role of ACE Technical Program Chair for the upcoming year effective the last day of the ACE in which his/her term as Technical Council Vice Chair expires. The incoming Chair of the Technical Council will become a member of the Association's Board of Directors and assume all responsibilities as the Chair of the Technical Council on January 1 following the date that he/she becomes Chair of the ACE Technical Program. The Technical Council Chair can succeed himself/herself only if he/she has served a partial term or by unanimous vote of the Technical Council Executive Committee in the case of extenuating circumstances. In the event, that the Technical Council Chair resigns or is unable to serve, the Technical Council Vice Chair will assume the role of Technical Council Chair immediately, and may appoint an interim Technical Council Vice Chair until such time as elections can be held for the position of Technical Council Vice Chair.

2.1.2   Technical Council Vice Chair

The Technical Council Leadership elects the Vice Chair for a two-year term. Candidates for Technical Council Vice Chair must have served previously as Division Chair, Group Coordinator, or Technical Council Secretary for at least two years. The following procedure shall be used.

- A three-person Nominating Committee, chaired by the Technical Council Vice Chair and comprised of the Technical Council Chair and a member at large from the Technical Council Leadership, as designated by the Technical Council Chair, shall be formed at the Technical Council meeting preceding the ACE when the rotation is to occur or as soon as practical following a resignation or unscheduled vacancy in the Technical Council Vice Chair position.
- The Nominating Committee will present a slate of two or more candidates.
- Each nominee shall provide the nominating committee with his/her resume for distribution to voting officers prior to the election. The election process should be accomplished not later than one month before the expiration of the term of the current Vice Chair.
- Election to the office of the Technical Council Vice Chair requires a simple majority of the votes cast by the Technical Council Leadership. Voting will be conducted electronically and each voting period will be for at least two (2) weeks. If more than two persons are presented and no one receives a simple majority of the votes cast, the two persons with the highest votes shall be presented again for a final vote.
- The voting officers for the election of Technical Council Vice Chair are the Technical Council Leadership, as defined previously. In the event that any TCC Chair is unable to vote or unavailable, the respective TCC Vice Chair or designee may vote on his or her behalf. It is the intent of the Council that the votes are tied to a position, not an individual.

In the event that the Technical Council Vice Chair resigns or is no longer able to serve, the Technical Council Chair will appoint an interim Technical Council Vice Chair until such time as elections can be held for the position of Technical Council Vice Chair, in accordance with the procedures. In the event that the Technical Council Vice Chair resigns or is no longer able to serve during the last year of his or her term, the Technical Council Chair will appoint, in agreement with the Technical Council Executive Committee, a Technical Council Vice Chair with appropriate knowledge and experience of Technical Council procedures and processes, and who is capable of assuming and serving as the next Technical Council Chair to complete the unexpired term of Technical Council Vice Chair and subsequently assume the role of Technical Council Chair in accordance with the normal procedure.

If both the Technical Council Chair and Vice Chair are no longer able to serve, an acting Technical Council Chair is appointed from Technical Council Leadership by the Technical Council Past-Chair until a new election can be held.

2.1.3   Technical Council Secretary

The Technical Council Executive Committee, with advice from the voting officers, appoints the Secretary for a one- to three-year term. Candidates for Technical Council Secretary must have served previously as Division Chair, Group Coordinator, Standing Committee or ITF officer, or TCC officer for at least two years.

In the event that the Technical Council Secretary resigns or is no longer able to serve, the Technical Council Executive Committee will appoint a replacement as soon as practical.

2.1.4   Group Coordinators

A three-person Nominating Committee comprised of the outgoing Group Coordinator, a member at large from the affected Group, and the Technical Council Vice Chair will select at least two persons from the active membership of the Divisions and TCCs within the Group or from past Group, Division or TCC officers and present the slate to the Technical Council Executive Committee. Candidates for Group Coordinator shall have previously served as an officer at the Division level or higher. Provided that there are sufficiently compelling reasons, the nominating committee may recommend that a single candidate be nominated. The Technical Council Chair shall:

- Discuss the Group Coordinator candidates with the Division Chairs and Vice Chairs of the affected Group and the Technical Council Executive Committee.
- Discuss the desired term of office for this appointment (either two or three years) with the Division Chairs of the affected Group and the Technical Council Executive Committee.
- Upon discussion with the incoming Group Coordinator, confirm the term of office for this appointment.
- Appoint the Group Coordinator, based on consensus among the Group's Division Chairs, Division Vice Chairs and the Technical Council Executive Committee.

In the event, that a Group Coordinator resigns, the Technical Council Chair will appoint an interim Group Coordinator until such time as nominations and a new Coordinator can be appointed, in accordance with the procedures.

2.1.5   Division Officers

The Division Vice Chair becomes Division Chair at the conclusion of his/her term as Vice Chair. The two or three-year term of the Division Chair commences during ACE. The Chair can succeed himself/herself only if he/she has served a partial term or by interim appointment by the Technical Council Chair in consultation with the respective Group Coordinator.

The Division Vice Chair is nominated by a three-person committee (led by the current Division Vice Chair and comprised of the Division-Chair, and a division member appointed by the current Chair).

The election process follows:
- The Nominating Committee shall be appointed at least sixty (60) days prior to the Annual Conference at which rotation will occur.
- The Nominating Committee shall present to the divisional TCC officers at least two persons from the active or former TCC Chairs.
- The election to the office of Division Vice Chair requires a majority vote of the Divisional TCC Chairs, TCC Vice Chairs, and any associated ITF Chairs and Vice Chairs. If possible, the election process shall be conducted in advance of the Annual Conference, via electronic voting. If this is not possible, the election shall take place during the Annual Conference.
- The outgoing Division Chair will notify the Technical Council Chair of the results of the election of the incoming Division Vice Chair for formal appointment.
- The appointee will assume his or her new duties in accordance with the succession timeline set forth in Section 2.1.

In the event, that a Division Chair resigns, the Division Vice Chair immediately assumes the role of Division Chair and an interim Division Vice Chair is appointed by the Group Coordinator in consultation with the interim Division Chair, until such time as elections can be held for the position of Division Vice Chair, in accordance with the procedures.

2.1.6   TCC Officers

The TCC officers are elected based on nominations and a majority vote from the TCC membership. The officer positions and their terms of office (two or three years) are determined by each TCC in accordance with their Charter. Following election, they are formally appointed by the Division Chair.

In the event that a TCC officer resigns, an interim officer may be appointed by the remaining TCC officers, until such time as elections can be held to fill the position.

2.2   Standing Committees

Standing Committees (other than TCCs and ITFs) are to be formed when an important function of Technical Council is identified that is outside of the Group/Division/TCC structure. A Standing Committee may be proposed to the Technical Council and approved by majority vote of the voting officers of Technical Council. The mission and membership of each Standing Committee will be designated at the time the Standing Committee is formed. The Standing Committee will report to the Technical Council Chair, or as designated by the Technical Council Chair.

The Standing Committee shall exist until dissolved by majority vote of the voting officers of Technical Council. The leadership of Standing Committees shall be appointed by the Technical Council Chair after advice and consent of the Technical Council voting officers unless specific provisions are included in this section.

2.2.1 Non-ACE Programs (PRG) Committee

PRG is a Standing Committee of Technical Council. The purpose of the PRG Committee is to assist Technical Council with the identification or support of Association programs other than the Annual Conference. Non-ACE Programs includes publications and other products, as well as webinars, workshops, and Specialty Conferences.

The membership of the PRG Committee will consist of the Technical Council Executive Committee, Division Chairs, and other interested parties added by the PRG Chair.

Normally the PRG Vice Chair will become Chair of the PRG Committee when the Chair of Technical Council, at the end of their term, becomes the immediate Past Chair and rotates into the PRG Vice Chair position. However, the positions of Chair and Vice Chair of the PRG Committee may be filled by appointment of the Technical Council Chair after advice and consent of the Technical Council voting officers.

2.3 Inter-Committee Task Force (ITF)

An ITF may be proposed to the Technical Council and approved by majority vote of the voting officers of Technical Council. The ITF will report to the Technical Council Chair, Group Coordinator or Division Chair, as appropriate and as designated by the Technical Council Chair.

In principle, ITFs are established to:

- Bring societal (A&WMA) recognition, understanding and emphasis to address rapidly developing environmental issues of national and/or international concern;
- Provide coordination and focus among TCCs to address the specific issues of concern; and
- Provide leadership in the development of a forum and opportunity to the society members, regulatory agencies, industry and the public at large to assess scientific, technical and policy issues relevant to the subject of concern.

Typically, an ITF will have a life of three years, and will undergo an annual review for its effectiveness or need. If an appropriate committee already exists, it may be designated as an ITF on a temporary basis. When the need has ended, the ITF is either reassigned as a TCC or Standing Committee, dissolved or made into a Division. It is intended that no more than four ITFs are operational at one time.

An ITF focuses on a current subject of high interest. By design, the ITF is interdisciplinary and involves a number of standing TCCs. Use of the ITF concept gives Technical Council a mechanism to respond rapidly to changing A&WMA interests and priorities.

ITFs can sponsor technical sessions at Annual Conferences, and propose, help organize, contribute, and/or participate in Specialty Conferences, workshops, seminars, webinars, etc.

2.3.1 ITF Officers

ITF officers are elected by a majority vote of the members of the ITF, for a term not to exceed three years, and in turn, are recommended to the Technical Council Chair for formal appointment.

In the event that an ITF officer resigns, an interim may be appointed by the Technical Council Chair in consultation with the ITF membership, until such time as elections can be held to fill the position.

3.0 Technical Council Leadership Roles and Responsibilities

The principal task of the Technical Council Chair, Vice Chair and every Technical Council Group Coordinator, Division Chair, Standing Committee Chair, ITF Chair and TCC Chair is to fulfill the Technical Council objectives and to provide leadership in the operation of their respective entity and recruitment of productive committee members. It is imperative that Division Chairs and Vice Chairs, TCC Chairs and Vice Chairs, and Standing Committee and ITF Chairs and Vice Chairs know and understand their goals and how they relate to the overall mission of the Technical Council.

The Board of Directors requires all persons appointed or elected as an officer within the A&WMA, including officers of Technical Council, Group Coordinators, Division officers, TCC officers, and Standing Committee officers and ITF officers, be a member of the International A&WMA. TCCs may open their rosters to

interested individuals who are not members of the International A&WMA; however, these individuals may not be elected as an officer.

It is understood that, for a variety of reasons, membership of a Technical Council officer in the International A&WMA may expire during their term of office and that there may be a lapse in their membership unless it is renewed. Should such an event occur, the officer may continue to serve in their position during this lapse provided their membership is renewed within an initial grace period of sixty (60) days or this grace period is further extended by the Technical Council Executive Committee. The Technical Council officer in question may request an extension of the grace period based on special or extenuating circumstances and granting of such an extension may be done at the discretion of the Technical Council Executive Committee. After the expiration of the grace period, the individual shall be removed from their Technical Council office and a replacement officer shall either be: (1) named by the Technical Council Chair, after consultation with the affected individual; (2) elected in accordance with the Technical Council Operations Manual; or (3) the position shall be deemed vacant until filled in the appropriate manner consistent with the terms of this Operations Manual.

3.1 Immediate Past Technical Council Chair

The responsibilities of the Immediate Past Technical Council Chair are to:
* Serve as an advisor to the Technical Council.
* Become Vice Chair of the Non-ACE Programs (PRG) Standing Committee, rotating to Chair of PRG once the Chair of Technical Council ends their term and takes over as Vice Chair of PRG, unless an alternate has volunteered to serve and has been selected in consultation with the PRG Chair and Technical Council Executive Committee.
* Lead other special task forces as required.

3.2 Technical Council Chair

The responsibilities of the Technical Council Chair are to:
* Develop agenda and serve as Chair of all Technical Council meetings or Town Hall style meetings of all Technical Council and TCC members that may be held during the Annual Conference.
* Attend all Board of Directors meetings, as a voting ex officio member.
* Prepare reports for the Board of Directors, for inclusion in the Board of Directors Agenda at the Board's January and June meetings each year, covering Technical Council activities and other information requested by the Board of Directors.
* Appoint Group Coordinators, Division Chairs and other key Technical Council support positions when needed, i.e., between elections.
* Serve as the Annual Conference Technical Program Chair and lead activities for technical program development, including taking the lead in the development of the written preliminary and final technical programs. Note that this responsibility will commence approximately six months prior to assuming the position of Technical Council Chair while the individual is serving as the Technical Council Vice Chair.
* Designate member(s) to serve on various Honors and Awards Committees, when requested.
* Serve as a member of the Critical Review Committee, representing Technical Council unless a liaison has been appointed.
* Designate an alternate to attend, participate or Chair any meetings in the event that the Technical Council Vice Chair is unable to serve on behalf of the Technical Council Chair.

3.3 Technical Council Vice Chair

The responsibilities of the Technical Council Vice Chair are to:

- Fulfill duties of Technical Council Chair in his/her absence.
- Serve as a member of the J. Deane Sensenbaugh Environmental Technology Award Committee
- Serve as the Interim Annual Conference Technical Program Chair for approximately the last six months of his/her term as Technical Council Vice Chair, prior to assuming the position of Technical Council Chair.
- Perform other duties as assigned by the Technical Council Chair.

3.4 Technical Council Secretary

The responsibilities of the Technical Council Secretary are to assist the Technical Council Chair and Technical Council Vice Chair in assembling information as needed in the performance of their duties. Such responsibilities could include:

- Gather Division and TCC annual reports.
- Collect reports from the June and January Technical Council meetings.
- Maintain the Technical Council Directory – update when new officers or revised information is provided.
- Prepare notes from Technical Council meetings and conference calls.
- Assist in the preparation of materials for the Technical Council/Annual Conference Technical Program (ACTP) planning meeting.
- Help with review/edit of draft, preliminary and final Call for Abstracts and technical programs developed for the ACE.
- Post information on the Technical Council webpage when provided.
- Perform other duties as assigned by the Technical Council Chair and Technical Council Vice Chair.

3.5 Annual Conference Technical Program Vice Chair

The Annual Conference Technical Program Vice Chair is nominated by the Local Host Committee (LHC) and presented to the Technical Council for their approval during the January meeting.

The responsibilities of the Annual Conference Technical Program Vice Chair are to:

- Work with the Technical Council Chair and Vice Chair, to manage, develop and execute the Technical Program aspects of the Annual Conference, by identifying technical program topics of interest to the LHC.
- Identify topic(s) and develop session(s) for Annual Conference Plenary Session(s).
- Coordinate with and serve as the liaison with the Local Host Committee in their activities related to the development and execution of the Annual Conference.

3.6 Group Coordinators

The responsibilities of the Group Coordinators are to:

- Monitor the development of and updates to the Division and TCC mission statements and charter documents and ensure that copies of these documents are maintained at Association headquarters.

- Coordinate with Technical Council Chair to appoint Division officers or interim officers, when necessary.
- Oversee activities among Divisions, TCCs and ITFs (as applicable) within the Group.
- Communicate periodically with Division officers each year to discuss programming.
- Support the Divisions, TCCs and ITFs (as applicable) in developing the Annual Conference Technical Program and in developing and conducting non-ACE technical programs.
- Prepare input on Group activities for inclusion in the Technical Council Board of Directors January and June reports.

3.7 Division Officers:

The responsibilities of the Division Officers are to:

- Develop and maintain a workable organizational substructure (TCCs) within their Division.
- Oversee activities within the division for conformance to their mission and overall A&WMA policies.
- Review, at a minimum, every 3 years the Division mission statements and submit any revisions and documentation of these reviews to the respective Group Coordinator, the Technical Council Chair and A&WMA Staff Liaison and/or Headquarters.
- Monitor the development of and updates to the TCC mission statements and charter documents; ensure that copies of these documents are maintained at Association headquarters; and submit this information to the Group Coordinator.
- Consolidate the TCC rosters and submit this information annually to the Group Coordinator, the Technical Council Chair and A&WMA Staff Liaison and/or Headquarters.
- Submit reports covering TCC and Division activities to the Group Coordinator when requested or required by Technical Council.
- Meet with the TCC Chairs and Vice Chairs during the Annual Conference and periodically communicate over the course of the year.
- Support the TCCs and ITFs (as applicable) in developing the Annual Conference Technical Program and in developing and conducting non-ACE technical programs as members of the PRG Standing Committee.

3.8 Technical Coordinating Committee (TCC) Officers / Leadership

The responsibilities of the TCC Chairs are to:
- Develop TCC membership in their topic area.
- Develop or periodically update TCC mission statements and charter documents and submit these documents to the respective Division Chair, the Technical Council Chair and A&WMA Staff Liaison and/or Headquarters.
- Maintain a roster of active TCC members and officers and submit this roster annually to the respective Division Chair and A&WMA Staff Liaison and/or Headquarters. Rosters shall contain, as a minimum, member names and e-mail addresses and TCC officer names, terms of office, mailing addresses, phone numbers and e-mail addresses.
- Prepare an agenda for the Annual Conference TCC meeting and lead the meeting.
- Arrange for meeting minutes to be taken and sent to all TCC members. Minutes should also be sent to the Division Chair and A&WMA Staff Liaison and/or Headquarters.
- Submit reports covering TCC activities to the Division Chair and A&WMA Staff Liaison and/or Headquarters when requested or as required by Technical Council.

- Participate in developing the Annual Conference Technical Program according to established procedures.
- Participate in developing and conducting non-ACE technical programs.

3.9 Standing Committee Chairs

The responsibilities of the Standing Committee Chairs are to:
- Provide leadership of their respective committee(s).
- Develop and periodically update a mission statement for the committee.
- Submit an annual report and/or provide input to the Technical Council Semi-Annual Report to the Association's Board of Directors.

3.10 ITF Chairs:

The responsibilities of ITF Chairs are to:
- Develop or update ITF-specific short- and long-range objectives and coordinate with appropriate TCCs, Divisions and Groups.
- Develop ITF membership.
- Develop and periodically update ITF mission statements and charter documents and submit these documents to the respective Division Chair (if applicable), the Technical Council Chair and A&WMA Staff Liaison and/or Headquarters.
- Maintain a roster of active ITF members and officers and submit this roster annually to the respective Division Chair (if applicable), the Technical Council Chair and A&WMA Staff Liaison and/or Headquarters. Rosters shall contain, as a minimum, member names and e-mail addresses and ITF officer names, terms of office, mailing addresses, phone numbers and e-mail addresses.
- Prepare an agenda for the Annual Conference ITF meeting and lead the meeting.
- Submit reports covering ITF activities to the Technical Council Chair, appropriate Group / Division, and A&WMA Staff Liaison and/or Headquarters when requested or as required by Technical Council at least annually during the ACE Technical Council meeting.
- Arrange for meeting minutes to be taken and sent to all ITF members. Minutes should also be sent to the Technical Council Chair and A&WMA Staff Liaison and/or Headquarters.
- Participate in developing the Annual Conference Technical Program in accordance with established procedures.
- Communicate periodically with ITF members to discuss topics of interest and identify technical program ideas.
- Participate in developing and conducting non-ACE technical programs.

3.11 Technical Council ACE Planning, Initiatives & Outreach Positions:

The Chair of Technical Council may appoint individuals to fill other key positions to support the Technical Council and its activities. The Chair of Technical Council may also consult with officers of other A&WMA Committees and Councils to mutually select and appoint individuals to serve as liaisons between the Technical Council and these other Committees and Councils. The term of these appointments and their respective duties/responsibilities will be determined by the Chair of Technical Council and the officers of any related A&WMA Committees and Councils at the time of the appointment. Examples of these positions include:
- Website Committee Chair

- ACE Poster Session Chair
- ACE Mini-Symposium Coordinator
- ACE Session Planning Coordinator
- Liaison to Education Council
- Liaison to Sections & Chapter Council
- Liaison to Young Professionals Advisory Council
- Liaison to Critical Review Committee

4.0 Technical Council Review Procedures

The following review procedures assure continued productivity and relevancy of Groups, Divisions, TCCs, Standing Committees, and ITFs to A&WMA goals. Productivity of any entity is assessed by reviewing the following considerations and metrics:

- Quality of Annual Conference sessions, as measured by session attendance and feedback from session monitors and attendees.
- Cooperative programs with other entities.
- Sponsorship, co-sponsorship, development and support of non-ACE technical programs, including specialty conferences, workshops and webinars.
- Membership rosters, charter, mission statement.
- Other documented activities and events, such as periodic communications with membership.
- Annual Reports and membership rosters.

A Division, TCC, Standing Committee, or ITF may be discontinued or merged with another Division, TCC, Standing Committee, or ITF by Technical Council if any of the following conditions exist:

- The mission of the particular entity is no longer a primary focus for A&WMA or so narrow that it is no longer applicable to A&WMA's mission, and is equally well accomplished by combining with another existing entity.
- The Division, TCC, Standing Committee, or ITF decides it is no longer viable or relevant or submits a proposal to discontinue its operation or to merge with another existing entity.

After consultation with the affected TCCs, Standing Committees, ITFs, Divisions, and Groups, one of the following decisions shall be made by the Technical Council voting officers as the result of meeting one of the previously listed conditions:

- Retain the affected entity making no change to its current status.
- Change the status of the affected entity to probationary and establish a time frame of no more than two years before another review is undertaken.
- Remove the affected entity from probationary status at any time if sufficient progress is made.
- Continue the probationary status of the affected entity when it is observed that some progress has been made, but not sufficient to remove probationary status and require an annual review until sufficient progress is noted.
- Reinstate the affected entity when it is determined that it is again actively involved in A&WMA functions.
- Create a new TCC to continue the activities of an ITF.
- Merge the Division, TCC, Standing Committee, or ITF with another active entity.
- Terminate the affected entity.

After three years from the date of creation of any ITF, Technical Council shall review the existing ITF and a decision and recommendation shall be made by the Technical Council voting officers from the following choices:

- Continuing the ITF for two more years.
- Incorporating the ITF into the existing Technical Council structure.
- Discontinuing the ITF.

4.1 Technical Council Review of Roles and Responsibilities

Group Coordinators, Division Chairs, Division Vice Chairs, Standing Committee Chairs, and ITF Chairs shall assess the viability and relevancy and of their respective Groups, Divisions, TCCs, Committees, and ITFs no less frequently than once every three years. Time will be set aside at the Annual Conference for review of Group, Division, TCC, Standing Committee, and ITF activities, as required. One key indicator that may be considered is the active participation of each entity. If TCC membership is less than 10 individuals; Division membership is less than 20; or Group Membership is less than 40, this may indicate potential challenges or problems. Similarly, any ITF should have members from at least 3 TCCs to be sufficiently viable in executing their mission. Other key indicators that can indicate viability of TCCs and ITFs include sponsorship of sessions at the Annual Conference; participation in the planning or execution of specialty conferences, workshops, webinars or other venues; contributions to Association publications, media presentations and other activities. Any decision regarding change in status of any Group, Division, TCC, Standing Committee, or ITF will be made by the Technical Council. The Technical Council Chair will submit the written decision, its basis, and any required actions/reporting to the appropriate Group, Division, TCC, Standing Committee, and/or ITF.

4.2 Issues Requiring Formal Action by Technical Council

The following items require formal action or approval via a vote by the voting officers of Technical Council:
- Election of Technical Council Vice Chair (See Section 2.0 for who is eligible to vote).
- Technical Council meeting motions.
- Revisions to Technical Council Operations Manual; however, nominal updates to Appendices only require approval by the Executive Committee.
- Change to Technical Council organization, including: creation of new TCCs, ITFs or Standing Committees, merger of TCCs, Divisions, names of Groups, Divisions, and TCCs, and major changes to mission statement or charters.
- Approval of ACE Technical Program Vice Chair.
- Approval of formal white papers or position statements received from Technical Council entities.

5.0 Periodic Reports

It is the responsibility of each Group Coordinator, Division Chair, TCC Chair, Standing Committee Chair, and ITF Chair to prepare and submit periodic reports to the Technical Council Chair and Association Technical Council staff liaison in accordance with the reporting directives established by Technical Council. Templates for each report type with instructions for submission and due dates shall be available from the Technical Council Secretary, located on the Technical Council portion of the A&WMA web page, or may be requested from A&WMA staff.

5.1 Group Reports

The Group Coordinator is responsible for monitoring the activities of the Division and submitting semi-annual reports to the Technical Council Chair and Secretary by May 31 and December 31 of each year, or other date specified by the Technical Council Chair, to serve as input to the Technical Council Chair's reports to the Board of Directors at their January and June meetings. These reports should be prepared based on communications with officers of each respective Division, TCC and ITF (if applicable) and should include the following information:
- Group Coordinator name and contact information, including e-mail address.
- Statement that they have reviewed the status and standing of each of their divisions as outlined in Section 4.1.
- Annual Report Status of Divisions and TCCs.
- Issues and opportunities for improvement.
- Actions to address any issues and opportunities, identifying responsible person and proposed date of completion.
- Meetings, projects and activities of significance.

5.2 Division Annual Reports

The Division Chair is responsible for submitting an Annual Report, using the supplied template, to Technical Council Chair, Secretary, and Group Coordinator. This report is prepared using information from the appropriate TCC reports and should include the following information (items marked with an * are mandatory on an annual basis):

- Names of Current Division officers and contact information, including e-mail addresses *
- Terms of current Division officers *
- New officer contact information and date of rotation *
- List of TCCs in Division *
- List of TCCs with current annual reports on file at headquarters
- List of specialty conferences sponsored and co-sponsored
- Annual conference and exhibition activity
- Meetings, projects and activities of significance
- Trends and emerging themes
- Issues and opportunities for improvement
- Actions to address any Issues and opportunities, identifying responsible person and proposed date of completion

5.3 TCC Annual Reports

The TCC Chair is responsible for submitting an Annual Report, using the supplied template, to the Technical Council Chair, Secretary, and Division Chair. Annual Reports are due July 31 of each year, or other date specified by the Technical Council Chair. This should include the following information (items marked with an * are mandatory on an annual basis):
- Name of TCC and TCC officers, including contact information and e-mail addresses *
- Terms of current TCC officers *
- Roster of TCC, number of members, and attendance at TCC meeting, including contact information and/or e-mail addresses *

- Confirmation that the TCC Mission Statement and Charter has been reviewed within the past three years and is current. If changes have been made, the new documents should be included with the Report *
- Annual conference and exhibition activity
- Significant accomplishments of the TCC, such as specialty conference activities, meetings, webinars, projects, etc.
- Trends and emerging themes
- Issues and opportunities for improvement
- Actions to address any issues and opportunities, identifying responsible person and proposed date of completion

5.4 Standing Committee Annual Reports

Each Standing Committee Chair shall submit an Annual Report of the Committee's activities to the Technical Council Chair (or whomever they are responsible to) and Secretary no later than July 31 of each year, or other date specified by the Technical Council Chair. This report should include information about the accomplishments and goals for the committee.

5.5 ITF Annual Reports

Each ITF Chair shall submit an Annual Report of the ITFs activities to the appropriate Group Coordinator (or whomever they are responsible to) no later than July 31 of each year, or other date specified by the Technical Council Chair. This report should include information similar to that required from the TCCs.

5.6 Technical Council Reports

The Technical Council Chair prepares semi-annual reports for the Board of Directors, for inclusion in the Board of Directors Agenda at the January and June meetings each year. The report summarizes, with appropriate projections, the Council's activities and is based on input received from the Group Coordinators. The report becomes part of the Board agenda and is distributed to the Technical Council members.

6.0 Intersociety Activities

The planning, coordination, and development of non-ACE technical program activities and events with other recognized technical societies, agencies and organizations shall be approved by the A&WMA Executive Director. Technical Council may identify a Technical Council member to serve as a liaison between Technical Council and the other organization to aid in the planning, coordination, and development of joint activities and events. The purpose of liaison and coordination is to pool resources to achieve mutually desired goals. Several approaches may be utilized, such as:
- Assignment of TCC or ITF members, who are also members of similar committees in other societies, as liaison representatives.
- Development of joint task forces to achieve a specific objective.
- Agreement on distribution of tasks with subsequent review, adoption, and publication of output by participating societies.
- Co-sponsorship of meetings or sessions at meetings of other societies/organizations.
- Co-sponsorship of technical sessions at the A&WMA Annual Conference by other societies.
- Appointing Association representatives for program planning committees of other organizations.

Appendix A – Technical Council Organizational Structure

Air & Waste Management Association
Technical Council Organizational Structure

1. <u>Atmospheric Processes and Measurements (Air) Group</u>

    1.1 Atmospheric Processes Division (AP)

        1.1.1 Atmospheric Chemistry TCC (APC)

        1.1.2 Atmospheric Modeling and Meteorology TCC (APM)

        1.1.3 Visibility and Radiative Transfer TCC (APV)

    1.2 Measurements, Monitoring and Controls Division (AA)

        1.2.1 Measurement Technologies and Instrumentation TCC (AAM)

        1.2.2 Emission Inventory and Data Applications TCC (AAE)

        1.2.3 Control Technologies TCC (AAC)

2. <u>Environmental Management (EM) Group</u>

    2.1 Effects and Exposure Division (EE)

        2.1.1 Health Effects and Exposure TCC (HEE)

        2.1.2 Risk Assessment and EHS Management TCC (RAM)

        2.1.3 Odors TCC (ODR)

    2.2 Program Administration Division (EP)

        2.2.1 Regulations, Legal Issues and Permitting TCC (REG)

        2.2.2 Economics, Partnering and Environmental Leadership TCC (EPE)

        2.2.3 Public Participation TCC (PUB)

    2.3 Transportation Division (ET)

        2.3.1 On and Off Road Mobile Sources TCC (OMS)

        2.3.2 Transportation Polices and Land Use TCC (PLU)

        2.3.3 Community Noise and Vibration TCC (CNV)

3. <u>Industrial, Power, Government and Indigenous Sectors (IPGI) Group</u>

    3.1 Industry and Nanotechnology Division (IN)

        3.1.1 Power Generation and Renewable Energy TCC (PWR)

        3.1.2 Petroleum, Industry and Mining TCC (PIM)

        3.1.3 Nanotechnology TCC (NAN)

    3.2 Government Facilities and Indigenous Environmental Affairs Division (GI)

        3.2.1 Government Facilities TCC (GOV)

        3.2.2 Indigenous Environmental Affairs TCC (IEA)

**4. <u>Sustainability, Climate Change, Resource Conservation and Waste Management (SCRWM)
Group</u>**

     4.1 Sustainability and Resource Conservation Division (SR)

          4.1.1 Sustainability TCC (SUS)

          4.1.2 Resource Conservation TCC (SRC)

     4.2 Climate Change Impacts, Mitigation and Adaptation Division (CC)

          4.2.1 Climate Change Policy, Strategy and Regulations TCC (CCP)

          4.2.2 Climate Change Impacts and Adaptation TCC (CCI)

     4.3 Waste Management/Processing, Waste-to-Energy and Bioenergy Division (WM)

          4.3.1 Waste Resource Recovery, Processing and Bioenergy TCC (WMB)

          4.3.2 Waste Characterization and Site Remediation TCC (WMR)

5. <u>Standing Committees</u>

     5.1 Non-ACE Programs (PRG)

6. <u>Inter-Committee Task Forces (ITFs)</u>

     6.1 Communications ITF (COM)