

# **RULES AND STANDING ORDERS OF THE INVESTIGATION OF AIR POLLUTION STANDING CONFERENCE (IAPSC)**

## **1. Objectives**

Many local authorities, businesses and other organisations monitor air quality either as part of centrally co-ordinated surveys or for their own local and/or other purposes. As a result of this, the standing conference acts as a consultative and advisory body for all interested organisations involved in the monitoring of or research into pollution and air quality. Secondly, in the national interest it aims to promote the practical application of newly acquired knowledge and current developments.

Prior to June 1986 the conference was entitled the Standing Conference of Co-operating Bodies (SCCB) but thereafter was renamed the Investigation of Air Pollution Standing Conference (IAPSC). The conference operates under the auspices of The Department for Environment, Food and Rural Affairs (DEFRA) and its activities are co-ordinated by Netcen, an operating division of AEA Technology plc.

## **2. Constitution**

On payment of an annual fee, local authorities and other organisations conforming with the requirements of Rule 1 - above, will:

- a. be entitled to become a member of IAPSC;
- b. will have access to IAPSC papers via the IAPSC web site, and from time to time, other items as applicable;
- c. be entitled to send two\* representatives to attend IAPSC meetings free of charge.

\* additional representatives may be sent subject the conditions shown in Rule 11.

Any organisation concerned with air pollution issues may also be invited by IAPSC to become a member of the conference

A list of representatives attending a meeting of IAPSC will be sent to the Secretariat (AEA Technology plc.) by the member organisations.

## **3. Duration**

For the purposes of these Rules and Standing Orders, the year runs from 1st April to 31st March in the following year.

## **4. Organisation and Secretariat**

The activities of IAPSC will be organised by AEA Technology plc. on behalf of the Committee. AEA Technology will provide the secretary for each of the meetings.

## **5. Chairman**

The Chairman will be appointed at the first meeting of IAPSC in each year by those present and voting at the meeting. He will hold office until the close of the first meeting of the following year. The Chairman is eligible for re-appointment but shall not continue in office for more than three successive years. A representative who has vacated the office of Chairman may be re-appointed to the Committee.

In the absence of the Chairman, the Deputy Chairman, who is appointed from the Committee at its first meeting in each year will convene and conduct the business of the meeting.

## **6. Meetings**

Two meetings of IAPSC will be held in each year, to be convened in May/June and November/December. Details of the date, time and venue of each meeting shall be issued to each member organisation at least one calendar month before the meeting.

## **7. IAPSC Committee**

IAPSC member interests will be represented by an elected committee. The Committee will ensure that the business of IAPSC meetings is in accord with the current interests of the representatives of member organisations and therefore optimise the usefulness of IAPSC to member organisations.

The terms of reference and rules governing the IAPSC Committee's composition are set out in Rules 13 and 14 - below. The Committee will decide the date, time, venue and agenda of each meeting (in accordance with its terms of reference as given in Rule 13 - below. In determining these matters, the committee will welcome suggestions from member organisations and/or their representatives.

## **8. Business**

Regulation of the business discussed at each meeting of IAPSC will be in the hands of the Chairman. In addition to the agenda agreed by the Committee, it will be the responsibility of the Chairman to determine acceptability of items for discussion, whether for inclusion as separate item(s) or as 'Other Business'.

A representative of a member organisation wishing to bring any matter before a meeting of the Conference is requested to give six weeks notice to the Secretary prior to the date of the meeting so that the item may be considered for insertion into the agenda. The agenda for each meeting shall be distributed to members at least 10 working days before the date of the meeting.

## **9. Reports of Proceedings of IAPSC**

IAPSC will present an annual report of its proceedings during each year. The report will be made available to all member organisations via the IAPSC web site as soon as possible after the year end, 31st March.

## **10. Annual Fee**

A condition of membership is that eligible organisations shall pay an annual fee, the purpose of which is to recover the running and administrative costs of the Conference.

The fee is a levy on each member organisation and covers two representatives attending each twice-yearly Conference. Any member organisation wishing to nominate an additional representative for any meeting or meetings will be levied an additional fee amounting to one quarter of the standard annual fee for each additional member.

Annual fees will be determined each year by the Committee. Invoices for each year will be issued in January/February in advance of the start of the financial year. Payments should be made by 30th April in that year: member organisations not having paid by the first meeting of Conference in the financial year (i.e. the May/June meeting) may be deemed to have cancelled their membership.

#### **11. Facilities at Conference**

Fees entitle two representatives of each member organisation to take lunch at each meeting of Conference, provided that they complete and return the acceptance slip sent with the IAPSC invitation, by the date given in the invitation.

#### **12. Terms of Reference of the IAPSC Committee**

To assist the IAPSC Chairman and the IAPSC meetings organiser (the Secretariat, AEA Technology plc.), a committee shall be established with the following terms of reference.

- a. The Committee will meet twice in each year and shall direct and manage all activities of the Conference.
- b. To review at each Committee meeting:
  - i the objectives of IAPSC and its meetings within the context of the Rules and Standing Orders of Conference; and
  - ii. the contents of the agenda - in order to optimise the usefulness of IAPSC to member organisations.
- c. In the light of (a) above, to suggest relevant to themes, topics and subjects for papers for presentation to IAPSC and to arrange speakers presentations on agreed subjects. In the decision-making process for topics for meetings and subjects for presentation, DEFRA's advice will be of great importance as a guide to future developments in the evolving local authority role in air quality improvements and in environmental protection in general.
- d. To agree on the venue and time of meetings, subject to the wishes of member organisations and to the availability and cost of providing the conference and all of the facilities.

#### **13. Composition of the IAPSC Committee**

- a. The Chairman of IAPSC will automatically be a member of the Committee.
- b. Five ordinary members will be elected by the representatives of the member organisations and shall serve for three years, of these:
  - i. Four Committee members will be nominated local authority representatives.
  - ii. One Committee member will be a representative of the industrial, commercial, business, academic or other membership.

- iii. An ordinary member who has reached the end of his 3 year term of office may only again be re-appointed to the Committee after at least six months' absence.
- c. DEFRA will appoint one representative and AEA Technology plc. will appoint two representatives to serve on the Committee: one of the AEA Technology plc. representatives shall serve as Secretary.
- d. AEA Technology will provide the Secretariat for the Committee.
- e. For the purposes of conducting business, any three members - including the Chairman, will constitute a quorum.

In the absence of the Chairman, the Deputy Chairman shall chair the meeting. Business will be conducted by simple majority and the Chairman's casting vote.