

# **Rules and Standing Orders of the Investigation of Air Pollution Standing Conference (IAPSC)**

## **1. Objectives and History**

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.

This conference has operated since the 1960s. 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 technical leadership of the Department for Environment, Food and Rural Affairs (Defra) and its business activities are managed by Ricardo Energy & Environment.

## **2. Duration**

For the purposes of these Rules and Standing Orders the year runs from 1<sup>st</sup> April to 31<sup>st</sup> March the following year.

## **3. IAPSC Events**

Two IAPSC conferences will be held in each year, in May/June and November/December. Details of the date, venue and provisional agenda will be notified directly to member organisations by e-mail and published on the IAPSC website. This will be done as early as possible: the date, venue and topics will be notified at least three calendar months before the conference.

## **4. Facilities at Conference**

IAPSC conferences are usually one-day conferences. All delegates who have booked a place at an IAPSC conference by the specified date – whether from member organisations or non-member organisations - are entitled to the refreshments provided. These normally include lunch and one or more coffee/tea breaks.

## **5. Constitution**

Local Authorities and other organisations conforming with the requirements of Rule 1 above may become members of IAPSC, on payment of an annual membership fee which covers a twelve-month period from 1<sup>st</sup> April to 31<sup>st</sup> March the following year.

The annual membership fee covers a total of two delegate places at IAPSC conferences during the year. The member organisation may use both places at the summer conference, both at the winter conference, or one at each.

Member organisations are entitled to purchase additional delegate places at either conference during the year, at the “Additional Delegate” price which is notified at the start of each year.

All delegate places at IAPSC events must be booked using the booking form provided and by the specified date.

Delegates from organisations which are not IAPSC members are welcome to book places at IAPSC conferences, on payment of a “non-member delegate fee”, to be notified via the IAPSC website each year.

## **6. IAPSC Committee**

IAPSC member interests will be represented by an elected committee. The Committee will ensure that the services provided to IAPSC members are in accord with the current interests of the 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 conference (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.

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

To assist the IAPSC Chairman and the IAPSC conference organiser (Ricardo Energy & Environment), the elected committee shall be established with the following terms of reference.

- To meet twice in each year and direct and manage all activities of the Conference, in order to optimise the usefulness of IAPSC to member organisations.
- To review at each Committee meeting:
  - the objectives of IAPSC and its meetings within the context of the Rules and Standing Orders; and the contents of the agenda –
  - In the light of (iii) above, to suggest relevant to themes, topics and subjects for presentation at the forthcoming IAPSC conference, 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.
- To agree on the date and venue for conferences, subject to the wishes of member organisations and to the availability and cost of providing the conference and all of the facilities.

## **8. Chairman**

The Chairman will be appointed at the first meeting of the IAPSC Committee in each year by those present and voting at the meeting. He or she will hold office until the close of the first Committee 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 post of Chairman may be immediately 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.

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

The Chairman of IAPSC will automatically be a member of the Committee.

Upto twelve ordinary members will be elected by the representatives of the member organisations and shall serve for three years. Of these:

- Upto eight Committee members will be nominated local authority representatives.
- One Committee member will be a representative of the industrial, commercial, and business membership.
- One Committee member will be a representative of the academic membership.
- Two others may be from any type of organisation.

Defra will appoint one representative. The Defra representative may serve for more than three years.

Ricardo Energy & Environment will provide the Secretariat for the Committee.

Ricardo- AEA will appoint two representatives to serve on the Committee: one of the Ricardo Energy & Environment representatives shall serve as Secretary. The Ricardo Energy & Environment representatives may serve for more than three years.

An ordinary member who has reached the end of his or her 3 year term of office may only again be re-appointed to the Committee after at least six months' absence. (The exception to this where he or she was subsequently appointed Chairman: in this case the member may be immediately re-appointed to the Committee on vacating the post of Chairman as explained in Rule 8 above).

For the purposes of conducting business, any three members - including the Chairman, will constitute a quorum.

Business will be conducted by simple majority and the Chairman's casting vote.

### **10. Meetings of the Agenda Committee**

The Agenda Committee will meet twice yearly, usually no more than six weeks after each of the twice-yearly conferences.

### **11. Organisation and Secretariat**

The activities of IAPSC will be organised by Ricardo Energy & Environment on behalf of the Committee. Ricardo Energy & Environment will provide the secretary for each of the meetings. Ricardo Energy & Environment will also be responsible for maintaining and updating the IAPSC website.

## **12. Business**

Regulation of the business discussed at each Conference and at each Committee 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 agenda item(s) or as 'Other Business'.

A representative of a member organisation wishing to bring any matter before a meeting of the Agenda Committee may do so by contacting the Secretary prior to the meeting, in reasonable time for the item to be considered for insertion into the agenda. The agenda for each meeting shall be distributed to Committee members at least two working days before the date of the meeting.

## **13. 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 first committee meeting in each year.

## **14. Membership Renewal and Invoicing**

Annual fees, together with extra delegate fee, non-member delegate fee and the charge for an exhibition space at conferences will be determined in advance each year by the Committee. The Secretariat will e-mail all contacts (current and previous members) in February each year, with an invitation to take out/renew IAPSC membership for the forthcoming year. Invoices for each year will be issued in February/March to all those who request membership: it is recognised that some organisations wish to pay at the end of the financial year, while others prefer to pay at the beginning of the new financial year. Payment terms are as specified on the invoice: non-payment of the invoice by the due date will be taken as cancellation of membership application.

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