

Summary of procedures and formalities for meetings of the Fund Committee

- **Members of the Fund Committee**

- a. United States Environmental Protection Agency
- b. Texas Commission on Environmental Quality
- c. New Mexico Environment Department (NMED)
- d. City of El Paso, Texas
- e. Secretaria de Medio Ambiente y Recursos Naturales (SEMARNAT) through the National Ecology and Climate Change Institute (INECC)
- f. Secretaría de Desarrollo Urbano y Ecología del estado de Chihuahua
- g. Municipio de Juárez, Chihuahua

- **Appointment of representatives to the Committee by member institutions**

Institutions must send a letter of designation, that can include an alternate, to the Federal Co-Chair of the Air Policy Forum of their Country, who will communicate the appointment to the JAC and the Technical Commissions.

- **Quorum**

The decisions of the Fund Committee will be valid when at least the majority of the committee members for each country are present at the start of the meeting. This entails that three representatives from the U.S.A. and two of Mexico must be present.

- **Agenda**

Following article 12 d) of the Resolution for the creation of AQF, the Administrative Unit develops the agenda for the meetings, sending at least seven calendar days in advance to Committee members.

- **Frequency of Meetings**

The Fund Committee will meet at least during the JACs regular sessions. In case of need, the Fund Committee may meet remotely.

- **Copresidents**

The Fund Committee will be co-led by one representative from each country.

In accordance with article 3.7 of JAC bylaws, the Co-Chairs shall preside at each meeting of the Committee; shall determine matters of the Committees procedure and the orderly conduct of the committee's business.

- **Motions**

Action may be taken by the Committee upon motion and second duly made.

In practice this implies that a member must make a proposal, and another shall express that he or she seconds that motion so that it can be brought to a vote by the full membership.

- **Votes**

In line with article 3.8 of JAC bylaws and 5 of the resolution, decision making is reached by consensus.

The committee shall make every effort to reach agreement by consensus. All members except cochairs shall have one vote which shall be taken by roll call. members may vote in favor, opposed, or abstain. A consensus should be registered when all voting members vote in favor of a decision, or abstain, and no member or co-chair opposes. A written record of such decisions shall be made in both English and Spanish languages. Votes shall be recorded in committee minutes.

- **Responsibilities of Fund Committee**

Budgetary and operative

Approving the annual budget and funding for administrative expenses; directing the Administrative Unit so that it undergoes the procurement processes; reviewing and

approving the results of such procurement processes and communicating procurement decisions to NADB.

Review and oversight

Ensuring monitoring and periodic evaluation of performance and finances of AQF; approving the annual reports of the AQF; reviewing reports from NADB on the financial status of the AQF; reviewing the annual independent audit of the quality of the information provided by the monitoring stations and informing the JAC's full membership of the AQFs activities in compliance with numeral 5.3 of its Bylaws.

Procedures

Approving a policy governing disclosure and prevention of actual and potential conflicts of interests and approving transfer of ownership of equipment purchased by the AQF.