

2nd Draft ELTAC By-Laws

What has changed between the 1st and 2nd Draft?

California's Environmental Laboratory Accreditation Program (ELAP) has evaluated Stakeholder feedback from public workshops and written testimonies regarding the 1st Draft of the Environmental Laboratory Technical Advisory Committee's (ELTAC's) By-Laws. The 2nd draft of the By-Laws contains revisions intended to address the problematic sections identified by both ELAP and Stakeholders. Below is a table that explains which Articles (sections) have been changed the most. Sections that were modified are explained in more detail on the opposite page.

<u>Article: Section</u>	<u>Content Added/Modified</u>
Article III: Objectives and Functions	ADDED
Article IV: Membership and Term	ADDED
Article IV: Voting Members	MODIFIED
Article IV: Officers	MODIFIED
Article IV: Terms of Representatives and the Reporter	MODIFIED
Article IV: Absences and Dismissal	ADDED
Article VI: Operational Procedures	MODIFIED
Article VI: By-Laws	ADDED



2nd Draft ELTAC By-Laws Workshop

Northern California
 Wednesday, October 21, 2015
 10:00 a.m.
 North Coast Regional Water Quality Control Board
 5550 Skylane Blvd., Suite A
 Santa Rosa, CA 95403

Southern California
 Friday, October 23, 2015
 10:00 a.m.
 San Diego Regional Water Quality Control Board
 2375 Northside Drive, Suite 100
 San Diego, CA 92108

Agenda
 10-10:30am: Presentation on Changes – Christine Sotelo and Phillip Gleason
 10:30-Noon: Question and Answer



Environmental Laboratory Accreditation Program
 STATE WATER RESOURCES CONTROL BOARD

ELTAC By-Laws Recent History/ Timeline for Completion

July 10, 2015 – 1st Draft of By-Laws Released

This date marked the beginning of the 30-day public review and comment period for the 1st Draft of the proposed ELTAC By-Laws. During the 30 day review and comment period, ELAP held workshops in Northern California and Southern California to ask for input and facilitate discussion on issues identified in the 1st Draft.

August 21, 2015 - 1st Draft Comments Due

This was the deadline for written comments on the 1st Draft of the By-Laws. After evaluating all concerns and recommendations, ELAP made alterations and finalized the 2nd draft.

October 2, 2015 - 2nd Draft By-Laws Released

ELAP has rereleased the document to the public for a 45-day comment period due to substantial changes in the format and content of the By-Laws.

December 9, 2015 - 2nd Draft Comments Due

The deadline for written comments on 2nd Draft is December 9, 2015 at 5pm PST. Staff will not accept additional written comments or suggestions after this deadline.

January 4, 2016 - 3rd Draft By-Laws Released

This is the date ELAP will release the By-Laws for its 3rd and final public comment period. The program will also include a response to written comments received regarding the 2nd Draft.

January 19, 2016 - 3rd Draft Comments Due

The deadline for written comments on 3rd Draft is January 19, 2016 at 5pm PST. Staff will not accept additional written comments or suggestions after this deadline.

January 25, 2016* - Final Draft By-Laws Released

ELAP will release the Final Draft of the By-Laws. ELAP will begin taking applications and nominations for the new ELTAC starting on this date.

February 9, 2016* - Applications/Nominations Due

Early March, 2016 - New ELTAC Implemented

***An asterisk indicates that this date is tentative and subject to change.**

Article: Section	Modification Details
Article IV: Voting Members	This was the most commented on portion of the By-Laws. Due to a significant amount of concern that the membership was too specified, ELAP decided to model its membership off of the EPA's Environmental Laboratory Advisory Board (ELAB). ELAB is established in compliance with the Federal Advisory Committee Act (FACA) and specifically leaves the potential membership broad in order to accommodate unforeseeable demands the future may bring. ELAP is committed to a diverse ELTAC and as such, shall make appointments accordingly.

Article: Section	Modification Details
Article IV: Officers	In order to stay consistent with the ELAB/FACA model, ELAP restructured the ELTAC Officer positions. The Designated Environmental Laboratory Accreditation Program Officer (DELAPO) will approve the agenda and be present at all meetings, but does not have a vote on the committee. Also, there is no longer a Reporter, as all ELTAC meetings shall be recorded via video for public record.

Article: Section	Modification Details
Article IV: Terms of Representatives and the Reporter	Members who are appointed to the committee shall serve a two (2) year term. An individual may serve a total of six (6) years on the committee with no more than four (4) of those years being served consecutively.

Article: Section	Modification Details
Article VI: Operational Procedures	Since Bagley-Keene is listed in Article II as the governing set of rules for the committee, many of the references were unnecessary and removed. Also, Section H: Minutes, indicates that all meetings shall be recorded and made available to the public in compliance with the California Public Records Act.

Proposed Edits for the 3rd Draft of the ELTAC By-Laws

Government Employees (GEs) Voting Members

As GEs are members of the committee, ELAP believes the 3rd Draft should reflect that they have a right to vote. The committee is a means of exchanging information, and discussing issues faced by interested parties and environmental laboratories.

References Included For Nominations

ELAP shall treat each nominee as a job applicant in order to properly assess a candidate's qualifications. The program shall evaluate all nominations, interview the most qualified individuals and check his/her references to ensure they will be a contributing member of ELTAC.

Looking Forward...

As we draw closer to finalizing the By-Laws, it's time to start thinking about who you would like to see on the new ELTAC. Remember that the following items will need to be submitted in writing to the Chief of ELAP:

1. The nominee's full name, title, institutional affiliation, contact information, and references
2. The nominee's area(s) of expertise
3. A description of the nominee's qualifications. Inclusion of a Curriculum Vitae or resume is desirable

More Information

For the latest information on the By-Laws, visit our webpage at: www.waterboards.ca.gov/elap or call the CA ELAP General Information Line at: (916) 323-3431.