

GOVERNING BOARD POLICY
Antelope Valley Air Quality Management District

Policy No: 11-04
Effective Date: January 18, 2011

Adopted: January 18, 2011
Amended:

Last Review: February 17, 2015

**SUBJECT: PROCESSING AND PROVIDING INFORMATION REQUESTED BY
MEMBERS OF THE GOVERNING BOARD**

POLICY:

It is the policy of the Governing Board of the Antelope Valley Air Quality Management District (District) to route extraordinary requests for assistance by members of the Governing Board through the Executive Director/Air Pollution Control Officer (APCO) and/or the Operations Manager. Certain requests beyond the scope of the Executive Director/APCO shall be directed to the Chair of the Governing Board.

AMPLIFICATION OF POLICY:

Members of the Governing Board requesting assistance from staff which is above and beyond the normal measure of assistance provided to permit holders and/or the general public shall route such requests through the Executive Director/APCO to ensure that the proper staff member is assigned to handle such request.

Members of the Governing Board requesting assistance beyond the scope of the authority of the APCO (as set forth in Governing Board Policy 02-01) shall make such request to the Chair of the Governing Board. The Chair shall cause the request to be placed on the agenda for consideration at the subsequent meeting of the Governing Board.

Signed:

_____/s/_____, Chair
Antelope Valley Air Quality Management District