



Guidance for Membership of WRAP Work Groups, Work Group Teams or Subcommittees, and WRAP Project Teams

Adopted by consensus on June 29, 2022 TSC/WG's Co-Chairs Coordination Call

General Guidance

This guidance is in accordance with the Western Regional Air Partnership (WRAP) Charter, WRAP Organizational Structure, and WRAP Workplan Implementation Guidance.

- Membership in the WRAP is open to all States, federally recognized Tribes, and local air agencies located in the geographical region encompassed by the States of: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming. Membership in the WRAP is also open to the U.S. Forest Service, National Park Service, Bureau of Land Management, Fish and Wildlife Service, and the Environmental Protection Agency (EPA).
- In order to become a recognized (voting) member of the WRAP, eligible States, Tribes, local air agencies, and federal agencies shall submit an official letter to the WRAP requesting membership and designating primary and secondary contacts for the jurisdiction or agency.
- It is the intent of the WRAP member agencies to resolve all issues on a consensus basis. Consensus has the following parameters:
 - Consensus is agreement.
 - Consensus is selection of an option that everyone can live with.
 - Consensus may not result in the selection of anyone's first choice, but everyone is willing to support the choice.
 - Consensus is not a majority vote.
 - When consensus cannot be reached on an issue it will be referred to the Technical Steering Committee (TSC). If the TSC cannot reach a consensus on the issue, it will be referred to the WRAP Board for resolution.
- The WESTAR/WRAP planning process is owned by the WESTAR/WRAP membership and is dependent on member contributions, participation, and discussion. Members are obligated to raise concerns and comment as issues arise to promote a transparent and trustworthy partnership among all involved.
- There is no specific number of members required for a Work Group, Subcommittee, or Project Team. Work Group Co-Chairs will work with the TSC to identify members who have applicable expertise related to the Work Group, Subcommittee, or Project Team, seeking appropriate representation from the WRAP membership (States, Tribes, local air agencies, federal land managers, and EPA) to the greatest extent possible. Work Groups, Subcommittees, and Project Teams should document any limitations to representation from across the diversity of the WRAP member agencies or geographic representation in work products or deliverables approved by consensus.

WRAP Work Group Membership

- The WRAP Board approves the formation of WRAP Work Groups. With oversight by the TSC, WRAP Work Groups are charged with identifying annual priorities and work tasks to complete objectives in Board-determined topical work areas.
- WRAP Work Group Co-Chairs are determined by the TSC and approved by the WRAP Board.
- Work Group membership is approved by the TSC.

- Work Groups are not required to have representation from all WRAP active member jurisdictions and agencies.
- Work Group Co-Chairs will consult with the TSC for participation from non-member agencies, contractors, industry, and environmental stakeholders. These participants beyond the core Work Group membership will be considered advisors.

WRAP Work Group Team or Subcommittee Membership

- Work Groups may, with approval of the TSC and WRAP Board, form standing Teams or Subcommittees to address specific tasks or work areas that would benefit from concentrated effort by a smaller number of individuals.
- Work Group Subcommittee membership is approved by the TSC.

WRAP Project Team Membership

- Under the leadership of the TSC, Work Groups, WRAP/WESTAR Staff, and ultimately the WRAP Board, Project Teams will be identified as needed.
- Project Teams are intended to enable non-members of WRAP to express interest and sponsor analysis or planning projects within the scope and topics of the WRAP Charter and Strategic Plan. The Project Teams will be associated with a discrete, defined project for which the non-member sponsor is providing funding and expertise resources.
- The TSC will define the scope, membership, and duration of each Project Team.
- The TSC and/or Work Groups will be responsible for managing the Project Teams.
- The Project Teams are intended to allow sponsor participation and will include members of WRAP Work Groups and TSC, WRAP/WESTAR Staff, and non-member sponsors.

Definitions

Work Group/Team/Subcommittee Member

- A member is from a WRAP recognized (voting) member State, Tribe, local air agency, federal land manager, and EPA (i.e. a letter having been submitted designating primary and secondary contacts for the State, Tribe or agency).
- Member participation in the group is formally approved by the TSC annually or as needed.
- Members have agreed to participate in the group.

Work Group/Team/Subcommittee Advisor

- An advisor is a participant from a WRAP non-recognized (non-voting) member Tribe or local agency (i.e. has not submitted a letter designating primary and secondary contacts for the Tribe or local agency), a contractor, or from industry or an environmental stakeholder group.
- An advisor can also be a participant from a WRAP recognized (voting) member State, Tribe or local air agency, federal land manager, or EPA who would like to follow or track activities of the Work Group/Team/Subcommittee but not as a regular active Member of the Work Group.
- Advisor participation in the group is formally approved by the TSC annually or as needed.
- Advisors have agreed to participate in the group.