

BYLAWS of the CONVENTIONAL OIL and GAS ADVISORY COMMITTEE  
to the BUREAU OF OIL & GAS PLANNING AND PROGRAM MANAGEMENT  
of the PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION

ARTICLE I. Name.

The name of this Advisory Board shall be the Conventional Oil and Gas Advisory Committee (Advisory Committee).

ARTICLE II. Purpose.

The Pennsylvania Department of Environmental Protection (the Department) shall consult with the Advisory Committee in the formulation, drafting and presentation stages of all regulations promulgated under the 2012 Oil and Gas Act and the Advisory Committee shall be given a reasonable opportunity to review and comment on all such regulations prior to submission to the Environmental Quality Board.

ARTICLE III. Advisory Board Membership.

The Advisory Board shall consist of voting and non-voting members, all of whom shall be residents of Pennsylvania.

The voting members shall consist of:

- (1) three members, each of whom shall be either:
  - (i) a petroleum engineer;
  - (ii) a petroleum geologist; or
  - (iii) an experienced driller representative of the oil and gas industry with three years of experience in Pennsylvania;
- (2) a mining engineer from the coal industry with three years of experience in Pennsylvania; and
- (3) a geologist or petroleum engineer with three years of experience in Pennsylvania, who shall be chosen from a list of three names submitted by the Citizens Advisory Council to the Governor and who shall sit as a representative of the public interest.

The non-voting members shall consist of three representatives selected by the Secretary of the Department who shall represent the public interest.

Members shall serve for a period of four years. The initial terms of the members shall be staggered so that at least one-half of the members' terms expire in two years.

Each member may designate one alternate annually to serve in their absence. Each member must annually submit to the chairperson the name of his or her alternate. Alternates are subject to concurrence by the Secretary of the Department.

ARTICLE IV. Subcommittees.

Subcommittees may be formed to address specific technical issues, at the direction of the Advisory Committee. A subcommittee will include one member of the Advisory Committee, who shall act as Chair of the Subcommittee. Other members of the Subcommittee shall be individuals deemed by the Advisory Committee to possess technical competence in the specific subject area and asked to serve on the Subcommittee by the Chair of that Subcommittee.

Instructions to the Subcommittee from the Advisory Committee shall include a definition of the specific technical subject involved, the issues in question and direction as to the type and due date for reports.

#### ARTICLE V. Officers.

The members of the Advisory Board shall select a Chair, by majority vote. The term of the Chair shall be two years.

##### A. Absence of the Chair.

In the absence of the duly elected Chair at an Advisory Committee meeting, the Advisory Committee members present shall select an acting Chair, by majority vote.

#### ARTICLE VI. Voting.

Each member of the Advisory Committee's voting membership shall be entitled to exercise one vote in each matter placed before the Advisory Committee for which a vote is called. Members of the Advisory Committee's non-voting membership are not entitled to a vote. Designated alternatives, while serving in the absence of a member, shall have the authority to perform the duties and exercise the powers of that member. Designated alternatives of voting members shall be entitled to one vote in person in each matter placed before the Advisory Committee for which a vote is called. Decisions of the Advisory Committee shall be by vote of the majority.

##### A. Quorum.

Four voting members shall constitute a quorum. A quorum must be present to conduct any Advisory Committee business requiring a vote.

#### ARTICLE VII. Meetings.

The Advisory Committee shall meet upon the call of the Secretary of the Department, but not less than semiannually. Meetings may be called by the Chair as deemed appropriate by at least three members of the Advisory Committee.

##### A. Meeting Participation.

The Advisory Committee meetings shall be open to the public. The Advisory Committee may receive and/or solicit input from those in attendance at the meetings and/or by written submission from the public desiring to bring matters to the attention of the Advisory Committee. Should a member of the public wish to place a substantive issue before the Advisory Committee for formal discussion at a meeting, that individual or organization shall advise the Chair of the Advisory Committee, in writing, of the issue sufficiently in advance of the meeting so that it can be considered for placing on that meeting agenda. It shall be solely at the discretion of the Advisory Committee to determine if matters placed before it by the public lie within its authority and are germane for discussion.

#### ARTICLE VII. DEP Administration.

The Department of Environmental Protection, Bureau of Oil & Gas Planning and Program Management, shall provide program and administrative support to the Advisory Committee. Program support shall include framing of issues for the Advisory Committee, providing necessary information for Advisory Committee discussions, assist with the development of agendas and meeting schedules and providing input into nominees for the Advisory Committee. Administrative support shall include transcribing, sending, and maintaining a permanent record of meeting minutes, sending agendas and materials to Advisory Committee members prior to meetings, posting agendas, handouts and meeting minutes on the DEP web site and the review and approval of travel and subsistence expenses.

#### ARTICLE IX. Amendment of Bylaws.

These Bylaws may be amended, repealed or altered in whole or in part by a majority vote of the all the voting members, provided that a copy of the proposed amendment shall be provided to each member at least one month prior to the date of the meeting.

ARTICLE X. Issues not covered by the Bylaws.

Substantive matters that are not covered by the Bylaws shall be addressed by the Advisory Committee for a determination of how they will be handled. Meeting procedure shall be according to Robert's Rules of Order.