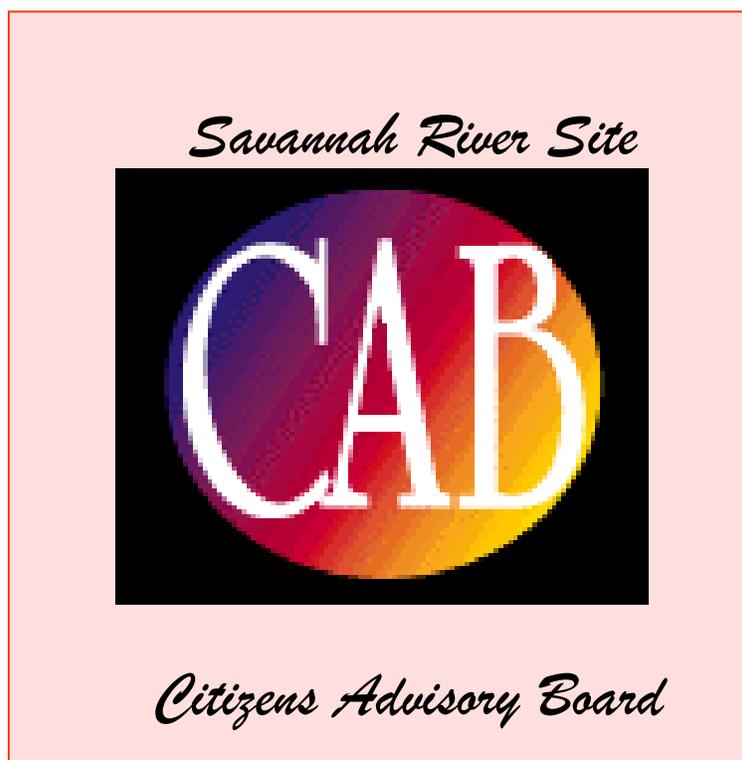

Savannah River Site Citizens Advisory Board (CAB)



Mission & Principles Bylaws & Standing Rules

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MISSION STATEMENT

The SRS Citizens Advisory Board (CAB) is a non-partisan group of individuals who are independent of federal, state and local government organizations as they relate to the mission of the CAB. The Board provides informed and timely recommendations to the U.S. Department of Energy (DOE), and the Environmental Protection Agency-Region IV (EPA), and the South Carolina Department of Health and Environmental Control (SCDHEC) concerning decisions that affect SRS in areas of environmental restoration, waste management and activities related to these functions. Two important goals of the Board are to improve two-way communication with SRS impacted communities and to ensure that stakeholders are given an opportunity to become involved in the decision-making processes of DOE, EPA SCDHEC and SRS management.

STATEMENT OF PRINCIPLES

- Protection of public and worker health and safety and the environment are the foremost considerations in the cleanup, stabilization, disposition and long-term stewardship policy decisions.
- Cleanup, stabilization, monitoring and stewardship are vital to ensure the health and safety of future generations and the protection of their environment.
- Decisions should be made that ensure reduction of the greatest health and environmental risks first. It is recognized that some DOE sites and certain states bear bigger burdens of risk and regulatory oversight costs. Therefore, decisions should be based on sound science and practical management assessments rather than political expediency.
- DOE and regulatory agencies should make cleanup decisions using reasonable interpretations of the regulations and realistic assumptions concerning funding.
- Decisions should be based on strategies, which incorporate life cycle costs. Predictable and adequate funding for cleanup, stabilization and stewardship should be assured as well as DOE complex-wide coordination and full integration of all sites in planning and implementation of decisions.
- Cleanup should comply with laws and statutes and should accommodate community desires whenever practical. The end states should be considered in all decisions.
- DOE should remain committed to public involvement, recognizing that it is morally obligated to reduce the risk to all affected communities. Effective public involvement requires timely access to relevant public information as well as opportunities for input from the public.

PRIMARY OBJECTIVES

DOE should make and speedily implement decisions and actions to ensure the following:

- Restoration of the SRS environment to a state that is protective of human health and the environment
- A disposition path for high-level waste and its removal from SRS
- A disposition path for transuranic waste and its removal from SRS
- Provide acceptable solutions for the disposition of low-level waste and mixed-low level waste
- Develop plans for current use and eventual closure of the SRS canyons after the needs of DOE have been met.

**Bylaws
of the Savannah River Site
Citizens Advisory Board**

**Article I
Name and Offices**

This organization shall be known as the Savannah River Site Citizens Advisory Board. The principal office shall be located within the state of South Carolina or Georgia at such place as may be designated by the Membership of the Board.

**Article II
Purpose, Objectives, Authority and Duty**

Section 2.1 Purpose

The purpose of the Savannah River Site (SRS) Citizens Advisory Board (hereafter referred to as the "Board") is to provide informed, timely recommendations to the United States Department of Energy (DOE), the United States Environmental Protection Agency Region IV (EPA), and the South Carolina Department of Health and Environmental Control (SCDHEC) (hereafter collectively referred to as the "Agencies") concerning decisions to be made for SRS in the areas of environmental restoration, waste management, technology development and other related activities at SRS.

Section 2.2 Objectives

To promote the aforementioned purpose of the Board, the Board shall have the following objectives:

- a) Prioritize key and timely issues pertaining to environmental restoration, waste management, technology development and other related activities at SRS. Provide written recommendations to the Agencies on these issues.
- b) Work with the Agencies to identify and request information as needed.
- c) Seek and receive information sufficiently early in the decision-making process to ensure that the Board's recommendations can actually influence the decision-making process.
- d) Provide for public involvement in the Board's advisory process by making information available to the public, holding open meetings, communicating efforts and results and creating opportunities for the public to participate in the process.
- e) Draw on subject experts and other knowledgeable sources as needed to obtain information in areas of interest. The Board shall make a good faith effort to balance information sources and obtain information on all sides of an issue.
- f) Serve as an interface with other boards and groups dealing with SRS issues to share information and avoid unwanted duplication of effort.

Section 2.3 Authority and Duty

In order to carry out its purpose and objectives, the Board shall have the authority and duty to provide the Agencies with:

- a) Input and recommendations concerning the process, content, public participation and other policy aspects of the Office of Environmental Management's (EM) environmental restoration, waste management, technology development and other related SRS activities;
- b) Options to resolve difficult issues faced in the Environmental Restoration and Waste Management Program, including but not limited to contamination, site specific cleanup criteria, risk management, budget prioritization, management effectiveness, cost versus benefit analysis, environmental acceptability, economic development, future land use, and strategies for site waste management and disposal facilities;
- c) Advice on any other environmental restoration and waste management projects assigned to the Board for review and advice by the Agencies.

Article III Membership of the Board

Section 3.1 Number

Authority in and responsibility for the affairs of the Board shall be vested in the Membership of the Board. The number of Members shall be 25, but in the event of a vacancy, the Board may act with a lesser number until such vacancy is filled.

Section 3.2 Terms of Appointment

The terms of office for Members of the Board shall consist of 25 two-year terms with new appointments made annually on a staggered schedule as the Members' terms of office expire. Terms of office for new Members shall be two years. A Member shall serve no more than three consecutive terms of office. After a lapse of two or more years, a Board Member may be re-elected. To serve consecutive terms of office, current Board members will be subject to all selection criterion and re-elected by the full Board as set forth in Section 3.3.

Section 3.3 Qualification for Membership

The Membership of the Board shall be selected in accordance with the criteria and guidelines listed below, which are designed to ensure that the Board's Membership reflects the demographic composition of the communities surrounding and impacted by SRS.

- a) There shall be approximately equal representation from Georgia and South Carolina on the Board.
- b) There shall also be an approximately equal representation from persons living in the counties surrounding the site and persons living in other counties. (The "counties surrounding the site" are Aiken, Allendale and Barnwell counties in South Carolina, and Burke, Columbia and Richmond counties in Georgia).
- c) There shall be no fewer than eight Board Members who are African American.
- d) There shall be no fewer than 12 females.
- e) Age shall be given consideration in achieving diversity.
- f) Categories of stakeholders shall be represented on the Board as follows:
 - a. No more than three public officials

- b. No more than three business representatives
- c. No more than three academic representatives
- d. No more than ten general public representatives, including two representatives of economically disadvantaged persons. Economically disadvantaged persons is defined as at or below the poverty guidelines set by the federal government
- e. No more than two labor representatives
- f. No more than two minority issues representatives, who may be of any ethnic minority including African American, Hispanic, Asian, Pacific Islander, American Indian, Eskimo, Aleut and other non-white persons. (These representatives are in addition to those required in Section 3.3 c)
- g. No more than five environmental activist representatives

g) In selecting Board Members, consideration shall be given to individuals with experience or expertise that would make a useful contribution to the Board's collective knowledge base, in areas such as science, finance and economics, engineering, public health, law and consensus-building.

h) Membership on the Board will require an interest in the issues the Board considers as well as time to study and discuss them. Therefore, during the selection process a good faith effort shall be made to ensure that Board Members possess the ability and desire to devote the time that membership demands.

Section 3.4 Membership Replacement

The Administrative Committee shall oversee the selection of Members to the Board. In assessing the qualifications of each applicant for Board membership, this committee shall follow the guidelines set forth in Section 3.3. "Qualifications for Membership" of these bylaws.

Section 3.5 Method of Election

The procedure for election of Members to the Board shall be as follows:

- a) Applications for Board membership shall be retained for consideration for a two-year period. At the end of each two-year period, public notices shall be made to solicit new applications, and each applicant on file shall be notified that his or her application will not be retained for consideration for an additional two-year period unless such applicant notifies the Board in a timely manner of his or her intention to remain an applicant. Such notice may be written or oral and shall contain any information necessary to update the application resulting from changes in circumstances that have occurred since the original filing date.
- b) The Administrative Committee shall select two or more qualified candidates per Board vacancy from the current pool of applicants on file. If qualified candidates cannot be obtained from the current pool of applicants to fill a vacancy, the Board may solicit new applications.
- c) The names of the candidates and their application forms shall be provided to the Membership of the Board and to the Agencies for review and comment, and public notification of the candidates shall be made at this time.
- d) Membership applications, comments by Board Members and Agency representatives, etc. and other related information concerning candidates for membership to the Board shall be provided to the full

Membership of the Board at least 10 days prior to a Board meeting at which an election to fill Board vacancies is scheduled.

e) Any vacancy occurring in the Membership of the Board shall be filled by the affirmative vote of a majority of the Board Members then in office. In assessing the qualifications of each candidate for Board membership, Members shall follow the guidelines set forth in Section 3.3 "Qualifications for Membership" of these bylaws.

f) General elections will be held annually to fill Board vacancies. Those resulting from the expiration of outgoing Members' terms of office shall be held prior to such expiration.

g) If a member leaves the Board prior to the end of his/her term, the runner-up candidate in the general election may be elected by acclamation of a majority of the Board members to fill the unexpired term.

h) Replacement Members, those individuals elected to the Board to fill vacancies that have occurred prior to the expiration of Board Members' terms of office, shall serve the unexpired portion of the term of his or her predecessor in office.

i) In the event that the Board is faced with two or more concurrent vacancies, a special election may be held if the above stated procedure in Section 3.5 (g) is not applicable.

Section 3.6 Ex-Officio Representatives

DOE, EPA, SCDHEC and the State of Georgia may each appoint no more than two ex-officio representatives and one alternate from within its agency to attend Board meetings. Agency representatives may participate in discussion but shall not have voting privileges. SRS contractors and subcontractors may attend any meeting of the Board but shall not participate in discussion unless specifically requested to do so by a Board Member or Agency representative.

Article IV Officers of the Board

Section 4.1 Number

The officers of the Board shall be chairperson and vice chairperson. In the event that the office of chair is held by co-chairpersons, the office of vice-chair may or may not be filled. The Board may create, from time to time, other positions of office as it deems necessary.

Section 4.2 Duties

a) Chairperson(s): The Chairperson(s) or Vice Chairperson shall preside over all meetings and shall have primary responsibility for the Board's relations with the Agencies. The Chair shall be the official public spokesperson(s) for the Board with regard to issues and policy recommendations previously addressed by the Board and authorized by a majority vote unless the Board Members delegate the responsibility to another Officer or Member. The Chairperson(s) or Vice Chairperson may serve as a Member of a committee of the Board but shall not chair an issues-based committee.

b) Vice Chairperson: The Vice Chairperson shall have full authority to act for the Chairperson in his absence or incapacity.

Section 4.3 Election of Officers

All officers of the Board shall be elected by the Membership of the Board and shall hold office for two-year terms. An officer may serve a maximum of two consecutive terms in the same office but may not run for or hold more than one Board position at a time. A vacancy in any office shall be filled by the Board for the unexpired portion of the term of his or her predecessor in office. Elections of officers shall be held bi-annually during the last meeting of the year.

Article V Committees

Section 5.1 Creation of Committees

In addition to the committees mandated by these bylaws, the Board may from time to time create additional standing or ad hoc committees with such powers and duties as the Board may prescribe. Participation may be drawn both from the Board and the public at large. Final selection of committee members shall be made by the chair of the committee.

Section 5.2 Committee Chairpersons

The Chairperson of each committee shall be a Board Member elected annually to office by the Board. A Board Member may not run for or hold more than one Board office at a time. Committee chairpersons shall report regularly to the Board on committee activities. A vacancy in any office shall be filled by the Board for the unexpired portion of the term of his or her predecessor in office. Elections of chairpersons shall be held annually in January.

The chairperson of each committee shall name a vice chair or co-chair, who shall have full authority to act for the Chair/Co-Chair in his/her absence or incapacity.

Section 5.3 Meetings and Minutes

Committees shall meet independently of the Board. Meetings shall be open to the public. A written record of committee meeting shall be placed in repositories available to the public within 30 days of their occurrence.

Section 5.4 Ex-Officio Committee Members

The Chairperson or Co-chairperson of the Board shall serve as ex-officio, non-voting Members of all committees on which they do not serve as a regular Member.

Section 5.5 Operating Procedures

Guidelines or procedures developed by a Committee to address the way in which its functions are to be carried out, must be approved by the Board.

Section 5.6 Committees

With the exception of the Executive Committee, the Board shall appoint a chair to the following committees on an annual basis. The authority, duties and powers of the various committees are set forth below but may be limited or increased from time to time as the Board may decide.

a) Executive Committee: The Executive Committee membership shall be comprised of the chairperson of all other committees as well as the Officers (Board Chair and Vice Chair). The Board Chairperson shall function as the Executive Committee chairperson. During the intervals between meetings of the Board, the decisions involving the daily business operations of the Board shall be made by a majority vote of the Executive Committee; however, this committee shall have no authority to set Board policy or to make any recommendations to the Agencies concerning issues that fall within the scope of the Board's authority. The Executive Committee, pursuant to a request by the Board, shall provide the Board with information and training pertaining to issues that fall within the scope of the Board's authority as set forth in Article II "Purpose, Objectives, Authority and Duty" of these bylaws. The Executive Committee shall respond to requests for information by the Board in a timely manner with regard to any time frames or deadlines which might give priority to certain issues in order to ensure that information is received by the Board early enough in the decision making process to allow meaningful and timely recommendations by the Board to the Agencies. Any presentation of information to the Board by this committee, its Members, or agents, whether written or oral, shall be made in an objective, unbiased manner.

b) Administrative Committee: This Committee shall consist of no less than three Members of the Board. This committee shall advise the Board on any issue that arises pertaining to the substance or scope of these bylaws. Proposed amendments to the bylaws shall be submitted to the Committee for recommendation to the Board in accordance with the guidelines and procedure set forth in Section 9.2 "Procedure to Amend" of these bylaws.

This committee shall also conduct membership replacement functions as set forth Section 3.4 of these bylaw and shall preside over the election of all Board Offices pursuant to the guidelines set forth in Section 4.3, "Election of Officers" of these bylaws. In addition, this committee shall oversee the election of committee chairpersons. (see Section 5.2 "Committee Chairpersons") The Administrative Committee shall send written notice to all Board Members at least two weeks prior to an election listing the offices to be filled and the time, place, method, and deadline for filing to run for office. Notice of an intention to run for election shall be made orally or in writing to the Chairperson of this committee and must be received no later than 72 hours prior to a meeting at which the election is to be held.

All duties and responsibilities previously encompassed by the Budget, Membership Replacement, Bylaws and Nominations/Elections Subcommittees shall henceforth reside within the Administrative Committee.

Article VI Meetings

Section 6.1 Regular Meetings

Regular meetings of the Board shall be held at least quarterly at such place and hour as may be determined from time to time by the Board Members. In order to afford broad public access to the Board, the locations of regular meetings shall be set in communities within Georgia and South Carolina that are affected by SRS with an effort to provide equal and reasonable access to these areas.

Section 6.2 Special Meetings

Special meetings of the Board may be called any time by the request of a majority of Members serving. All special meetings must have a fixed and specified agenda and will have been called for a specified purpose.

Section 6.3 Notice of Meetings

Notice of a regular or special meeting of the Board shall be served to each Board Member and Agency representatives either personally or by mail at least seven days before a regular meeting and at least five days before a special meeting. To encourage public participation at each meeting, broad notification shall be made prior to the meeting. All meetings shall be open to the public and shall have designated a specific time within the agenda for public comments. Notice of any Board meeting made to Members and Agency representatives must state the date, place, and time of the meeting as well as the meetings agenda. Any agenda item omitted from the notice of a meeting must be stricken from the meeting's agenda unless two-third of the Board Members present at the meeting vote to include the item in the agenda.

Section 6.4 Agenda

The Chairperson(s) of the Board shall set the agenda for Board meetings. Such agenda shall be finalized ten days prior to a regular meeting and seven days prior to a special meeting. A Board Member or Agency representative may request that a topic or issue be put on the agenda of a meeting provided that the request is made prior to the agenda being finalized and there is adequate space remaining on the agenda to accommodate the issue. Once finalized, the agenda of such meeting shall not be altered or amended without the consent of two-thirds of the Board Members present at the meeting. A reasonable amount of time shall be reserved on the agenda for public comment at each meeting of the Board.

Section 6.5 Conduct

The business of the Board shall be carried out in a dignified and professional manner at all times. Each Member of the Board shall make every effort to educate themselves on the issues that fall within the purview of the Board including reviewing information provided to the Board prior to a meeting. During all meetings relating to the Board, Members shall conduct themselves in a dignified and respectful manner and shall address others accordingly.

Section 6.6 Attendance

A Board Member absent from two unexcused consecutive Board meetings in a calendar year shall be considered for dismissal, upon recommendation by the Administrative Committee.Section 6.7 Minutes

A written record of Board meetings, both regular and special, shall be made documenting all activities at each meeting including the public comment period. These records shall be maintained in repositories available to the public within 30 days of their approval by the Board.

Section 6.8 Quorum

At any meeting of the Board, the presence of fifty percent plus one of the Members then serving shall be necessary to constitute a quorum for the transaction of business.

Section 6.9 Voting, Proxies, and Board Reports to the Agencies

a) Voting and Proxies: Except as may otherwise be specified in these bylaws, all elections shall be held and all questions decided by a majority vote of the voting Member present in person or by proxy at any meeting of the Board where a quorum is established. Each Member of the Board shall be entitled to one vote; however, ex-officio Agency representatives to the Board shall have no voting privileges. At any special meeting of the Board each voting Member shall be entitled to vote in person or by proxy duly appointed by instrument in writing, signed and dated by such Member. Such proxy shall be delivered to the Board Chairperson(s) or a designated representative prior to the meeting. No voting by proxy shall be permitted at regular meetings of the Board.

b) Board Reports to the Agencies: In the event that a Board recommendation or report to the Agencies is approved by less than a unanimous vote, those Board Members representing the dissenting minority may voice their dissent by a minority statement(s) that shall be included in the text of the report.

Section 6.10 Action Without A Meeting

Any action required or permitted to be taken at a meeting of the Board may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all Board Members entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as a unanimous vote of the Membership of the Board.

Section 6.11 Resignation

Any Member or officer of the Board or committee of the Board may resign at any time. Such resignation shall be made in the form of a written notice submitted to the Chairperson or Vice Chairperson of the Board and unless otherwise specified in such notice, shall take effect upon deliver.

Section 6.12 Removal

Any Member or officer of the Board or a committee of the Board may be removed from membership at a regular or special meeting called for that purpose by the affirmative vote of two-thirds of the Board Members then serving. A Board Member or officer whose conduct is detrimental to the Board or who refuses to render reasonable assistance in carrying out the purpose of the Board may be considered for removal. Any such Member or officer proposed to be removed shall be entitled to at least five days notice in writing of the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard at such meeting.

Section 6.13 Compensation for Expenses

Each Member of the Board shall be entitled to and shall be paid, in accordance with federal travel regulations, all reasonable expenses, including traveling and lodging, while traveling to, from, and attending the meetings of the Board as well as any other compensation authorized by the Agencies.

Article VII Conflicts of Interest

Section 7.1 General Statement

Members of the Board shall not participate in the business of the Board concerning particular matters that might have a direct and predictable impact on the companies, organizations, or agencies with which they or any member of their family are associated or have a financial interest.

Section 7.2 Procedure

Meeting agendas shall be planned to avoid consideration of particular matters involving entities with which Board Members are associated or Board Members shall be informed of the potential impacts of specific matters on such entities so that they can disqualify themselves. If any Member of the Board becomes aware of a potential conflict of interest question concerning himself or herself, such Member shall:

a) Immediately inform the Board of his or her potential conflict of interest,

- b) Disclose any material facts within his or her knowledge that relate to the conflict of interest question, and
- c) Excuse himself or herself from entering into any discussion or vote concerning issues in which it has been determined by the Board or by such Board Member that a conflict of interest does exist.

Section 7.3 Specific Regulations

Board Members shall be aware of and take care to abide by the following general conflicts of interest regulations:

- a) Members shall refrain from any use of their membership, which is, or gives the appearance of being, motivated by the desire for private gain or the desire to benefit a family member or close personal friend.
- b) Members shall not use, either directly or indirectly, for private gain any inside information obtained as a result of Board service.
- c) Members shall not use their position in any way to coerce, or give the appearance of coercing, another person to provide a financial benefit to a Member or any person with whom a Member has family, business, personal, or financial ties.
- d) Members shall not knowingly receive or solicit from persons having business with Department of Energy (DOE) anything of value as a gift, gratuity, loan, or favor while serving on the Board or in connection with such service.

Section 7.4 Individuals Ineligible for Board Membership

- a) Management employees of: the Agencies, DOE contractors at SRS, and environmental restoration and waste management employees at SRS, as well as immediate family members (spouses, children, parents, and anyone living in the same household as the individual who falls into one of the excluded groups); are not eligible for Board membership. Management employees shall be defined as those employees in the top three levels of management within their respective agency or company.
- b) In general, employees of DOE contractors at SRS are not eligible for membership on the Board. However, an employee of a DOE contractor may qualify for Board membership if such employee successfully shows that his presence on the Board would not result in a conflict of interest. In any event there shall be no more than five membership positions on the Board held by employees of DOE contractors at SRS.
- c) Spouses; immediate family members; or other individuals residing with current members serving on the Board shall not be eligible for Board membership.

Article VIII
Effectiveness and Duration of the Board

Section 8.1 Effectiveness

The Board, in cooperation with the Agencies, shall publish a biannual status report evaluating the board's effectiveness. This report shall be made available to the public, and the results shall be discussed publicly at a regular or special meeting of the Board.

Section 8.2 Duration

The Board shall initially be established for five years at which time the Board and the Agencies shall in the annual status report for that year, mutually assess the desirability for continuing the Board. Such an assessment shall conclude that the Board be abolished or that the charter be renewed for an additional five years. This assessment shall be repeated every five years for the life of the Board.

Article IX
Amendments

Section 9.1 Authority

Any member of the public, the Board, or one of the Agencies may propose an amendment to the bylaws; however, to be considered by this Board, the proposed amendment must be sponsored by a Board Member. The Board shall have the power to alter, amend, and repeal the bylaws of the Board by the affirmative vote of three-fourths of the full membership of the Board.

Section 9.2 Procedure to Amend

Amendments shall be made in accordance with the following procedure:

- a) Proposed amendments to the bylaws shall be submitted to the Administrative Committee by the sponsoring Board Member in the form of a written resolution which shall provide documentation as to why the change is needed.
- b) The Administrative Committee shall give notice to all Board Members, Agency representatives, and the public at least 10 days prior to any Board meeting where a Bylaws amendment will be considered. Notification shall include a written copy of the proposed amendment and supporting documentation as well as a request for comments on the proposed amendment.
- c) The Membership of the Board shall have the power to alter, amend or repeal the bylaws of the Board by an affirmative vote of three-fourths of the membership of the full Board provided that the action is proposed at a regular or special meeting of the Board and adopted at a subsequent regular monthly meeting. In decisions involving amendments to the Bylaws, proxy votes shall not be accepted.

STANDING RULES

This document will be reviewed periodically as necessary.

I. Recommendation Process

Recommendation Format

Recommendations are the primary method for the Board to formally communicate with the three agencies (DOE, EPA and SCDHEC). Recommendations are drafted in committee and reviewed, discussed and approved at Board meetings. They are formally submitted to the head of the respective Agency and become a permanent record of Board activities.

Recommendations will have the following sections:

- Background - this section contains sufficient background information to ensure that the reader can understand what is being recommended and why. This section must be concise and cover only the relevant background. In most cases, the background should not be more than a page in length.
- Comments and Benefits - Unlike the other sections noted here, this is an *optional* section. This section may be used to specifically state the benefits of the recommendation, or to make comments that enhance the recommendation. Comments and benefits can also be included in background section, however, this section should be used to “flag out” comments and/or benefits that are essential to the recommendation.
- Recommendation - This is what is being recommended to the responsible Agency(s). If the recommendation is to one Agency, then this section should start “The CAB recommends that the Department of Energy (or the applicable Agency)...” and list the recommendation(s). If the recommendation is to more than one Agency, this section starts “The CAB recommends that....” and then start each recommendation section with the name(s) of the Agency(s) to which it applies. When writing the recommendation, they should clearly identify what is expected of the Agency(s), and be written such that it is clearly understood what is expected to be accomplished so that the CAB can close the recommendation. In other words, they should direct the Agency(s) to do something specific.
- Related Recommendations - This section will list any previous recommendations related to this recommendation. If none, state “none.” If there are related recommendations list them by number, date and title. Indicate if the related recommendation is currently open or closed. For related recommendations currently open, provide a brief explanation in this section why another recommendation is necessary.
- References - List any applicable references that a reader would need to understand the recommendation or to obtain applicable information. If none, then put “none.”

Developing, Reviewing and Approving SR CAB Recommendations

1. The initial draft of the recommendation should be written by a CAB member, typically of the respective Committee, with assistance from the CAB Technical Advisor as necessary. This CAB member

becomes the Recommendation Manager. This version of the recommendation is referred to, and marked as, the “Working Draft.”

Note: The Recommendation Manager is typically, but not always, a member of the respective Committee of the CAB that facilitates the drafting and review of the recommendation. The Recommendation Manager continues to track the status of the recommendation for the Committee and the Board.

2. The Working Draft of the recommendation is circulated amongst interested Committee members and anyone else that has expressed an interest for review and comment. This can be done via email, fax, or regular mail. The Working draft may go through several iterations among this small group of reviewers.
3. The Working Draft is revised and issued by the CAB Support Staff as the “First Draft” for the first round of formal comments. The First Draft is issued with a due date for comments. All of the initial comments are reviewed and resolved as necessary by the Recommendation Manager and the individual making the comments. If necessary a “Second Draft” is issued, and so on. The last version of the recommendation is the “Final Draft” - this is the version presented to the Board for approval. Control and issuance of the First Draft and all following drafts will only be by the CAB Support Staff.
4. Draft recommendations should always be reviewed at Committee meetings before being presented to the Board. Unless there is a compelling time constraint, draft recommendations will always be reviewed at least once before the Committee meeting the evening before the full Board meeting. The Committee meeting the evening before the full Board meeting should only be for “fine-tuning” the recommendation.
5. Draft recommendations will be submitted to all CAB members at least ten days before the full Board meeting.
6. Final Draft recommendations will be reviewed, discussed, revised as necessary and voted on during full board meetings. If a presentation is to be given in support of the recommendation, the presentation should only provide sufficient background to support the motion. Recommendation presentations at full Board meetings should not be longer than ten minutes. After the presentation, the Recommendation Manager briefly reviews the recommendation background, summarizing any applicable points, including any specific comments or benefits associated with the recommendation. Reading the entire background section is not necessary, and should not occur except in rare circumstances. The Recommendation Manager will read the actual recommendation section and the Board members will discuss, comment and vote. If there are any comments during the discussion aspect of the recommendation, they will be noted by the Board Facilitator on a double-spaced transparency or flip-chart or similar method.
7. In some cases, a recommendation may be approved by a majority of the Board, but there are CAB members that do not agree with the recommendation. Those in disagreement may choose to write a “Minority Report” indicating why they do not agree with the recommendation. Minority Reports are transmitted with the recommendation to the applicable Agency(s) and are maintained as part of the CAB records.
8. Recommendations can not be changed after approval by the Board. The only exception to this is making a non-intent editorial correction - and this requires the approval of the Board Chair and Committee Chair. Approved recommendations should be transmitted to the applicable Agency(s) within two working days after the Board meeting.

Updating the Status of SR CAB Recommendations

1. When responses to approved CAB recommendations are transmitted to the CAB by the responsible Agency(s), the CAB Administrator will update the Recommendation Data Base and forward the response to the support staff, Committee Chair and Recommendation Manager.
2. The Recommendation Manager will review the response and suggest to the Committee members if the Agency response should be agreed with or not, with a brief explanation why or why not. If the Committee agrees with the response, the Recommendation Data Base is updated and the full Board is notified. This should be done by a formal vote of the Committee members. If the response is not agreed to, the Recommendation Manager, along with the Board Facilitator should immediately get back with the Agency(s) and attempt to resolve the issues. If the Committee and Agency(s) come to agreement, the Recommendation Data Base is updated and the full Board is notified. If they do not come to agreement, the Committee notifies the full Board that they are recommending closure of the recommendation. In this case, the status of the recommendation is indicated as "Closed-Incomplete"
3. At the beginning of each Committee meeting, the Recommendation Managers should briefly review each of their "Pending" and "Open" recommendations to suggest if there is any status change. If they cannot be at the Committee meeting, they should provide their update to the Chair of the Committee or the CAB support staff. If there is no status change, that should be indicated.
4. Recommendation Managers should be aware of the status of "Open" recommendations and work with the CAB support staff to keep the "required actions" section of the data base updated. If all of the "required actions" have been completed, or they have been overcome by events, the Recommendation Manager should suggest to the Committee that the recommendation be closed. If the Committee agrees, the Recommendation Data Base should be updated and the full Board notified. In this case, the status of the recommendation is "Closed Complete."
5. The Board Administrator will provide a recommendation update to the Board members before the full Board meeting. The recommendation update will indicate the status change of a recommendations, and a brief summary of why the status was changed. At the full Board meeting, the Board Facilitator will review the recommendation status and poll the Board members to see if anyone has any concerns related to recommendation status change.

NOTE: The Board Facilitator can assist in resolving issues with the Agencies or facilitating the review of recommendations. The Board Technical Advisor can help in obtaining information related to the status of "Open" recommendations.

Definitions of SR CAB Recommendation Summary Report Sections

Recommendation No., Committee and Recommendation Manager - The next sequential recommendation number, the Committee that generated the recommendation, and the recommendation manager.

Status - The status of recommendation will be one of the following:

Pending - The recommendation has been approved by the Board, submitted to the responsible Agency(s) however, the response(s) has not yet been reviewed and agreed to/by the Committee.

Open - Response(s) has been reviewed and agreed to by the Committee, but the action(s) is/are not complete

Closed-Complete - The action(s) in the recommendation has been completed, or overcome by events.

Closed-Incomplete - The action(s) in the recommendation will not be completed. This includes receiving a response to a recommendation that is not agreed to by the Board.

Date Adopted - The date the recommendation was approved by the Board.

Agencies - The Agency or Agencies to which the recommendation was sent. This should only be the Agency(s) that has a specific response to the recommendation. The other Agency(s) should not be listed.

Response Received - The date that the CAB received a response from the Agency(s) to which the CAB sent the recommendation.

Response Summary - A brief summary of the Agency(s) response(s) to the CAB. At a minimum, the summary should clearly define the actions to be taken by the Agency(s).

Required Actions - A listing of any specific actions or activities to be taken by the Agency(s) as stated in their response. This section should be continually updated to reflect the actions remaining from the Agency(s). If the CAB is still waiting for a response from the Agency(s), that should be noted in this section.

Contact - The primary point of contact provided by the Agency(s).

II. Decisionmaking

All Board decisions relating to recommendations and advice to the Agencies will be reached by an affirmative majority vote of those present via the relaxed parliamentary approach provided below. Consensus building will be an integral and uncompromised feature of the decision-making process. The following democratic principles embodied in parliamentary law will be preserved in the Board's decision-making process:

- Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.
- All members have equal rights, privileges and obligations.
 - The majority has the right to decide
 - The minority has the right to free expression of dissent
- Full and free discussion of every motion is considered a basic right.
- Members have the right to know at all times what the immediately pending question is and the potential consequences of the debate or voting. Members also have the right to have the motion restated before a vote is taken. A request for information will not be ignored.
- Members can speak when recognized by the Chair/Facilitator. All members are offered the opportunity to contribute to open discussion with no one member dominating discussion.
- Members will commit the time, personal effort and cooperation necessary for the development of recommendations which can be supported by the greatest number of Board members after due deliberation.

During full Board meetings, the following process will be used in reaching Board decisions:

1. The Recommendation Manager presents a final draft motion from committee

2. Board members who cannot participate in discussion of the motion due to conflict of interest must state so at this time.
3. Before a motion is made and before the Chair states the motion, any member may informally offer modifying suggestions to the Recommendation Manager
4. A Board member makes a motion to accept the committee's recommendation
5. A Board member seconds the motion (A second does not mean someone is in favor of the idea but that it should be discussed)
6. The Chairperson will state the motion made and ask for discussion. Members may debate the motion at this time.
7. Any member may propose changes to the motion before it is voted upon. However, after the Chairperson has stated the motion, a motion to amend and a second will be required.
8. The Chairperson will ask for the affirmative votes and then the negative votes by a show of hands
9. Members may abstain and state their reason for the record.
10. The Chairperson declares that a motion is adopted or declined.

This table describes motions that have been entertained during full Board meetings.

Objective	Appropriate Motion	Interrupt	Second	Debate/ Amend	Vote
Present an idea for consideration or action	Main Motion “Make a motion to”	No	Yes	Yes	Majority
Improve a pending motion	Amend	No	Yes	Yes	Majority
Gain information on pending motion	Point of Information; Parliamentary Inquiry; Question of Privilege	Yes	No	No	Chair
Regulate or cut-off debate	Previous question “Call for the main question”	No	No	No	Chair
Suppress a proposal or kill a motion	Postpone Indefinitely	No	Yes	Yes/No	Majority
Question the decision of chair; enforce rights	Point of Order	Yes	No	No	Chair
Temporary interruption of agenda	Lay on the Table	No	Yes	No	Majority
Delay a decision	Refer to Committee Postpone certain time	No	Yes	Yes	Majority
Modify a previous motion	Amend Motion Previously Adopted	No	Yes	Yes	Majority

III. Parliamentary Authority

The relaxed parliamentary process stated above will be used by the SRS CAB. Robert’s Rules of Order Newly Revised, 1993, shall apply on all questions of procedures and parliamentary law not specified in these Bylaws & Standing Rules or in the Federal Advisory Committee Act. It is recognized that rules for small committees and board meetings differ from the rules which apply to large meetings of assemblies or plenary bodies. Members may remain seated for speaking and making motions and informal discussion of a subject is permitted while no motion is pending. The chair can speak in discussion, make motions and vote on all questions.

IV. Accountability and Mutual Responsibilities

Approved 7/22/03

A. Chairperson/Vice Chair/Committee Chairpersons

The Chair will function as an equal member of the Board during all discussions and deliberations.

The Chair will be responsible for protecting the interests of all Board members and will act in a fair and balanced manner with respect to the Board's operation, the conduct of meetings, and all other activities associated with the Chair's involvement with the Board.

Every attempt will be made by the Chair to ensure diversity of perspective and equitable division of workload.

Should a Board member believe that the Chair is not performing in a fair and balanced manner, it is the responsibility of the member to raise his/her concerns with the Chair, full Board or if necessary the Designated Deputy Federal Officer.

B. Ex-Officio Members

Ex-officio members are expected to participate in an open and constructive manner in all Board activities, providing the Board with technical assistance, information about regulatory issues, and the perspectives and policies of their respective agencies to assist the Board in decision-making. Participation in final Board recommendations should be limited to clarification of language and issues.

C. Board Members

Members are expected to be prepared and fully participate in discussions and decisions.

Members will listen carefully to one another, articulate concerns and ensure their perspective is on the table prior to and as part of the process of developing recommendations.

Members will avoid conflict-reducing techniques such as "bargaining."

Members should not change their mind simply to avoid conflict and reach agreement. Differences of opinion are natural and to be expected and lead to better solutions.

Members will allow the Chair/Facilitator to control who has the floor, refrain from interruption and respect the group time.

Members will adhere to the ground rules and respect the procedural guidance and recommendations of the Chairperson.

Members will avoid characterizing the views or opinions of another Board member outside of any Board meeting or activity.

Members will not engage in political game playing or parliamentary maneuvering and will commit to the group purpose.

D. Deputy Designated Federal Officer

Deputy Designated Federal Officers are responsible for performing FACA-mandated actions. A DDFO or Associate DDFO attends every meeting of the SRS CAB. They ensure that senior DOE

managers and contractor staff participate in Board activities as required and ensure that DOE's decision-making process is clearly communicated.

E. Board Facilitator

The Board Facilitator is an integral part of the Board's process, but is independent of any specific decision-making or outcomes. During meetings, the facilitator helps the Board or Committee Chair by ensuring a free-flow discussion, allowing everyone to participate in the discussion and process, assisting in keeping to the agenda and helping the group achieve measurable and specific outcomes. Although the facilitator may be very actively involved in the meeting process, the facilitator does not run meetings-that is the responsibility of the Chair of the meeting.

V. Focus Groups

Scope

This direction applies to all CAB members and members of Focus Groups operating under the direction of the CAB. This includes any Focus Groups formed prior to the approval of this document.

Policy

It is the policy of the Savannah River Site CAB that Focus Groups will be formed to assist in the study and formation of recommendations related to a specific topic. Focus groups will be formed and operated under the direction and oversight of the CAB, in accordance with the direction in this document, to study topics that can be complex and/or long term.

Introduction

Focus Groups are working groups, formed by the CAB, to assist in studying and making recommendations related to a specific topic or issue. Focus Groups are a subset of a CAB Committee and work on a topic or issue that falls within the scope of that Committee. Focus Groups allow for additional public involvement by non-CAB members on issues or topics of interest to the CAB.

Direction

1. The formation of a Focus Group will normally be identified in the CAB Work Plan, issued and updated every six-months. Focus Groups can be identified and formed between CAB Work Plan updates, however, all of the requirements of this document still apply.
2. Formation of a Focus Group will be recommended and sponsored by the respective Committee Chair and approved by a majority vote of the full Board.
3. A member of the sponsoring Committee will always be the Administrative Lead for the Focus Group to ensure that it operates in accordance with the direction provided in this document and the desires of the sponsoring Committee. A non-CAB individual may be identified as the Technical Lead to coordinate the technical activities of the group, develop reports and presentations and ensure that the sponsoring Committee is kept apprised of Focus Group activities. The Technical Lead may be authorized by the Chair of the sponsoring Committee to request information on behalf of the Committee.

4. The Focus Group Charter Form attached to this document (or a similar document with all of the indicated items) will be completed and included with the CAB Work Plan for approval by the full Board.
5. If a Focus Group must be formed between CAB Work Plan updates, the Chair of the respective Committee will complete all sections of the Focus Group Charter form attached to this document, and present it to the Board for approval. In addition, the Chair of the sponsoring Committee must explain to the Board the need for immediately forming the Focus Group.
6. If, because of significant time constraints, a Focus Group must begin work between Board meetings, the Chair of the respective Committee must obtain approval of the Board Chair to establish a Focus Group and begin work. The Focus Group must still be approved at the next full Board meeting. If not approved, the Focus Group will be disbanded immediately.
7. Focus Group activities will be included in each six-month update of the CAB Work Plan. Focus Groups will provide routine status reports to their sponsoring Committee at a frequency determined by the Committee Chair. Focus Groups will provide a written summary of their activities, conclusions and recommendations to the Committee Chair when they are closed-out.
8. The sponsoring Committee or the full Board can vote, at any time, to disband a Focus Group for issues such as resource constraints, Board conflicts, etc.
9. Focus Groups serve at the discretion of the sponsoring Committee and only work on activities or issues in support of Committee activities, in accordance with the description provided in the Focus Group Charter Form. Any change in scope of a Focus Group must be brought before the full Board for approval.
10. Focus Groups do not report directly to the Board - they support the activities of a respective Committee of the Board. All Focus Group products or recommendations are provided to the respective Committee for review and discussion. The Committee shall discuss and decide if they wish to take an issue to the full Board based on Focus Group suggestions. Focus Group members may make presentations to the Board at the request of the Chair of the Sponsoring Committee.
11. Focus Groups must adhere to the following operating guidelines:
 - All meetings open to the public,
 - Minutes of all meetings issued to Focus Group members and the Sponsoring Committee, and posted on the CAB website, and
 - Follow Conflict of Interest requirements identified in the CAB Bylaws and the Conflict of Interest Guidance below.

Savannah River Site Citizens Advisory Board

FOCUS GROUP CHARTER FORM

Focus Group Title: _____

Sponsoring Committee: _____

Administrative Lead: _____ Technical Lead: _____

Focus Group Start Date: _____ Focus Group Completion Date: _____

Estimated No. of Members: _____ Estimated No. of Meetings: _____

Why is this Focus Group Necessary? _____

What will the Specific Scope and Activities of this Focus Group Be? _____

What is the End Product of this Focus Group? _____

Submitted By: _____

Date: _____

VI. Conflict of Interest Guidelines

Purpose

Provide guidance to Citizens Advisory Board (CAB) members and members of the public that participate in CAB committees, working groups or focus groups regarding *Conflict of Interest*. Specifically, this guidance relates to participation (for compensation) in external studies, reviews, reports, etc. in support of the CAB. This guidance is consistent with the direction provided in the CAB Bylaws (Article VII, Conflict of Interest) and DOE M 510.1-1(Advisory Committee Management Program).

Guiding Principles

- Generally speaking, participation on the CAB, its committees or focus groups is done on a voluntary basis, not for monetary gain.
- No one involved in the activities of the CAB will gain an unfair advantage, or appear to gain an unfair advantage, that results in personal gain to them, a family member or a close friend.
- Activities must be conducted to ensure that the integrity and reputation of the CAB, and the members of the CAB, are maintained at the highest level at all times.

Specific Guidance

- The CAB encourages the voluntary participation of personnel with expertise in areas related to the activities of the CAB. Participation as a member of the CAB, its committees or focus groups does not automatically prevent these individuals from doing future compensated work for the CAB. However, any individual that participates in establishing the specific scope of work for compensated support shall not be eligible to perform the work for compensation. Individuals must refrain from any use of their association with the CAB that is, or gives the appearance of being, motivated by the desire for private gain.
- CAB members, committee members and focus group members shall not participate in matters of committee business, such as grants or contracts, that might have a direct and predictable impact on the companies, organizations or agencies with which they or any member of their family are associated or have a financial interest.
- Program personnel should plan meeting agendas around any matters involving activities in which members are involved and inform members of potential impacts of certain matters so that those members may disqualify themselves before any working groups are formed.
- If discussions are initiated related to the use of outside compensated support for the CAB, and an individual is considering getting involved in doing that work, they should immediately notify the person chairing the meeting and ask to be excused from the discussions.
- If compensated support is being considered, the Chair of the committee considering the support should form a small working group (2 - 4 people) to establish the specific scope of work. The scope of work, or anything else related to the procurement of the compensated support should not be discussed at committee, focus group or working group meetings until that information is made available to the public.

Approved 11/14/00

- All compensated support activities for the CAB should be competitively bid.
- The CAB should seek the advice of the Department of Energy to resolve any issues related to conflict of interest.

VII. Expenditure of Funds

The following procedures shall apply to the expenditure of funds within limits set by the SRS CAB Budget.

- 1) SRS CAB Chairperson has authority to approve all travel expenditures and any other expenditure of funds in single transactions not to exceed \$15,000. All approved expenditures will be reported to the Board during quarterly budget updates presented by the Administrative Committee. Expenditures in amounts greater than \$15,000 must be approved by the full Board.
- 2) Each Committee Chairperson, including issues-based (standing or ad hoc) Committee Chairs, have authority to approve the expenditure of funds totaling \$5,000. All approved expenditures will be reported to the Board during quarterly budget updates presented by the Administrative Committee. Expenditures in amounts greater than \$5,000 may be approved by the SRS CAB Chairperson. This does not include travel expenditures.
- 3) All expenditures of funds are coordinated with the WSRC Citizens Advisory Board Support. Compliance with applicable Federal regulations, proper accounting methods and costs database maintenance shall be ensured by WSRC.

VIII. Travel

- 1) The Board Chairperson will authorize all travel requiring expenditure of Board funds.
- 2) Travel arrangements are made by the Board Administrator and generally direct billed to the Board. On occasion, Board members are requested to use a personal credit card and be reimbursed by voucher.
- 3) Travelers are expected to share with the Board what they learned from the trip. An oral report, summarized in meeting minutes is acceptable.
- 4) Members traveling, as Board representatives are not to accept reimbursements or stipends from contractors, consortiums, or other outside agencies.