

Paducah Gaseous Diffusion Plant Citizens Advisory Board Operating Procedures

(Approved on October 21, 2010)



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I. MISSION

The mission of the Environmental Management (EM) Site-Specific Advisory Board (the Board or Citizens Advisory Board [CAB]) at the Paducah Gaseous Diffusion Plant (PGDP) is to provide meaningful opportunities for collaborative dialogue among the surrounding communities of the PGDP, EM, and the U.S. Department of Energy (DOE) Paducah Site Office (PSO). The Board is chartered under the EM Site-Specific Advisory Board Federal Charter. At the request of the Assistant Secretary or the Field Manager, the Board may provide advice and recommendations concerning the following EM site-specific issues: clean-up standards and environmental restoration; waste management and disposition; stabilization and disposition of non stockpile nuclear materials; excess facilities; future land use and long term stewardship; risk assessment and management; and clean-up science and technology activities. The Board may also be asked to provide advice and recommendations on any other EM project or issue. The Board ensures early ongoing community access to information (and its interpretation and implications) and dialogue that improves the quality of the decision making process of EM.

II. FUNCTIONS, SCOPE, AND ACCOUNTABILITY

A. Functions: At the specific request of EM, the Board will provide independent advice and recommendations to the Assistant Secretary for Environmental Management or Field Manager. The Board will provide advice and recommendations in response to requests issued by the Assistant Manager for Environmental Management or the Field Manager.

B. Scope: The scope of the Board's duties includes:

1. The opportunity for the Board to discuss with EM their proposals and plans for such matters as EM facility expansions and closings, environmental projects, and the impact of environmental regulations;
2. Any aspects of EM issues related to clean-up standards and environmental restoration; waste management and disposition; stabilization and disposition of non stockpile nuclear materials; excess facilities; future land use and long term stewardship; risk assessment and management; and clean-up science and technology activities.

C. Accountability: The Board interacts with the appropriate EM decision makers and CAB Liaisons to provide advice on matters it is charged with, on behalf of the citizens surrounding the PGDP.

1. The Board seeks a free and open two-way exchange of information and views between Board members and EM, where all are invited to speak and to listen.
2. Board members may request access to independent technical advice, staff, and training.

3. The Board will conduct business according to these specific operating procedures and undergo requisite training (any training necessary for participation in CAB activities, including Orientation) to ensure that all members will hear a wide-range of views and use constructive methods for resolving conflict, making decisions, and dealing with the differing viewpoints.
4. The Board will always remain accountable to the public and EM, and seek to promote diverse community involvement. The Board will develop culturally appropriate procedures to invite public participation in EM's decision-making processes.
5. In compliance with the Federal Advisory Committee Act (FACA), Board meetings will be open to the public. Meetings of the Full Board will be published in the Federal Register to provide a minimum of 15-days advance notice. In addition, notification of any committee meetings (including ad-hoc), work groups, and any other CAB-sponsored function will be posted on the CAB Website (www.pgdpcab.org) no later than five days in advance of the activity to ensure stakeholder awareness. Board meetings will be held at regular times in publicly accessible locations to encourage maximum public and Board participation.
6. EM will always remain mindful of the various stakeholder interests represented on the Board. It will seek to ensure that all interested parties and stakeholders continue to be adequately and equitably represented.
7. The Board members will send all requests to the EM Deputy Designated Federal Officer (DDFO) or designee to ensure a prompt response. The DDFO is responsible for tracking DOE responses to requests from the Board and ensuring the completeness of those responses.
8. The Board is part of the Environmental Management Site-Specific Advisory Board, which is chartered pursuant to the Federal Advisory Committee Act. The Board is thereby subject to the requirements of the Environmental Management Site Specific Advisory Board Charter, the Federal Advisory Committee Act (5 USC Appendix), and Federal Advisory Committee Management requirements (41 CFR 101-6).

III. MEMBERSHIP

A. Membership: The Board is a broadly constituted organization consisting of a diverse group of people representing the interests and concerns of the Paducah area.

1. Pursuant to delegated authority, Assistant Secretary for EM is authorized to appoint and remove EM SSAB members. Members serve at the pleasure of the Assistant Secretary and may be removed at any time during their tenure.
2. Membership may include, but is not limited to interested stakeholders from local

government; Tribal nations; environmental, civic, and religious groups; labor organizations; ethnic minorities; academia; women's groups and other interested individuals.

3. The Assistant Secretary for Environmental Management or Field Manager may request that other Federal, State, local entities, or Tribal organizations name liaisons to the local Board to provide information and represent their agency's interests at local Board meetings.
4. Terms of office will be two years from the date of official appointment by DOE. A member may serve up to three terms for a total of six years.

B. Vacancies: As soon as a vacancy exists following completion of a Board members' term, resignation, or removal, Board members, members from the Paducah community at large may nominate someone or themselves to fill the vacancy. Nominees should meet, as far as possible, the Board's existing stakeholder balance, diversity and geographical distribution. The DDFO shall interview nominees and forward their recommendations to EM for approval. When a vacancy exists due to resignation or removal of a Board member, the vacancy shall be filled by interim appointment for the remainder of the unexpired term in accordance with the DOE-EM Site Specific Advisory Board Guidance, Section III.c.3.

C. DOE and Other Liaisons:

1. Liaison members may participate in Board discussions and deliberations, both substantive and procedural.
2. Liaison members may not participate in the formation of consensus when the Board is determining what substantive advice it wishes to give or what procedural direction it chooses to take.
3. Each agency shall designate its own representatives and alternates, notify the Board of such designees, and give timely notice if a replacement is required.
4. A DOE technical support person or DOE contractor will serve as a non-voting liaison member of any committee if the Board identifies a need for the support.
5. The Board may recommend to DOE that a liaison be removed for excessive absence.

IV. MEMBERSHIP RESPONSIBILITIES

1. To attend regular meetings;
2. To review and comment on EM and other documents within their purview that come before the Board, and submit timely recommendations to EM;

3. To work collaboratively and respectfully with other Board and liaison members in the best interests of both the Board and the public;
4. To represent accurately all matters before the Board.
5. To handle in a responsible manner information and materials provided by the agencies, particularly drafts developed for an agency's in-house use, that might have significant future revisions as part of the agency's working practices;
6. To share any written communication about or for Board activities with the Board as a whole and with the DDFO;
7. To abide by the terms and conditions of the EM SSAB charter and these Operating Procedures.
8. A member who fails to attend three (3) consecutive regular Board meetings without an excused absence in one calendar year may be recommended to the DDFO for removal from the Board. In cases of chronic and/or unexcused absenteeism, DDFO will contact the member prior to the next board meeting to determine the member's circumstances and intention for future meeting attendance. The Board will, based on the information given by the DDFO, determine whether to forward a request for removal to EM.

V. BOARD STRUCTURE

A. Chair and Vice Chair: The Board will elect by majority vote of the full Board, a Chair and Vice Chair, who will ensure that a diversity of viewpoints are considered in all Board discussions. The Chair will support the Board in a balanced and unbiased manner, irrespective of any personal views on a particular issue and see that all Board members have the opportunity to express their views.

1. The election for Chair and Vice Chair will be held before September 30th of each year. The terms of the Chair and Vice Chair will be one year beginning October 1st.
2. The Chair will develop draft agendas to be approved by the DDFO. The DDFO will ensure that detailed minutes of meetings are prepared and duly certified by the Chair within 90 calendar days.
3. The Chair certifies to the accuracy of all minutes within 90 calendar days.
4. The Chair signs the certification of a recommendation that the Board passes.
5. The Chair assures necessary administrative support for the committees and requests support through the DDFO.
6. The Chair shall recommend to the DDFO candidates for positions on committees and

ensure that the membership of the committees reflect the diversity of the Board to the extent practicable.

7. The Chair serves between regular meetings of the Board as contact for DOE.
8. The Vice Chair serves as Chair in the absence or incapacity of the Chair.
9. The Chair and Vice Chair will have other duties as assigned by the Board.
10. In the absence of the Chair and Vice Chair, the immediate past Chair, if that person still serves on the Board, shall serve as Chair of the board meeting. In the absence of the immediate past Chair, the immediate past Vice Chair, if that person still serves on the Board, shall serve as Chair of the Board meeting. If none of these persons is present, those Board members present shall select a chair for the meeting.

B. Committees: The Board may establish Committees that reflect the Board's approved work plan for that year and promote efficient operations of the Board. Each Committee so established will submit an annual work plan for approval by the Board and DOE.

C. Ad Hoc Committees: The Board may establish ad hoc committees as it deems necessary.

D. Structures of Committees and Ad-hoc Committees:

1. Membership on Committees will be on a volunteer basis, and Board members must serve on at least one Committee.
2. Committee members may develop operating procedures consistent with the bylaws.
3. Committees may not directly submit recommendations to DOE. They are solely responsible for producing draft proposals or information for the full Board. Before presenting a recommendation to the Board, the Committee shall have passed the recommendation by majority vote of the full Board.
4. Committees will meet independently of the Board. If the meetings of a Committee are open to the public, they must be held in public locations after appropriate notice in the Federal Register.
5. If a written summary of the Committee meetings is prepared, the chair of the Committee will provide it to the Board.
6. Election of the Chair for the Committees will occur annually, or as necessitated by vacancies. Committees may, at their discretion, internally select, elect, appoint, or remove committee Co-Chair or Vice-Chair (either title bearing the same intended meaning), from among only the properly appointed Board members of the Board. Co-Chairs or Vice-Chairs shall serve and act in the temporary absence of the duly elected committee chairperson. DOE appointed Committee members shall comprise the majority of any committee of the Board.

7. Committee chairs shall notify the Board Chair and the DDFO of the selection, election, appointment, or removal of any committee Co-Chair or Vice-Chair.
8. Any Committee may include non-Board members.
9. Non-Board members shall be allowed to vote in Committee meetings, but shall not hold Committee leadership positions.
10. Ad-hoc Committees shall be established by the Board for the purpose of investigating special topics. The charge to, Board membership of, and chair of the Ad-hoc Committees shall be established by the Board and approved by the DDFO. The Board, in consultation with the DDFO, shall further establish the term of and reporting requirements of each Ad-hoc Committee.
11. Non-Board members of Committees and Ad-hoc Committees shall be confirmed by the Chair. The DDFO shall concur in all recommendations for participation by non-Board members.
12. A Board support staff representative will provide meeting support, including, but not limited to, securing locations, notifying members, and producing a meeting summary.
13. Telephonic participation at Committee and Ad-hoc Committee meetings shall be allowed, so long as all members are afforded the same opportunity.
14. The chair of any Committee or Ad-hoc Committee shall solicit input from all members regarding proposed agenda at least ten (10) days prior to the committee meeting. The chair shall then provide administrative staff with the final agenda at least one week prior to the committee meeting.
15. Input from all Committee or Ad-hoc Committee members shall be solicited by the chair prior to canceling a meeting due to lack of agenda items, participation, etc. The chair shall have final decision authority to cancel meetings based on analysis of member responses.
16. Cancellation decisions shall be made at least one week prior to the scheduled meeting, except in the event of unusual circumstances, such as inclement weather, in which cases; the one-week requirement shall be waived. All attempts should be made to inform interested parties of any cancellation.

E. Executive Committee: The Board has an Executive Committee consisting of: the Board Chair and Chair-Elect; and Chairs, Co-Chairs, or Vice-Chairs of the various Committees established during the fiscal year. The Executive Committee shall meet at least once every two months and may hold other meetings at the call of the Board Chair to consider matters of importance that may require immediate resolution. The DDFO and the Board Administrators shall serve as ex officio and non-voting members of the Executive Committee.

1. During the intervals between Board meetings, decisions involving the daily business operations of the Board (e.g., recommendations regarding budgets and agendas, coordinating committee requirements and activities, etc.) shall be made by majority vote of the Executive Committee. However, this Committee shall have no authority to set Board policy or make any recommendations to the DOE.
2. The Executive Committee shall have no authority to act for the Board on any motion or recommendation that affects a decision made by the full Board. Any motion or recommendation affecting a decision of the Board shall be submitted by the Executive Committee to the Board for consideration at the next regularly scheduled Board meeting.
3. Actions on routine general administrative matters requiring time-critical action by the Executive Committee may be handled by polling members of the Executive Committee through any quick means of communication. Decisions will be validated by the Board Chair and documented in the minutes of the next regularly scheduled Board meeting.

F. Work Sessions: Work sessions are defined as meetings of the Board, including liaison members. If official action is taken, the meeting must be formally noticed to be in compliance with the Federal Advisory Committee Act.

G. Executive Session (Closed Session): Upon approval of the Secretary of Energy, the Board shall announce fifteen days in advance of the meeting an Executive Session for matters concerning litigation or private personnel matters.

H. Removal of Board Officers: Upon recommendation by the Executive Committee, the DDFO, or a duly authorized motion tendered by a Board member at a regularly scheduled Board meeting and a two-thirds (2/3) vote of the Board, the Board may recommend to DOE that an officer of the Board (Chair, Chair-Elect, or Committee Chair, Vice-Chair or Co-Chair) be removed from office for misconduct or neglect of duty.

I. Replacement of Officers:

1. A Board office vacancy (Chair, Chair-Elect, or Committee Chair, Vice-Chair or Co-Chair) that occurs will be announced at a regularly scheduled Board Meeting.
2. An election to fill a vacancy will be held at the next regularly scheduled Board meeting after the meeting at which the vacancy was announced. The person to fill the vacancy must be approved by a majority vote of the full Board. In the event of a vacancy created by removal, resignation, or abandonment by the Chair or Chair-Elect, the term of office of any interim replacement election for the Chair or Chair-Elect shall expire on September 30th and the regularly scheduled annual election shall be held as provided in Article V, Section A, Number 1.

3. If both the Chair and Chair-Elect become vacant at or near the same time, then the Board shall, at the meeting at which the vacancy is announced, elect by majority vote of the entire board a Chair and Chair-Elect to serve for that Board meeting. To prevent delay in Board work, and in the absence of a timely interim election, the Executive Committee shall appoint an Acting Chair and Chair-Elect (if needed) from among the voting members of the Executive Committee, to serve as the Chair or Chair-Elect of the Board until the next regularly scheduled Board meeting.

VI. DECISION MAKING

A. Quorum: A quorum of the Board consists of more than half of the members of the Board.

B. Rules of Order:

1. The current edition of "Robert's Rules of Order" governs conduct of Board meetings.
2. All decisions are made by majority vote of the full Board.

C. Requirements for Recommendations to EM:

1. Recommendations shall be approved by majority vote of the full Board.
2. When an issue comes before the Board, the Chair may refer the issue to the appropriate Committee or create an Ad-hoc Committee for that issue. The Ad-hoc Committee will provide a report of its activities to the Board at the next meeting.
3. Recommendations to be considered by the Board shall be processed in the following manner:

The Board's work is primarily conducted and accomplished at the committee level. Meetings are held, information and perspectives are discussed and exchanged, and draft recommendations are prepared and approved for review by the full Board. In the process, the committee may hear from outside technical experts, DOE staff, environmental groups, academia, and representatives from other public agencies, or other stakeholders. Differences in viewpoints are generally resolved at the committee level and a consensus position or recommendation is developed. In the event that consensus is not achieved, a minority position paper may be included with the committee recommendation. Ultimately, the committee's recommendations are presented by the Committee Chairperson or designated committee member to the full Board for further action and consideration as a formal CAB recommendation, if appropriate, to EM.

4. Upon passage by the Board, all recommendations will be signed by the Chair and conveyed to EM in writing within fifteen (15) calendar days.

5. The Board requests that EM provide timely response to the Board recommendations and explain the basis for EM's decision and how it will implement any recommendations that are accepted.
6. Consideration of recommendations from other EM SSABs or conferences will be handled in the manner described above.

D. Administrative Decision Making:

1. Administrative functions of the Board may be delegated to the Chair who may assign actions to the support staff.
2. If the Board finds a need to review or affirm specific decisions made under the authority delegated to the Chair such affirmation will be expressed by a majority vote of the full Board at the next meeting.

VII. CONDUCT AND FORMAT OF MEETINGS

A. Meeting Format:

1. Public notices will be printed in the Federal Register at least fifteen (15) days before full Board meetings. Announcements may be made via radio, television, local newspapers, or the CAB website.
2. The Board will meet as needed, with the length of meetings determined by the agenda;
3. The Board will submit its agenda for the approval of the DDFO. In preparing the agenda, the Board reviews its work plan and, if appropriate, obtains additional input from its members and committees and the public;
4. Meetings will be open to the public; a section of the meeting room will be set aside for observers, and public comment is invited at appropriate times during a meeting.
 - a. There will be a fixed agenda time for public comment. A non-recused Board member may not address the Board during the time set aside for public comment. The public comment period may be extended by the Chair or by consensus of the Board members in attendance.
 - b. If required, at the discretion of the Chair, the fixed time will be divided equally among the members of the public who request to speak.
 - c. Before a decision on a recommendation is made, the Chair may invite members of the public to offer their input. The Board will determine in advance how

much time they will allocate for public input.

- d. Members of the public may offer their comments in writing and give them to the DDFO.
 - e. Time will be set aside for Board member comments during each meeting.
5. Any meeting will be set up in terms of both the physical arrangements and the agenda to facilitate hearing and discussion.
 6. Minutes of the meetings will be kept by support staff, distributed to the Board members for their review, certified by the Chair, and then made available to the public. Each meeting agenda will include the opportunity for members to make revisions to the minutes of the previous meetings.
 - a. The Chair or Chair-Elect must certify the accuracy of the minutes within 90 calendar days of the meeting to which they relate. In the absence of the Chair or Chair-Elect, the DDFO must make such certification.
 7. Any product of the Board such as policies, positions, reports, advice or recommendations given to DOE must be reviewed by the Board in final distribution form before distribution.

B. Conduct of Meetings:

1. The Board may utilize a neutral third party facilitator to assist it in accomplishing its mission; in all instances the facilitator will operate in a completely neutral, balanced, and fair manner;
2. Board members will show respect to each other, EM, liaisons, and the public.

VIII. MEETING FREQUENCY AND LOCATION

- A. Federal Register :** In compliance with the Federal Advisory Committee Act (FACA), meetings of the full Board will be published in the Federal Register to provide at least 15 days advanced notice of Board meetings. The local DOE Field Office must ensure that *Federal Register* notices are sent to EM-13 at least 30 calendar days in advance.

B. Meeting Frequency:

1. Regular Board meetings of the full Board shall be held in odd numbered months.
2. Working Sessions shall be held in even numbered months. Committee meetings will be held as needed to further the progress of Board activities, at the discretion of the committee.

3. A quorum of the Board or committee must be present in order to conduct meetings and/or transact business.
 4. Meeting schedules shall be flexible to the extent necessary in order to accommodate public attendance and participation needs. Alternatives shall be explored for structuring meetings and agendas, including, but not limited to, a partially set/partially flexible format.
- C. Location:** Meetings shall be held near the affected communities in order to facilitate communication between the Board, area neighbors, and the concerned public.
- D. Extraordinary Meeting:** At the request of a minimum of six (6) members of the Board, or at the request of DOE, the chairperson shall call upon the Deputy Designated Federal Official (DDFO) to schedule an extraordinary meeting of the Board. Presence at extraordinary meetings may not be factored in determining a member's attendance record.

IX. BUDGET

- A. Authority:** The DDFO retains fiscal responsibility for the Board. The Board may provide a proposal to the DDFO. Funding amounts will be determined yearly based on the Board's approved work plan and availability of funds. The DDFO may assign the staff administrator as the fiscal agent, if acceptable to DOE.
- B. Compensation:** Board members will serve without compensation, but they will arrange for reimbursement for direct expenses related to the work of the Board and meeting attendance.
- C. Travel Expense:** Board and committee members are required to follow applicable federal travel regulations. All travel expenses must be submitted to the DDFO for reimbursement according to Federal guidelines.

X. ANNUAL EVALUATION

- A. The Chair may appoint a committee of members to conduct an annual evaluation to assess how adequately it is representing stakeholder interests and meeting the needs of the public.
- B. The Board may also evaluate the responsiveness of EM. After Board approval, but no later than December 31st, the report will be submitted to EM.

XI. CONFLICT OF INTEREST

- A. Definition:** Board members are prohibited from personally and substantially participating, as a Board member, in any particular matter in which the Board member or the Board member's spouse, minor child, organization in which he or she is serving as an officer, director, trustee,

general partner, or employee has a financial interest. This restriction also applies if the Board member is negotiating or has any arrangement concerning prospective employment with any person or organization that has a financial interest in any particular matter before the Board.

B. Enforcement of Conflict of Interest Policy: Questions concerning conflict of interest shall be referred to the DDFO, who will seek the advice of legal counsel, for resolution, as required.

C. Recusal: If a Board member is aware of a conflict of interest, as defined above, the member shall immediately inform the DDFO and the Board of the interest and shall refrain from participating in discussions and recommendations in which a conflict or potential for conflict of interest exists.

D. Principles of Conduct: Board members shall abide by the following conflict of interest principles:

1. Members shall refrain from any use of their membership, which is motivated by, or gives the appearance of being motivated by, the desire for the private gain of the member or anyone else;
2. Members shall not use, either directly or indirectly for private gain, any inside information obtained as a result of Board or Committee service;
3. Members shall not use their positions in any way to coerce, or give the appearance of coercing, another person to provide a financial benefit to the member or any person with whom the member has family, business, or financial ties;
4. Members shall not knowingly receive or solicit from persons having business with the DOE anything of value as a gift, gratuity, loan, or favor while serving on the Board or in connection with such service.

a. **Exceptions:** Members may receive an unsolicited gift from persons having business with or an interest in DOE only if:

- 1) The gift has an aggregate market value of \$20 or less per occasion, provided that the aggregate market value of the individual gift received from any one person under the authority of this paragraph shall not exceed \$50 in a calendar year;
- 2) The gift is motivated by a family relationship or personal friendship rather than a member's position; and
- 3) The gift results from the business or employment relationship of a member's spouse or the outside business or employment activities of a member when it is clear that such gifts are not enhanced because of the

member's position.

XII. NATIONAL SSAB MEETINGS

1. Prior to attending a complex-wide meeting of the EM SSAB Chairs or a topic-specific workshop, the members of the Board elected to participate should schedule and attend a training workshop, which shall be open to all members of the public and all members of the Board.
2. Training workshops should be used to develop a better understanding of the issues and subject matter as well as develop local strategies or issues concerning the subject matter.
3. When possible, training workshops should be scheduled prior to the last full Board meeting before the complex-wide meeting, allowing all Board members the opportunity to express their ideas and opinions to the Board's delegation.
4. The spokesperson for complex-wide meetings or workshops shall be determined as follows:
 1. Chairs' Meeting
 - a. Chair
 - b. Chair-elect
 2. Workshop
 - a. Chair of committee most closely related to the subject matter, as determined by the Chair and Chair-elect.
 - b. Member of committee most closely related to the subject matter, as determined by the Chair and Chair-elect.
 - c. Chair
 - d. Chair-elect
5. At the first Board meeting following any complex-wide meeting, the Board members who attended that meeting shall make a presentation to the full Board.

XIII. AMENDING THE OPERATING PROCEDURES

A. Policy

1. The Board shall have the power to alter, amend, and repeal these operating procedures in ways consistent with the Amended Charter of the Environmental Management Site Specific Advisory Board, and other applicable laws, regulations and guidelines.
2. Any member of the public, the Board, or one of the stake holder entities may propose in writing an amendment. However, to be considered by this Board, the proposed amendment must be sponsored by a Board member.

3. The Board may consider and take action on the amendment to the operating procedures at the meeting following the introduction of the proposed amendment.
4. Amendments require the affirmative vote of two-thirds majority of the full membership of the Board.
5. All amendments to these operating procedures must be approved by the Designated Federal Official (DFO) in consultation with the Office of General Counsel.

B. Absentee Voting for Amending the Operating Procedures

1. A vote to amend these Standard Operating Procedures may be cast by a Board Member by Absentee Ballot at any regularly scheduled meeting of the Board at which a vote to amend these Standard Operating Procedures is an agenda item.
2. Each Board member shall be entitled to vote in person or by an absentee ballot (duly submitted in writing, or by electronic means, signed or electronically annotated and dated by such member prior to the meeting). The staff shall prepare and make available on request suitable absentee ballots for use in voting on amendments.
3. To be valid, an absentee ballot shall be executed by the Board Member (see 2. above) and submitted to the Boards' offices or Chair not later than 12:00 noon on the day prior to the date of the regularly scheduled Board meeting at which the vote is an agenda item.
4. In the event an absentee ballot cannot be properly filed and a two-thirds quorum is not possible, then absentee members may be contacted to participate by teleconference, provided that all similarly constrained absent members are given the same opportunity.

C. Absentee Voting Prohibition. Except as provided in Section XII.B. above, nothing in this section shall be construed to permit or authorize absentee voting by any Board member on any other Board or committee action.

XIV. ADOPTION OF THE OPERATING PROCEDURES

- A. These operating procedures will be effective upon the affirmative vote of a two-third majority of Board membership, execution by the Chair, review and concurrence by the DOE Office of General Counsel, and approval of the EM SSAB DFO.
- B. All previous bylaws or procedures are hereby rescinded.

Appendix: Operational Protocols

Operational Protocol for Developing Recommendations From Subcommittees

Each subcommittee will research a given issue and gather additional information and data as needed. DOE or its representative will brief members on subjects pertinent to the issue.

Each subcommittee will determine if there is a need to generate a recommendation on the subject based on the briefing(s) and information.

If it is decided that a recommendation is in order, the subcommittee will:

- Draft a recommendation and refine it.
- Draft a presentation detailing the technical information substantiating the recommendation. This presentation will be given at the next full Board meeting, and should last no longer than 10 minutes.
- Provide CAB Staff with the draft recommendation and presentation as soon as possible prior to the full Board meeting at which the recommendation will be considered. Subcommittees are strongly encouraged to issue draft recommendations to the full Board at least one week prior to the meeting so that all members have the privilege of reviewing the document and providing comments or questions.
- Provide draft recommendation and give prepared presentation at the next full Board meeting.
- Discuss draft recommendation at full Board meeting.
- Edit as necessary based on discussion.
- Vote.
- If consensus cannot be reached after full Board discussion, the draft recommendation will go back to the subcommittee for further refinement. In the event consensus cannot be achieved, the subcommittee can draft the ultimate recommendation to include a majority opinion. Adopted 5.20.10

Operational Protocol for Utilizing Members of the Public In Subcommittee Meetings

A potential subcommittee member may volunteer in writing. He/she may also be recruited by CAB members or DOE.

The interested party will submit a written request expressing a desire to become a member of a particular subcommittee, the reason for interest, qualifications, experience, and contact information to the chair of the subcommittee. Any other pertinent information may also be included.

The subcommittee chair will contact subcommittee members. They will consider whether

the interested party would be of benefit to their subcommittee.

If the subcommittee members desire the interested party to join their ranks, the chair of the subcommittee will submit the request to the Executive Board for consideration.

If the Executive Committee approves, the chair of the Board submits a written request for consideration to the Deputy Designated Federal Official (DDFO).

The DDFO, who is authorized to act on behalf of the DFO and EM-1, approves or rejects the chair's request.

If approved, the local DOE authority will extend an invitation to the interested party. The invitation will include the specific reason for appointment and the duration of the term which will be served. In the absence of a specific date, the term of participation in the subcommittee will automatically extend through the end of the current fiscal year.

This date may be extended by written agreement between the subcommittee chair, incoming Board chair, and the DDFO. Email is acceptable for written agreement.

Once the interested party becomes a member of the subcommittee, he/she will enjoy the full privileges afforded other members in subcommittee matters. Only members of the CAB can serve as subcommittee chairs.

Any member of the public who is serving on a subcommittee who fails to benefit the subcommittee or causes disruptions may be dismissed by the DOE authority upon recommendation of the subcommittee chair.

Any member of the public who is serving on a subcommittee will not be reimbursed for any expenses associated with membership on the subcommittee. Adopted 5.20.10

Operational Protocol for Recruiting Members to Serve On the Citizens Advisory Board

Potential members may be recruited by CAB members or DOE.

The Executive Committee will review all applications.

The Executive Committee will forward candidates' applications to DOE, Paducah Office, for consideration.

DOE site management will evaluate each candidate and decide whether to nominate the candidate to EM-1 for appointment.

It is recommended that potential candidates

Attend at least 1 subcommittee meeting as an observer
Attend at least 1 full board meeting as an observer

New members will be paired with a seasoned member for the purpose of mentoring.

All candidates who have gone through this process and are in excess of the 18 authorized positions will be placed on a waiting list and may be nominated for appointment by EM-1 should a position become open. Candidates who are not appointed in the near term for membership may have their applications retained for the next recruitment cycle. In the meantime, candidates on the waiting list may be utilized at subcommittee level as an active member. Adopted 10.21.10

Operational Protocol Establishing Student Participant Program

This protocol is written to establish a student position on the Paducah CAB. It is hoped that a student participant on the CAB will:

- Bring additional perspective to the mission of the CAB.
- Perform various duties as assigned that will aid in the flow and progress of meetings.
- Provide input to subcommittees.
- Become familiar with the clean-up process at the PGDP, the mission and work of the CAB, and, when possible, act as community ambassador for the CAB.
- Gain technical and practical knowledge that will be helpful in their education and future career.
- It is hoped student members will consider serving on the CAB as a regular member once their student term expires and they complete their education.

The student position is established with the following guidelines:

- Students will be recruited from either University of Kentucky at the West Kentucky Community and Technical College (WKCTC) Campus or Murray State University (MSU). Student must be willing to commit to one full year of participation, beginning in October of his or her junior year. CAB members and staff will work to develop relationships with college faculty who can recommend students that would be good candidates for service on the CAB. If possible the CAB will attempt to rotate between WKCTC and MSU when recruiting students for service.
- The student must submit a written request expressing a desire to participate on the CAB, the reason for interest, outline of their course of study, any experience, and contact information. Other pertinent information may also be included. The student must have a letter of recommendation/endorsement from a professor.
- Student applications will be reviewed and approved by the Executive Committee. If the Executive Committee approves, the chair of the Board will submit a written request (i.e., e-mail) for consideration to the Deputy Designated Federal Official (DDFO).
- The student will be expected to attend monthly board meetings, typically held the third Thursday of each month in Paducah.

- Student will be assigned an active CAB member to mentor them and will always sit next to their mentor at CAB meetings.
- The student will be required to play a role at CAB meetings such as running the public comment period and introducing members of the public who have signed up to speak or other duties as assigned.
- Student participants are not full members and cannot vote in board meetings but can vote in subcommittee meetings.
- The student must join a CAB subcommittee and will be encouraged to play an active role within that subcommittee.
- The student may present and lead discussions at board meetings during approval of recommendations from subcommittees, participate in public workshops, and, with approval, travel to meetings/trainings. Adopted 10.21.10

Operational Protocol on Requirements for CAB sponsorship For Chamber Leadership Program

Background

Established in 1984, Leadership Paducah is a program through the Paducah Area Chamber of Commerce www.paducahchamber.org to develop the leadership potential of men and women in the Paducah/McCracken County Area. The program is self-sustaining through tuition, corporate support, and in-kind contributions. Leadership Paducah is designed to foster an in-depth understanding of the inter-relationship and complexities of the Paducah/McCracken County area through a series of face-to-face discussions with community and state leaders.

Program

The program consists of nine monthly sessions beginning in September of each year with a weekend orientation retreat and ending in June with graduation. Each day-long session deals with a broad topic that is explored through speakers, discussions, field trips, and other activities. A minimum of 20 “volunteer points” must be earned through participation in community events. Leadership Paducah requires a serious commitment of time and energy and graduates must agree to continue and strengthen their community involvement.

Tuition

Program tuition is \$1,000 for Chamber members. Tuition covers all costs for accommodations at the orientation retreat as well as monthly breakfasts, and class materials.

Application Deadline

Usually early May of each year.

Expectations for CAB Sponsored Leadership Class

- Review of CAB Executive Committee
- Expectation of sponsored member to meet all Leadership graduation requirements (i.e., amassing volunteer points, etc.)
- Commitment from sponsored member to act as a nominee for the chair of CAB subcommittee and serve on Community Outreach Subcommittee.
- Commitment from sponsored member to act as an ambassador at leadership functions and, whenever possible, to increase awareness of the CAB's function and mission in the community.
- Sponsored member must be an active board member attending 10/12 meetings per year.

Adopted 10.21.10