

# **Paducah Gaseous Diffusion Plant Citizens Advisory Board By-Laws**

(Revised and Approved September 19, 2004)

ARTICLE I. Name. The name of this organization shall be the Paducah Gaseous Diffusion Plant (PGDP) Citizens Advisory Board (CAB), hereinafter referred to as the “CAB” or “Board”.

ARTICLE II. Objectives. The objective of the Board shall be to ensure high quality, timely, meaningful and effective participation in decisions regarding environmental management, legacy management and related U.S. Department of Energy (DOE) activities at PGDP.

ARTICLE III. Members.

A. CAB Member Selection.

1. The DOE Assistant Secretary for Environmental Management shall appoint each voting Board member for a two-year term. All qualified applicants shall be considered by the Nominations and Membership Committee when vacancies occur.
2. Letters of appointment to the Board shall come directly from DOE.
3. The Board shall consist of not more than eighteen (18) voting members.
4. The Board shall have five ex officio members, one representing each of the primary agencies, U.S. DOE, U.S. EPA, KY Division of Waste Management, KY Radiation Control Branch and KY Department of Fish and Wildlife Resources. Other state and federal agencies may apply to the Board for ex officio membership. Ex officio members shall be expected to attend all meetings and may participate in discussions, but shall not have voting privileges.

B. Terms of Service.

1. For purposes of continuity, terms of service for Board members shall be staggered so that no more than two-thirds of the Board is replaced in any fiscal year.
2. Members shall have a maximum tenure of ten (10) years with a subsequent roll-off of one year before re-application.

C. Diversity.

1. If possible, each of the following categories of stakeholders shall be represented with a minimum of one person on the Board. One member may fulfill more than one of these categories.
  - a. State/Local/Tribal Government.
  - b. Minority Organizations.
  - c. Civic/Religious Groups.
  - d. Environmental Groups.
  - e. Labor Organizations.
  - f. Public Education.
  - g. Business Groups.
  - h. Women’s Groups.

- i. African American Community.
    - j. Geographic Diversity.
    - k. Occupational Diversity.
  - 2. The Nominations and Membership Committee shall strive to maintain diversity and balance among Board members with regard also to gender, age, race/ethnicity, expertise, income and educational levels.
- D. Conflict of Interest.
  - 1. Members shall not participate in matters that have a direct financial interest in companies, organizations or associations to which they have ties.
  - 2. Members shall refrain from any use of their membership that gives the appearance of being motivated by a desire for private gain.
  - 3. Members shall refer to the EM SSAB Final Guidance, December 2000, for additional guidance on conflicts of interest.
- E. Attendance.
  - 1. Members shall attend all regularly scheduled Board meetings.
  - 2. Members may be removed or sanctioned for chronic and/or unexcused non attendance.
  - 3. Members are expected to attend extraordinary meetings and functions of the Board, but non-attendance at such events shall not be factored in determining a member's attendance record.
- F. Task Group/Subcommittee Participation.
  - 1. Members shall maintain membership and shall participate in at least one task group or subcommittee of the Board.
  - 2. Attendance is expected at all such task group/subcommittee meetings, and non attendance shall be factored in a member's attendance record.
- G. Removal.
  - 1. DOE retains full authority for removal of members from the Board.
  - 2. The Board shall, after following the current operating procedures regarding removal of a member, request that DOE notify and remove the offending member, and to appoint a replacement member with all reasonable speed.

ARTICLE IV. Officers. The Board officers shall be elected annually by majority vote of the members. The term of office for officers shall be one (1) year.

A. Chair. The Chair shall:

- 1. Preside and conduct general meetings.
- 2. Be the official spokesperson of the Board, recognizing his/her responsibility to represent the range of views of the Board.
- 3. Serve as the point of contact for all Board members, administrative staff, DOE and other participating and enforcement agencies.
- 4. Exercise general authority on behalf of the Board, subject to ratification by the Executive Committee.
- 5. Perform other functions and duties as may be voted upon by the Board or the Executive Committee.
- 6. Have the same voting rights as any other member.
- 7. Be an ex officio member of all subcommittees and task forces.

B. Chair-elect. The Chair-elect shall:

1. Perform the duties of the Chair in his/her absence or disability.
  2. Assist the Chair as requested by the Chair or the Executive Committee.
  3. After serving his/her one (1) year term as Chair-elect, shall become the Chair for the following term, and assume the duties and obligations thereof.
- C. Removal of Officers. An officer of the Board may be deposed from office for misconduct or neglect of duty in office by an affirmative vote of two-thirds (2/3) of the Board.
- D. Replacement of Officers. Vacancies shall be announced at a regularly scheduled Board meeting, with an election by majority vote of the entire Board to be held at the next regular Board meeting.

ARTICLE V. Meetings.

- A. Frequency. Regular meetings of the full Board shall occur once per month, excepting the month of December. Meetings of standing subcommittees and task forces shall occur once per month, excepting the month of December.
- B. Quorum. One-half of the Board, Subcommittee or task force must be present in order to establish a quorum and conduct meetings and/or transact business.

ARTICLE VI. Subcommittees and Task Forces.

- A. Creation. The full membership of the Board shall, from time to time, establish standing subcommittees to assist in the work and advance the purposes of the Board. The Board may, if deemed necessary, establish ad hoc committees and task forces to further enhance the efficiency and operation of the Board.
- B. Size. Standing subcommittees shall consist of a minimum of three members of the Board. Ad hoc subcommittees and task forces shall consist of a minimum of two members of the Board.
- C. Leadership. Each subcommittee, ad hoc committee and task force shall appoint its own chairperson.
- D. Termination. Once formed, subcommittees and task forces may be terminated when their purpose is fulfilled or their existence is no longer needed. Such decision to terminate shall be made only by a majority vote of the full Board.

ARTICLE VII. Parliamentary Authority. *Robert's Rules of Order Newly Revised*, current edition, shall apply on all questions of procedures and parliamentary law not specified in these by-laws or in the Federal Advisory Committee Act.

ARTICLE VII. Amendment.

- A. Method.
1. By-laws shall only be amended at a regular Board meeting.
  2. Proposed amendments shall be sponsored by a member, submitted in writing, and read at one regular Board meeting prior to the meeting at which a vote is taken.
  3. A two-thirds (2/3) vote of the entire Board shall be required to adopt an amendment.
- B. Proxies. Proxy bids shall not be acceptable.
- C. Availability of Amendments. Adopted amendments shall be made available to all Board members, participating agencies and the public.