



SRS Citizens Advisory Board

**Administrative Committee
Meeting Summary**

**Savannah Rapids Pavilion, Evans, Ga.
June 6, 2003 8:30 a.m.**

The SRS Citizens Advisory Board Administrative Committee met June 6, 2003, at the Savannah Rapids Pavilion in Evans, Ga. The following were in attendance:

SRS CAB Members

Lola Richardson
William Lawrence
Meryl Alalof
Murray Riley
Gerald Devitt
DeAnne Smoak
Mary Drye
Wade Waters

DOE/Contractor

Gerri Flemming, DOE
Dawn Haygood, WSRC
Mike Schoener, MAS Consultants

The meeting goals and objectives were as follows:

- Develop Recommendations regarding Officer Elections, Membership Categories and
- Candidate Interview Panel to present to full board July 21, 2003
 - Review Officer Elections and consider process changes
 - Establish a straw man of new membership categories for Board review
 - Consider updated demographic data
 - Consider separate elections process for incumbents
 - Determine need and path forward for Candidate Interview Panel
- Approve Membership Solicitation and Selection Process for 2004

SRS CAB Officer Elections

During the SRS CAB Process Retreat held April 28-29, 2003, it was suggested that officer and committee chair elections be held separately or non-simultaneously and that unsuccessful candidates be provided the opportunity to run for committee chair positions. Meryl Alalof suggested that officer elections be moved to November or the last meeting of the year. Following discussion and review of the board bylaws, it was determined that a bylaws amendment would be required. All present were in agreement with the path forward.

Wade Waters stated he would like to see the Board revert back to the original manner of officer elections where a person chooses to run for either Chair or Vice Chair of the Board. He

stated he did not like the current manner in which all interested parties run for the Chair position and the winner and runner-up fill the positions because it may inhibit someone who only wants to be a Vice Chair to run at all. It was noted that the procedure was changed because of the potential to lose a good leadership candidate if they failed to be elected Chair but could not run for Committee Chair position at the same time. Moving the officer elections to November would allow the individual to run for Committee Chair in January. All present were in agreement. It was also noted that although officer elections would be held during the last meeting of the year, officers would not take office until the close of the January meeting since traditionally, officers have departed the board following completion of six-year terms in January when new members are elected.

Membership Categories

The Administrative Committee took a few moments to read written comments provided by Mel Galin (see attachment). The Committee also reviewed demographic data for South Carolina, Georgia and the Aiken/Augusta area (see attachment). The committee determined that the Board demographics remained constant and that 12 females and eight African Americans should still be required. There was brief discussion regarding changes to these areas due to the lack of applicants from time to time, but all agreed this was not the solution. Lola Richardson commented that the committee had yet to conduct a selection process with the new two candidates per vacancy rule in place and that this should solve many of the problems. The issues was running three candidates per position and losing so many good candidates to this process.

Jerry Devitt suggested the Board list membership categories without quotas or numbers attached to each category. He suggested a bylaws amendment to strike "in the following numbers" from Section 3.3 f. It was noted that maximum numbers are provided so that the Board does not become dominated by any one stakeholder category. The committee agreed to propose to leave the maximum number set for each category but to remove the "at least" number from each of the categories in Section 3.3.f of the bylaws.

There was discussion regarding other membership categories and was the board missing any stakeholder groups. It was determined that the categories were sufficient and have served the board and site well for the past decade.

Membership Selection and Elections

There was discussion regarding whether separate elections should be held for incumbents and all agreed that this was not a good idea. It was agreed that all incumbents must run for re-election against at least one opponent to provide for a fair process. Jerry Devitt suggested members be elected once to six-year terms. This idea was not acceptable to the committee.

The Administrative Committee discussed the need for a candidate interview panel. A recommendation to form a regional candidate interview panel was put forth during the Process Retreat. There was a great deal of discussion regarding what the panel could report on, when the interviews would take place, who would conduct the interviews, would training be required, and what could be accomplished in face-to-face interviews versus phone interviews. Ultimately, the

Committee agreed that logistically, an interview panel would be difficult. The committee decided on an alternative approach, which is to improve the current phone interviews by conducting interviews with all applicants prior to candidate selections. These interviews will be conducted by the Administrative Committee members versus staff and will include a few additional questions to determine interest.

Several other suggestions from the Process Retreat were discussed. It was determined that potential candidates should not be required to attend a committee meeting, however attendance should be encouraged during the phone interviews. The Committee also agreed that a more creative membership application was not necessary. The Committee discussed letters of recommendation and decided that they would still be required as always, but that the lack of a letter of recommendation should not be an automatic dismissal from consideration as suggested at the Process Retreat.

2004 Membership Solicitation and Selection

The Administrative Committee considered the 2003-2004 membership solicitation and selection process (see attachment). The Committee approved the plan and agreed on a date for candidate selection of Friday, October 24 at 8:30 a.m. The deadline for applications is August 22. Phone interviews will be conducted in September and delivered to the Board Administrator at the September 22-23 Board meeting.