



## SRS Citizen's Advisory Board

### Administrative Committee

October 19, 2005 8:30 a.m.  
Community Center, North Augusta, S.C.

The SRS CAB Administrative Committee met Wednesday, October 19, at 8:30 a.m. at the North Augusta Community Center. The purpose of the meeting was to develop a bylaws amendment proposal for consideration by the full board in November based on several outcomes of the Board's recent process retreat.

The following attended the meeting:

#### SRS CAB Members

Meryl Alalof\*  
Manuel Bettencourt\*  
Gerald Devitt\*  
Perry Holcomb  
Gloria Williams-Way\*  
Bill Willoughby  
Jean Sulc\*

#### DOE/Contractor Staff

Gerri Flemming, DOE  
Dawn Haygood, WSRC

\*denotes Administrative Committee member

Meryl Alalof opened the meeting noting the areas for review resulting from the Process Retreat. The first area was Section 3.2 regarding Terms of Appointment. Following much discussion, the proposed modification below was adopted by a vote of 4 members in favor and one opposed. Manuel Bettencourt offered the motion that there shall be no more than four returning members who have previously served six years on the board. Gloria Williams-Way seconded the motion.

#### **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. ~~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. After a lapse of two or more years, a Board Member may be re-elected. ***At any given time, there shall be no more than four returning members who have previously served six years on the board.***

The next area discussed was more for clarification and all agreed that all references within the bylaws to co-chairpersons should be removed. Below are the sections for proposed changes:

#### **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.

#### **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 5.4 Ex-Officio Committee Members**

The Chairperson ~~or Co-chairperson~~ and Vice Chair 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 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.

The Administrative Committee discussed Section 7.4 regarding individuals ineligible for board membership. This subject prompted a great deal of discussion. The committee agreed that no management employees of the three agencies (DOE, EPA and SCDHEC) should be eligible for Board members. They decided to propose removing the reference to environmental restoration and waste management employees since it is outdated and unnecessary. Following considerable discussion, Jerry Devitt moved the board limit the number of SRS employees on board at any given time to two positions. Jean Sulc seconded. Four members were in favor and Gloria

Williams-Way abstained, noting she did not want to see it be so restrictive. The following proposed changes were made to Section 7.4:

#### **Section 7.4 Individuals Ineligible for Board Membership**

- a) Management employees of the Agencies *and* 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, *current* employees of *the Agencies and* DOE contractors at SRS are not eligible for membership on the Board. However, an employee of *an Agency 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 *two* membership positions on the Board held by employees of DOE contractors at SRS.

Perry Holcomb offered two amendments for the Administrative Committee's consideration. He suggested the following additions to Section 7.4:

- There shall be no more than X positions on the board held by employees of DOE or its predecessor.
- There shall be no more than two positions held by previous employees of DOE or its predecessor and the regulatory agencies (as defined in these bylaws).

Mr. Holcomb noted that he had presented it before the Administrative committee and would likely bring the suggestions before the full board.

Meryl Alalof closed the meeting noting that a proposal to amend the bylaws as suggested by the Administrative Committee would be provided at least 10 days prior to the November board meeting.

The meeting adjourned at 10:30 a.m.