

TCAAP RAB OPERATING POLICY

Preamble

The Community Co-Chair shall have responsibility under DoD RAB Implementation Guidelines to assure compliance with the following Operating Policy.

Terms used in this Operating Policy:

Full RAB – Community and Non-Community Members of the TCAAP RAB.

RAB Non-Community Members – The Army Co-Chair and representatives of Minnesota Pollution Control Agency, U.S. Environmental Protection Agency, and Orbital ATK.

RAB Community Members – Community selected members of the full RAB.

Simple Majority – One-half the specified membership plus one member.

Public – Invited guests or general public.

Public Attendance

- 1) All RAB meetings and activities shall be open to the public. Regular RAB meetings shall be announced in the local media.

Quorum

- 2) A quorum must be present at all RAB meetings. A quorum shall be the presence of a minimum of three RAB community members. The quorum was changed at the October 10, 2000 RAB meeting.

Call to Order

- 3) RAB meetings shall be called to order and facilitated by the Community Co-Chair or his/her designated alternate Co-Chair in the absence of the Community Co-Chair.

Courtesy

- 4) All RAB members and public will be treated courteously and with respect. RAB Community Members repeatedly failing to abide this policy shall be considered for dismissal by the RAB.

Balanced Information

- 5) The RAB will endeavor to balance sources of information. Where *multiple sources* of information or opinion exist, preference will be given to the differing sources rather than multiple presentations from a *single source*.

Formal Presentations

- 6) Where divergent opinions, data, or theories exist, all sides shall be provided opportunity to make uninterrupted presentations followed by opportunity for questions from other RAB members or public.

Public Participation

- 7) Unscheduled public comments and concerns (not to exceed 5 minutes in duration) will be addressed following each scheduled agenda item. Exceptions to the 5-minute rule may be made by majority vote of the RAB. Concerns which cannot properly be addressed in this manner will be suggested as scheduled agenda items for future meetings.

RAB Mission Statement Adherence

- 8) Information on community or TCAAP subjects beyond the scope of the RAB Mission Statement will be welcomed but deliberations shall be limited to those subjects within the RAB Mission Statement.

Sub-Committees

- 9) The RAB may from time-to-time establish sub-committees for purposes not requiring the attention of the full RAB. Such sub-committees may be for a specific duration or for a specific ongoing task. All sub-committee meetings shall be announced to the RAB and meeting proceedings submitted to the RAB and thus to the public through the information network. All sub-committee meetings shall be open to the public.

Meeting Schedules

- 10) A meeting schedule shall be published for the calendar year, subject to modification by majority vote as conditions warrant. Meeting dates, times, and durations shall be as determined by majority vote. In fairness to all RAB members, meetings will commence and end at the appointed times. Each meeting shall include scheduled agenda items and open time for introduction of new items by RAB members and the public at large.

Agenda Adherence

- 11) The scheduled agenda for the next meeting shall be developed at the end of each meeting, including time limitations for each discussion item. Agenda schedules shall be followed other than as modified by majority vote.

Internal Communication

- 12) RAB community members shall communicate effectively with Non-Community Members providing and soliciting information and opinion.

Timely Action

- 13) The RAB shall conduct its affairs in a timely manner so as to facilitate timely rehabilitation activities.

External Communication

- 14) The RAB shall develop and maintain an effective information distribution network for information on RAB activities and RAB requests for public comment, opinion and questions. The network may include the commercial media, libraries, schools, city councils, electronic media, direct mail and others as determined beneficial.

Responsible Communication

- 15) Agency and other preliminary findings or draft documents shall be handled in a responsible and complete manner so as to avoid incorrect conclusions by the public at large. Any communication of such information must include the fact that the information is not final, and indeed is subject to future action.

External Affairs

- 16) As requested by city or civic organizations, the RAB shall provide representatives to attend meetings and to address RAB operations in general or specific subjects requested by the organization. The External Affairs committee shall present a list to the RAB of individuals willing to make balanced presentations of issues being considered by the RAB. Individual RAB members may speak for themselves at any time but shall make it known that they are speaking as individuals and not for the RAB as a whole.

Minutes

- 17) Minutes summarizing RAB activities shall be kept for all RAB meetings and shall be provided by mail to all RAB members and to the distribution network. Review, correction and approval of previous meeting minutes shall be the first agenda item for each regularly scheduled RAB meeting. Emphasis shall be placed on minutes as an effective communication tool rather than as a medium for memorialization of every statement made in a RAB meeting. RAB meeting minutes, agenda, and

materials for review shall be mailed no later than 12 working days after a regularly scheduled meeting.

Conflict of Interest

- 18) Any RAB member having a conflict of interest with respect to any issue before the RAB shall immediately make known the nature of the conflict. A conflict of interest shall preclude the member from voting on the issue, but the member shall be encouraged to participate in discussions, presentations, or recommendations.

Attendance

- 19) All members shall sign an attendance log and, as a courtesy to the public and other citizens, shall have a name plaque displayed. Any member missing three consecutive meetings without prior notification to the Co-Chair, or missing more than 25% of meetings within a twelve-month period, shall be considered to dismissal.

Term of Service

- 20) Community Members may serve until RAB termination. The Community Co-Chair will serve a two-year term and may run for re-election.

Member Dismissal

- 21) RAB Community Members or the Community Co-Chair may be dismissed for cause upon affirmative vote of two-thirds majority of RAB members.

Community Representation

- 22) The RAB shall consist of a maximum of 19 Community Members.

Open RAB Membership

- 23) RAB Community Member positions shall be made known to the general public through the information network as soon as vacated. (See **External Communications.**)

Operating Policy Adoption and Amendment

- 24) Initial adoption of the Operating Policy shall require an affirmative vote of two-thirds of the full RAB. Amendment of the Operating Policy shall require similar affirmative vote no earlier than the next scheduled RAB meeting after the amendment is proposed.