

EDWARDS AIR FORCE BASE
INSTALLATION RESTORATION PROGRAM
RESTORATION ADVISORY BOARD
BY-LAWS



August 2000

EDWARDS AIR FORCE BASE INSTALLATION RESTORATION PROGRAM RESTORATION ADVISORY BOARD BY-LAWS

A Restoration Advisory Board (RAB) is an advisory body designed to act as a focal point for the exchange of information. While it is the responsibility of the Air Force to make decisions regarding what actions should be taken at Installation Restoration Program (IRP) sites, RAB members are asked to review and comment on restoration activities and projects, including the progress of the projects, the level of restoration required, and acceptable risks. To efficiently and effectively accomplish the orderly exchange of all information, the meetings of the RAB will be conducted in accordance with the By-Laws presented herein. Although free and open discussion among members will aid in the successful exchange of information, it is the aim of these rules to ensure an orderly and expeditious presentation of information while focusing on the purpose for which the RAB exists.

The RAB members will provide comments on environmental documents as individuals and/or on behalf of community organizations with which they are affiliated. The RAB will not render advice or recommendations as a group or submit recommendations to a group vote.

I. CHAIRMANSHIP

A. The RAB shall be chaired by the AFFTC/CC designee and a Public Representative.

B. The AFFTC Co-Chair shall be appointed by the AFFTC/CC. The powers and duties of the AFFTC/CC designated Co-Chair may be delegated as appropriate.

C. The Public Representative Co-Chair shall be selected by majority of Public Representatives present, on an annual basis, at the first meeting of the calendar year.

D. Chairmanship of the RAB meetings will, whenever possible, alternate between the AFFTC/CC designated Co-Chair and the Public Representative Co-Chair.

E. The chair shall have the responsibility to focus discussions toward cleanup issues as deemed appropriate.

F. The chair is empowered to recognize only RAB members and Remedial Project Manager technical advisors.

G. The chair will be responsible for orderly conduct of all meetings and empowered to end the meeting if the proceedings become disruptive.

H. The chair is empowered to adjourn or recess the meeting.

I. The chair will open each meeting by reading the Statement of Purpose and Conduct. The Statement of Purpose and Conduct is as follows:

“Welcome to the Edwards Air Force Base Restoration Advisory Board meeting for the ____ quarter of (calendar year). We appreciate your attendance and interest in our Installation Restoration Program. Our purpose today is to communicate information to the public concerning ongoing activities designed to clean up identified contamination sites on Edwards Air Force Base.

To accomplish this purpose, we have created this Restoration Advisory Board and asked Public Representatives to attend these meetings and act as liaisons with our neighboring communities. They are asked to receive not only the information we will present here, but also to listen to the citizens’ comments and questions concerning our cleanup efforts and to relate those comments to us through this forum.

We highly value these comments but remind the visitors that while these meetings are open to the public, they are not Public Meetings. Questions or comments must be addressed through the Public

Representatives seated here. Opportunities for direct comment by citizens will be afforded in a public meeting forum at a later time.

However, we want to know what is on your mind today. Therefore, the Air Force representatives will be available to meet with you individually to discuss and answer any and all questions during the break and immediately after this meeting is formally adjourned. We ask that you hold your questions until that time OR that you present them in advance of these meetings to any of the Public Representatives seated here today.

Also, forms are available for any written comments you may wish to provide. The IRP staff at Edwards AFB will provide a written response to each comment.

Again, we thank you for your interest in our cleanup efforts at Edwards Air Force Base and for your attendance at this meeting.”

II. DUTIES OF PUBLIC REPRESENTATIVES¹

- A. The Public Representatives shall serve in a voluntary capacity.
- B. The Public Representatives shall attend the RAB meetings.
- C. The Public Representatives shall comment on cleanup issues to government decision-makers.
- D. The primary Public Representatives shall present a brief report on community contacts and concerns received since the previous RAB meeting. This report should identify the date of contact and name and address of each citizen or organization contacted with sufficient detail of any concerns to enable followup action by the Air Force.
- E. The Public Representatives shall serve as a conduit for the flow of information between their community and the Air Force.

¹ Except where otherwise indicated, the term “Public Representative” in this section refers to both the primary and alternate members.

F. The Air Force will provide copies of all documents to the RAB members when the Air Force asks for review of such documents. However, the Public Representatives desiring copies of the documents contained in the repositories must obtain such at their own expense. Copies of these documents will not routinely be provided by Edwards Air Force Base.

G. If any Public Representative obtains or is provided with a copy of any document which is not yet identified as a “final document,” the Public Representative shall not reproduce, copy, distribute, or otherwise make available to non-RAB members such draft document. All nonfinal documents provided to or obtained by Public Representatives will be returned to the Air Force Remedial Project Manager upon completion of review or when requested by the Air Force Remedial Project Manager. Failure to comply with this provision is a basis for removal and replacement of the Public Representative.

III. MEETING CONDUCT

- A. The RAB meetings will not convene unless the AFFTC Remedial Project Manager is present.
- B. Concepts and exchanges at meetings are intended to be open and freely discussed among RAB members and Remedial Project Manager technical advisors. To facilitate this open and free exchange of information, meetings will be conducted as informally as practicable.
- C. Public Representatives shall not designate substitute individuals to represent them when unable to attend RAB meetings.
- D. Once the meeting is adjourned, it will not be reconvened on that calendar day.

IV. ADMINISTRATIVE PROCEDURES

The Edwards Air Force Base IRP RAB shall conduct meetings in accordance with the following procedural rules:

A. Meetings

- 1. The RAB shall convene quarterly or more often as required. Quarterly meetings will be scheduled at the first meeting of each calendar year.

2. Meetings will be conducted on Edwards Air Force Base or other public locations as AFFTC/CC designated Co-Chair may from time to time designate.

3. Meetings will normally not exceed 2 hours.

4. Meetings will normally be scheduled after normal duty hours (after 5:00 p.m.).

B. Agendas

1. In accordance with the RAB Charter, Section IV.A., the AFFTC/CC designated Co-Chair and the Public Representative Co-Chair will jointly arrange an agenda for each meeting. The AFFTC/CC designated Co-Chair will be responsible for preparing the final agenda and distributing the agenda 10 days prior to the meeting. Under extraordinary circumstances and after joint concurrence between Co-Chairs, items can be added to the agenda after distribution of the agenda.

2. The Public Representative Co-Chair will submit agenda items verbally or in writing to the AFFTC/CC designated Co-Chair not less than 15 days prior to each meeting.

3. Public Representatives with IRP issues must contact the Public Representative Co-Chair for inclusion on the agenda. If the Public Representative Co-Chair is not available, the Public Representatives may contact the AFFTC/CC designated Co-Chair for this purpose.

4. All Remedial Project Managers desiring to include items on the agenda shall submit the item not less than 15 days prior to the meeting to the AFFTC/CC designated Co-Chair. If the AFFTC/CC designated Co-Chair is not available, the Remedial Project Managers may contact the Public Representative Co-Chair for this purpose.

5. New business will normally be limited to those matters previously submitted as an agenda item.

6. Agenda format will be in accordance with Attachment 1.

C. Meeting Minutes

1. The AFFTC/CC designated Co-Chair is responsible for providing the services of a recorder who will take detailed minutes of the meeting.

2. Draft meeting minutes will normally be distributed to RAB members not later than 10 days prior to the next meeting.

3. Previous meeting minutes will be approved as written or amended at the commencement of each meeting. Additions or corrections to minutes may be submitted to the Board upon discovery but prior to final approval by the Board.

4. Minutes will be prepared in the agenda format.

5. Minutes will be signed by both Co-chairs after final approval by the RAB.

V. SUBCOMMITTEES AND WORKING GROUPS

A. The RAB Co-Chairs are empowered to create subcommittees and working groups to accomplish the purposes of the RAB. All subcommittees and working groups will conduct themselves in accordance with the intent and purpose of the Charter and By-Laws.

B. The RAB Co-Chairs are empowered to dissolve or disband any subcommittee or working group as appropriate.

VI. PROCESS FOR REMOVAL OF PUBLIC REPRESENTATIVE

A. When a Public Representative believes that another Public Representative has failed to function in accordance with the Charter and these By-Laws, they shall contact the Public Representative Co-Chair stating their concerns in a letter.

1. If the letter stating the concerns originates from the Public Representative Co-Chair or are against the Public Representative Co-Chair, the AFFTC Co-Chair (AFFTC/CV) will receive the letter.

2. The AFFTC Co-Chair will convene an Executive Session of only the Public Representatives for the sole purpose of selecting a temporary Public Representative Co-Chair to act as arbitrator. The AFFTC Co-Chair will not participate in the selection of the temporary Public Representative Co-Chair.

3. The temporary Public Representative Co-Chair will assume the duties of the Public

Representative Co-Chair in the process outlined in the following paragraphs.

B. The Public Representative Co-Chair will:

1. Meet with all Public Representatives expressing similar concerns and with the subject Public Representative to attempt resolution.

2. If no resolution is achieved, the Public Representative Co-Chair will:

(a) Schedule an Executive Session of all Public Representatives only within 30 days.

(b) Notify all Public Representatives and AFFTC/CV of the time and place of the Executive Session.

(c) Chair the Executive Session in an attempt to resolve the concerns.

(d) If concerns are not fully resolved, prepare a letter to the sponsoring organization and AFFTC/CV recommending removal and replacement of the Public Representative. Such recommendation will be made after secret ballot by majority vote of members present with not less than 75 percent of all Public Representatives in attendance. Representatives involved in the complaint shall not participate in the vote. Details of Public Representative concerns will be set forth in this letter and a tally of the final vote will be stated therein. Abstentions will also be included in this tally.

C. The sponsoring organization will endorse the letter forwarded from the Public Representative Co-Chair stating their concurrence/nonconcurrence with the recommendation. Failure of the sponsoring organization to respond to AFFTC/CV within 45 days will constitute concurrence by the sponsoring organization with the recommendation.

D. The AFFTC/CV will acknowledge the recommendation of the Public Representative Co-Chair and sponsoring organization with a concur/nonconcur recommendation and will forward this endorsement to AFFTC/CC for final action.

E. If AFFTC/CC approves the recommended removal of the Public Representative, notice to the individual and the sponsoring organization will be processed immediately.

F. The other Public Representatives on the RAB will be notified, in writing, of the outcome of the removal action.

G. Failure to function in accordance with the Charter and these By-Laws will include the following:

1. Failure to exhibit the proper interest, attitude, or focus on the IRP.

2. Any sustained activity or disruption that inhibits the RAB or Public Representatives from achieving RAB goals and objectives.

3. Failure to center discussion on approved agenda topics.

4. Failure to perform their duties as Public Representatives.

5. Loss of endorsement from Public Representative's sponsoring organization.

A flowchart of the removal process is contained in Attachment 2 to these By-Laws.

VII. AMENDMENTS TO THE BY-LAWS

Amendments to the By-Laws must be submitted in writing to the Air Force Remedial Project Manager. Proposed written amendments will be submitted to the Air Force Remedial Project Manager for proper staffing and coordination with the Federal Facility Agreement signatories. Final Air Force approval will be made by the AFFTC/CC. If approved, the amendment will be submitted to the RAB at the next meeting. Approval requires a majority of those RAB members present.

VIII. EFFECTIVE DATE

The effective date of these By-Laws shall be the date of the last signature.

ORIGINAL SIGNED BY

28 Jul 00

ROBERT C. HOOD, Colonel, USAF
AFFTC/CC Co-Chair
Edwards Air Force Base, California

Date

ORIGINAL SIGNED BY

29 Jun 00

JIMMY J. OTERO
Public Representative Co-Chair
Edwards Air Force Base, California

Date

Approved:

ORIGINAL SIGNED BY

2 Aug 00

RICHARD V. REYNOLDS, Major General, USAF
Commander
Edwards Air Force Base, California

Date

ATTACHMENT 1

Format For Agendas

Poster Session (5:00 to 5:30 p.m.)

Call To Order (5:30 p.m.)

Reading of Statement of Purpose and Conduct

Approval of the Minutes

Reports from Public Representatives

Old Business

 Action Items

Break (15 minutes)*

Additional Reports from Public Representatives (if any)

New Business

 Reports from Remedial Project Managers

 New Action Items

Announcements

 Scheduling of Special Meetings (if any)

 Scheduling of Next Meeting

Adjournment

*This time can be used by the Public to bring additional concerns to their RAB representatives.

ATTACHMENT 2

Basic Process Flow for Removal of Edwards AFB Restoration Advisory Board Public Members

