

**SSFL COMMUNITY ADVISORY GROUP CHARTER rev. 1/20/2014**

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# **SSFL Community Advisory Group Charter rev.1/20/2014**

## **I. NAME**

This organization shall be known as the Santa Susana Field Laboratory Community Advisory Group (SSFL CAG). SSFL CAG and CAG are used interchangeably.

## **II. VISION**

The vision for the SSFL CAG is

“ Know the past, understand the present and advocate for a clean and healthy future.”

## **III. MISSION**

The mission for the SSFL CAG is

“ Seek a balanced approach to clean up what we must, preserve what we can and protect for the future the Santa Susana Field Laboratory (SSFL) in a manner representative and inclusive of the community.”

## **IV. PURPOSE AND GOALS**

- A. The CAG will provide an opportunity for the community, affected by the environmental response actions undertaken by Department of Toxic Substances Control (DTSC) at the SSFL, to participate in the decision making process. The role of the SSFL CAG is to help identify any community concerns and assist in their resolution.
- B. By way of the CAG’s website and other archival and communications vehicles the CAG will provide an accurate, comprehensive and easily retrievable resource for the community for researched and assembled information about the past uses of the SSFL. This resource will include a complete list of contaminants as compiled, ranked and classified by the DTSC. This will also include a detailed history of past remediation activities.
- C. The CAG will serve as reviewers of any environmental response actions undertaken or to be undertaken at the SSFL by DTSC as outlined in Section 25358.7.1 of the California Health and Safety Code and other decision-making entities.
- D. The CAG will act as an observer to ensure that the regulatory agencies responsible for monitoring cleanup activities will provide adequate oversight to confirm that all work is conducted in the safest possible manner so that all

aspects of the health, safety and general welfare of the surrounding communities and future generations are comprehensively protected at all times.

- E. The CAG will provide a direct line of communication between the local community and the DTSC, other regulators and responsible parties (RP's) involved in the environmental oversight or clean up of the SSFL site. The CAG review of the SSFL environmental documents will be an integral part of this communications link.
- F. The CAG will enhance community awareness of the DTSC, any response actions and other environmental issues affecting the SSFL and will educate the community of the components of these activities.
- G. The CAG will comment and review the ultimate land use at SSFL with the comment emphasis on all environmental aspects, including but not limited to cultural, historic and natural resources.

## **V. AUTHORITY**

The basis and authority of this CAG are derived from ~~this law~~ Section 25357.7.1 of the California Health and Safety Code.

## **VI. MEMBERSHIP AND MEMBER RESPONSIBILITIES**

### **A. MEMBERSHIP AND PARTICIPATION**

The Membership of the CAG shall follow the guidelines set out in Section 25358.7.1 of the California Health and Safety Code. As follows:

To the extent possible, the composition of the CAG shall reflect the composition of the affected community and the diversity of interests of the community by including representatives for all of the following interests:

1. Persons owning or residing on property located near the substances release site or in adjacent community or other persons who may be directly affected by the response action.
2. Individuals from the local business community.
3. Local political or government agency representatives.
4. Interested local tribal representatives.
5. Local citizen, civic, environmental or public interest group Members residing in the community.

In addition to the above, the following entities may also participate in the CAG meetings in order to provide information and technical expertise:

1. The DTSC or regional boards.
2. Representatives of local environmental regulatory agencies.

3. Representatives of local environmental advocacy groups.
4. The Responsible Parties and their acting agents.
5. Members of the public are welcome to all CAG meetings.

## **B. MEMBERSHIP RESPONSIBILITIES**

1. CAG Members are expected to attend all CAG meetings and are encouraged to contact the Chair or Secretary of the CAG if an absence is expected. Member alternates and proxies are not allowed.
2. Members who are unable to fully participate shall submit their resignation.
3. Members may resign at any time by submitting a written notification to the Secretary. Resignations will be presented to the full CAG for acceptance and confirmation of such resignations.
4. Members shall be terminated from the CAG due to excessive absences, considered more than 3 (three) absences from CAG meetings in a calendar year. Exceptions may be made on a case-by-case basis due to serious illness or other circumstances as deemed acceptable by the CAG.
5. Any CAG Member shall notify the CAG Membership whenever the Member may have a potential conflict of interest. A conflict of interest may exist when any Member's outside affiliations or relationships might influence that Member's CAG actions including voting. This situation may cause a reasonable person to question the ability of that Member to be impartial.
6. When a Member has a potential conflict of interest or other Members agree that such a conflict exists that Member must recuse himself any voting or other action related to that conflict.
7. The CAG Membership Committee shall ensure that new Members shall receive orientation and training so that the new Member may quickly assimilate and become an active participant.

## **VII. MEETINGS**

- A. The CAG shall meet monthly for the first six (6) months after its initial organization. The Members will revisit this schedule after six (6) months. The CAG Chair may request additional meetings if required. The Chair and the Executive Committee shall develop the agenda for the next meeting based on input from the prior meeting and from Member comments, the Chair and Secretary shall approve a draft agenda and distribute the draft no later than two (2) weeks prior to the next meeting and a final agenda will be distributed to the Members 72 hours prior to that meeting. Community Members may submit items for the agenda to the CAG Chair up to two (2) weeks prior to that meeting. The CAG Chair will distribute the agenda to all Members (mail/email) including DTSC or other community Member who requests notice. This notice of the

upcoming meeting will include its agreed upon time, place, draft agenda and any supporting documents at least two weeks prior to the scheduled meeting.

- B. Special meetings of the CAG shall be called at the request of the Chair or a majority of the quorum of the CAG Membership. The Secretary shall send notice of a special meeting to all CAG Members at least one (1) week in advance of that meeting.
- C. In the interest of a timely response to SSFL activities, electronic voting shall be permitted for approval of CAG positions on SSFL activities. Other voting as set forth in this Charter shall remain as “in person” votes.

#### D. VOTING FOR NEW SSSFL CAG MEMBERS

- 1. CAG Members shall vote to elect new community Members. A quorum for such elections shall be the majority of the SSFL CAG Membership.
- 2. Those Members with any conflict of interest shall disclose that potential conflict. A conflict of interest may exist when any affiliation or relationship with a nominee may lead a reasonable person to question the ability of a Member to be impartial in reviewing the qualifications of the nominee.
- 3. A Member with a conflict of interest shall recuse himself from the Membership vote for that nominee if those other Members attending the meeting agree that the potential conflict of interest has risen to such a level.

#### E. TERM OF SERVICE OF MEMBERSHIP

- 1. General Membership in the SSFL CAG is in perpetuity, until:
  - a. The SSFL CAG dissolves its charter.
  - b. The Member tenders his/her resignation.
  - c. The Member is expelled from the SSFL CAG by a 2/3 vote of the full Membership.

#### F. QUORUM

The Chair will call upon the Secretary to call the roll to determine if the threshold of 50% plus one of the Membership has been met for a quorum. If late arriving Members bring the Member count to a quorum then the Secretary shall inform the Chair at the first opportunity and voting activities may commence.

## **VIII. GOVERNING STRUCTURE AND GUIDELINES**

### **A. CAG CHAIR**

The SSFL CAG Chair, in coordination with the Executive Committee, develops and sends out the draft agenda for review and conducts the CAG meetings. The Chair is also the Chair of the Executive Committee.

### **B. VICE CHAIR**

The Vice Chair substitutes for the Chair and performs other required duties as agreed upon with the Chair

### **C. SECRETARY**

1. Shall be responsible for keeping the records of the CAG actions, including the overseeing the taking of minutes at the CAG meetings, sending out announcements, distributing copies of the final agendas and minutes to each Member and assuring that the CAG records are maintained.
2. The Secretary shall send out that final agenda with the minutes of the prior meeting.

### **D. EXECUTIVE COMMITTEE**

The Executive Committee will consist of seven Members, three officers (Chair, Vice Chair and Secretary), and the Chair of each of the four standing Committees. The Executive Committee shall be responsible for assisting the Chair in coordinating the agenda with committee activities and presentations, setting priorities of competing agenda items and setting the direction of CAG reviews and activities.

1. The executive Committee shall be subject to the direction and control of the full CAG.
2. The goal of the Executive Committee shall be to facilitate the business of the CAG.
3. The Executive Committee may not amend the Bylaws, Rules, Regulations or Charter.
4. Unless a decision is required in the interval between meetings of the CAG that rises to the level requiring a special meeting, the Executive Committee shall bring significant issues regarding CAG positions on site

remediation, cleanup, etc. to the next regular meeting of the CAG for decisions.

5. Any action or decision of the Executive Committee that involves the expenditure of funds on the behalf of the CAG cannot be binding and shall be affirmed or reversed by the full CAG.
6. The Executive Committee may recommend to the CAG the following:
  - a. To negotiate a contract to which the CAG will be a party.
  - b. To modify a contract to which the CAG is a party.
  - c. To enter into a contract to which the CAG will be a party, but the Executive Committee may not perform these actions on behalf of the CAG without approval by the CAG.
  - d. The Executive Committee shall recommend the acceptance or rejection of funding, for approval by a quorum of the CAG.

## E. STANDING AND AD HOC COMMITTEES

Committee Terms of Service shall be in 1 (one) year terms, and the Chair selection occurs by a simple majority vote at an election pursuant to a general agenda item as soon as practicable before the expiration of the prior term. A candidate may nominate himself or herself. The Chair of each standing Committee shall be a Member of the CAG. No individual Member of the CAG shall chair more than one standing committee. The Standing Committees may include persons who are not Members of the CAG and said members will have no vote. Such non-CAG committee will only act in an advisory capacity to the CAG Membership. Standing committees shall be created or dissolved by a 2/3 majority of a quorum of the CAG. The SSFL CAG will have four standing committees and one Ad Hoc committee in addition to the Executive Committee until otherwise agreed to by the SSFL CAG Members.

The standing committees are:

1. The Communications Committee – will focus on communication protocols within the CAG as well as DTSC, other agencies, the RP's, the press and the public. It will set the requirements for back-up representation for the various interests at the table to assure consistency of the nature and manner of such communication in conjunction with the Rules Committee. The Communications Committee or a subgroup so designated by the Committee will validate all materials that are released in the named of the CAG except for its minutes and agendas as noted above. The Communications Committee shall provide the proposed set of operating procedures that it intends to follow for Rules Committee approval. Operational rules may be added or eliminated from time to time by a majority vote of the CAG.
2. The Technical Committee – will focus on substantive areas including natural and cultural resource issues and will be responsible for

providing initial reviews, comments and recommendations on specific project environmental documents which will be discussed with the CAG Members, then finalized and after approval of the CAG Members, presented in a white paper format using a protocol established by the Committee. The Technical Committee shall develop its own internal operating rules and submit those rules to the Rules Committee for review and approval.

3. The Rules Committee – will focus on CAG operating rules and protocols including new Membership guidelines and decision-making rules as necessary and appropriate. The Rules Committee shall offer new rules, add clarification to existing rules and solicit on an on-going basis.
4. The Finance/ Logistics Committee – will focus on seeking new financial and in-kind resources and leverage of existing resources for support of the CAG. The CAG’s fiscal year shall be from January 1<sup>st</sup> to December 31<sup>st</sup> of the same calendar year.
5. The Membership Committee – all being CAG Members, shall meet on an ad hoc basis when the need arises to fill a CAG Membership vacancy created through the departure of a Member. In order to maintain the balance of representation of Members, priority should be given to prospective Members who represent the same group/ neighborhood as the vacated position or the CAG’s balanced membership goal for which they are applying. The Membership Committee shall report on all applicants and prepare a slate of proposed Members for election from those membership applications received and reviewed when a vacancy occurs. Those recommended will be elected by a majority vote of the CAG Members at an upcoming meeting as soon as possible. In coordination with the Secretary, the Membership Committee shall maintain a roster of CAG Members. The Executive Committee and the standing committees shall maintain openness and transparency relating to all of their activities. Additional permanent, ad hoc committees, sub-committees and working groups may be established by a simple majority vote of a CAG quorum. Such committees and groups shall have a specified objective and shall dissolve upon completion of their assigned objective or at a time specified at their inception.

## **IX. MEETING GUIDELINES**

The following meeting guidelines were established as part of the Membership protocols for the CAG Members at all of their meetings. CAG Members shall accept the guidelines in a prepared form. New Members to the CAG will also be required to review, agree and sign an acknowledgement of the same.

The following guidelines encourage productive deliberation. The CAG Members will commit to give their best efforts at following them and will give the CAG Chair or the facilitator the authority to enforce them.

Members will agree to open to:

- Other points of view
- All representatives' perspectives
- Listen well
- Focus on each speaker rather than be thinking about a response
- Not interrupt
- Be fair to each other
- Speak briefly
- Allow everyone to participate
- Respect each other disagree without being disagreeable
- Not engage in personal attacks
- Preparing for each meeting
- Attending each meeting and following through on commitments
- Honoring the agenda and making agenda changes with the whole group
- Support the meetings starting and ending on time
- Getting up to speed if unable to attend the meeting

All CAG Members agree to act in good faith in all aspects of the group deliberations. They agree to conduct themselves in a manner that promotes joint problem solving and collaboration and to consider the input and viewpoint of other participants. The CAG will not tolerate personal attacks or allow negative generalizations that are not productive and have the potential to impede the ability of the group to work together effectively. CAG Members will turn off cell phones and pagers or put them in a “no ring” mode during formal meeting sessions.

## **X. MEETING DISRUPTIONS**

A Point of Order Motion may be proposed by the same method as any other motion which is in opposition to a member or members who are disrupting CAG Members or a committee meeting as per the above guidelines, or attempting to misdirect the CAG activities to issues beyond their purview, mission or scope of the CAG or are insistent on discussing items unrelated to the agenda topic under discussion. When a Point of Order is made and seconded by any CAG Member, a majority vote of the CAG will be immediately undertaken without further discussion to determine if that Member will be asked to leave. CAG Members who are found to be in violation of the basic rules of order will be directed to immediately leave the CAG meeting.

The Chair or Acting Chair may direct a Member to leave the meeting immediately who has significantly disrupted proceedings and normal conduct of business cannot be restored in a reasonable period of time.

This authority of the Chair shall also apply to members of the public.

## **XI. COMMUNICATION**

If required the CAG Chair and Secretary shall arrange for recording and distributing the meeting minutes, including a list of attendees. Meeting minutes should be distributed prior to the next meeting and made available for public review. Meeting notes will be posted on the CAG website.

## **XII. AMENDMENT OF THE CHARTER AND TERMINATION OF THE CAG**

This Charter may be amended by a 2/3 vote of the Members present. All amendments must be in writing and placed on the meeting agenda 1 (one) meeting prior to the voting on the amendment. This Charter may be dissolved when 2/3 of the full CAG membership agree in writing to terminate the CAG. All motions to terminate the CAG must be in writing and placed on the meeting agenda 2 (two) meetings prior to voting on the CAG dissolution.