

**MEMBERSHIP COMMITTEE OPERATING RULES AND SCOPE**

**Membership Committee Goal**

- To identify a diverse membership for the Santa Susana Field Laboratory Community Advisory Group (SSFL CAG) that is representative of the community interested in the cleanup of the SSFL site.

**The Membership Committee Must:**

- Be fair, unbiased, transparent and able to withstand scrutiny
- Comply with DTSC guidelines written in the CAG Handbook

**Role of Membership Committee Members**

- Work as a team to maintain a diverse composition of qualified applicants to serve on the SSFL CAG
- Determine and agree upon operating protocols for the Membership Committee
- Use the CAG membership application form from the DTSC's CAG Handbook
- Review all applications submitted for the CAG
- Establish criteria for membership nomination including diversity, interest, experience, knowledge, and commitment to providing information to the larger SSFL community
- Apply the selection criteria and rating processes in an unbiased manner, basing their decisions solely on the established selection criteria and/or rating system.
- Interview all candidates to be nominated for SSFL CAG membership unless all members of the committee are familiar with the applicant and agree that it is not necessary.
- Inform the Department of Toxic Substances Control (DTSC) of the selected CAG nomination(s) to assure that membership meets DTSC's statutory diversity requirements

**Membership Committee Members Must:**

- Maintain confidentiality regarding the discussions pertaining to applicants or the rating results with anyone other than the Nominating Committee members until those nomination(s) is/are recommended to the CAG membership.

**Disclose Any Conflict of Interest and Be Recused from Voting for An Applicant When:**

- Any affiliation with an applicant might cause a reasonable person to question the ability to be impartial in reviewing the qualifications of an applicant. The committee member

will recuses them self from the committee review and recommendation as well as the membership vote for that applicant.

**Disclose and Be Recused from Voting If They or Anyone in Their Family Has a Relationship with the Applicant such as:**

- Has a family relationship (such as spouse, domestic partner, child, sibling, or parent) with the applicant.
- Is currently employed, was employed within the last 12 months, or is being considered for employment by the applicant, the applicant's employer, or anyone in a family relationship (such as spouse, domestic partner, child, sibling, or parent) with the applicant.
- Currently employs, employed within the last 12 months, or is considering employing the applicant or anyone in a family relationship (such as spouse, domestic partner, child, sibling, or parent) with the applicant.
- Has any other economic relationship (e.g., business or professional partnership, ownership of securities/shares in a firm) with the applicant, the applicant's employer, or anyone in a family relationship (such as spouse, domestic partner, child, sibling, or parent) with the applicant.
- Has some other relationship, such as close personal friendship, that she or he thinks might tend to affect their judgment or might be seen as doing so by a reasonable person familiar with the relationship.
- Has any other reason they feel may preclude them from being able to be neutral in their review of an application.

The number of SSFL CAG members, consistency or deviation from the balance of geographic, subgroup representation and technical expertise described below will vary depending on the needs of the SSFL CAG. The membership committee will use its discretion when reviewing membership applications based on the needs of the CAG at the time.

**Balanced Geographic Representation Goal assuming 23 SSFL CAG members:**

Resident Communities: LA County 14, Ventura County 9

- West Hills 3
- Chatsworth 3
- Canoga Park 3
- Woodland Hills 2
- Easterly San Fernando Valley 1
- Bell Canyon 3
- Simi Valley 6

**Balanced Subgroup Representation Goal:**

(more than 1 subgroup may be represented by a single individual):

- Citizens/Civic Group Members Residing in the Community 3
- Environmental Organization Members Residing in the Community 3
- Local Public Interest Group Members Residing in the Community 4
- Local Political or Government Agency Members Residing in the Community 3
- Other Agency or Association Members Residing in the Community 3
- Local Business Community 3
- Former SSFL Employees Residing in the Community 3
- Environmental Justice representative for the affected area or adjacent community 2
- Tribal Member/Representative 1

**Preferred Areas of Technical Expertise Present on the:**

- Archeology
- Geology
- Hydrology
- Toxic Chemicals
- Radionuclides
- Medical/Health Effects of Toxics

**Application for Membership**

The Membership Application will be based on the example from the CAG Handbook. It may be modified or supplemented by membership of the SSFL CAG. The Membership Committee may make recommendations for changes to the SSFL CAG Membership Application at any time.