

FORT GREELY, ALASKA
INSTALLATION RESTORATION ADVISORY BOARD
CHARTER AND BY-LAWS

MISSION STATEMENT

The mission of the Fort Greely Installation Restoration Advisory Board is to provide an open forum among all interested parties in order to recommend to the United States Army ways by which the environmental restoration aspects of Fort Greely's Installation Action Plan can be most effectively carried out.

RESTORATION ADVISORY BOARD BY-LAWS

I. NAME

This organization shall be known as the Fort Greely Installation Restoration Advisory Board (RAB).

II. PURPOSE

The purpose of the RAB is to provide a forum to facilitate communication and coordination between Fort Greely, the community, and regulatory agencies in response to restoration actions proposed and undertaken under the Fort Greely Installation Action Plan (IAP).

The IAP is the multiyear plan that lists all of an installation's restoration goals. It reflects requirements of the Army's Installation Restoration Program, which is part of the part of the Defense Environmental Restoration Program (DERP) and is the Army's program to implement the Comprehensive Environmental Response Compensation and Reliability Act (CERCLA).

Specifically the RAB concept provides members and the community an opportunity to review and comment on proposals for site cleanup options and to identify community concerns relating to various cleanup scenarios under the IAP.

The RAB will advise the Army on these matters but is not a decision making body.

III. AUTHORITY

The basis and authority for this charter are CERCLA, DERP, and Department of Defense policies.

IV. COMPOSITION

Membership shall consist of the Fort Greely Post Commander or the commander's appointed representative (Installation Co-chair[^], a representative from the Alaska Department of Environmental Conservation (ADEC), and members of the community. A Community Co-chair will be selected from community members, either by acclamation or by a majority vote of members present.

V. REQUIREMENTS FOR MEMBERSHIP

A. Members of the RAB must represent private citizens, community groups, or federal, state and local government organizations.

B. Members must agree to participate in RAB meetings and activities for a minimum of 1 year.

C. Additional members may be added to the RAB by a simple-majority vote of community members present.

D. If a RAB member resigns, the remaining RAB members will review nominations. The new member will be elected by a simple-majority vote of the community members present.

VI. RULES OF THE RAB

A. All RAB members will strive to attend all meetings. Community members who miss three consecutive meetings without compelling reason may be removed for cause. Reason for absence may be directed to either Co-chair.

B. RAB members are expected to become familiar with the restoration actions on Fort Greely by reviewing data presented to them by the Fort Greely Defense Environmental Restoration Account Program Manager (DERAPM) or by technical experts.

C. The Co-chairs will ensure that written comments from the RAB are forwarded to the Fort Greely DERAPM in a timely manner.

D. Members will review documents and provide comments on actions proposed by the Army in view of recommending priorities among sites and projects. Members will use applicable standards to evaluate cleanup actions.

E. Members will serve as a conduit of information between the community and the Army.

F. RAB members will serve without compensation.

G. RAB members may select an alternate to serve in their absence; however, alternates may not vote on any issue or bring new issues before the RAB.

H. RAB members will respect each other, will not interrupt one another, will refrain from personal attacks, and will stick to issues being discussed.

I. Whenever actions must be decided by a vote, a Co-chair and the voting members present will constitute a quorum. RAB members from regulatory agencies may not vote.

VII. DUTIES OF THE CO-CHAIRS

A. The Installation Co-chair and the Community Co-chair will preside over RAB meetings, with the latter taking the lead.

B. The Army Co-chair will: ensure that the Fort Greely DERAPM considers and responds to comments from the public through procedures established and documented by the RAB; coordinate with the Community Co-chair to prepare and distribute an agenda prior to each RAB meeting; advertise meetings; provide administrative support for the RAB; ensure that minutes of the meetings are taken; prepares draft minutes and coordinates review of the draft minutes with the Community Co-chair and RAB members; and publish the minutes of the meeting by placing them in the Information Repository.

The Fort Greely Co-chair will also: refer issues other than environmental restoration to appropriate Fort Greely, tenant, or other Army or DOD organizations for processing outside the RAB; work with the Community Co-chair to establish a process for public review of documents, including publishing a public notice advertisement in a large local circulation newspaper; publish the operating procedures agreed upon by the RAB, including the process for public review and comment, in the RAB minutes; and provide draft documents and, when necessary, summaries and presentations to the RAB for review.

C. The Community Co-chair will: ensure that community issues and concerns related to environmental restoration and cleanup are brought to the table; assist Fort Greely in communicating technical information to all RAB members in understandable terms; assist in disseminating information to the public; coordinate with the Installation Co-chair to prepare and distribute an agenda prior to each RAB meeting; be the lead Co-chair, with technical and administrative support provided by the Installation Co-chair; and ensure that RAB members are given adequate time to present their concerns and comments.

VII. OPERATING PROCEDURES

A. Meetings will be held quarterly, but may be held on an as-needed basis, and will be at a location agreed to by the Co-chairs. Members will submit agenda items to either Co-chair no later than two weeks prior to a scheduled meeting. Comments on minutes will be presented to the Co-chairs. The Community Co-chair will conduct the meetings, and, in the absence of the Community Co-chair or Community Co-chair's designee (must be a voting community member), the Fort Greely Co-chair will conduct the meeting and appoint a voting community member to temporary Community Co-chair..

B. Special subcommittee meetings may be held at the request of simple majority of subcommittee members who are also voting members of the RAB.

C. Development of the next meeting agenda will be an agenda item for each meeting, along with approval of prior meeting minutes.

D. Co-chairs will follow Roberts' Rules of Orders as needed in conducting meetings.

VIII. DOCUMENT REVIEW PROCEDURES

A. All pertinent documents will be placed in the Information Repository by the Fort Greely Co-chair in a timely fashion so that all RAB members and the public will have ample time for review and comment before deadline dates. The Fort Greely Co-chair will provide the RAB with schedules of upcoming documents, deliverables, and deadlines for comment; and when comments come in, will provide them to RAB members and the public.

B. If RAB members represent a particular constituency, such members should attempt to assure that their comments reflect the position of that constituency.

C. Comments will be read and discussed at RAB meetings and forwarded to the Fort Greely environmental coordinator and the DERAPM.

IX. ADDITIONAL GUIDANCE

A. The Fort Greely Co-chair may appoint a facilitator to enhance meeting effectiveness. The facilitator may not be a RAB member.

B. Action items may be established at any RAB meeting. All action items will be listed in the minutes for the meeting in which they were assigned. Progress on each item will be reviewed at subsequent RAB meetings. When an action item is closed, the written response will be included in the meeting minutes.

C. Final documents, comments, response to action items, and RAB minutes will become part of the administrative record on which the selection of response action will be based. The administrative record will be made available to the public in the information repository.

D. Although the RAB is not a decision making body and its opinions and advice are not legally binding, their consideration will be documented in all Fort Greely environmental restoration decision making processes.

IX. TERMINATION

The RAB will function in accordance with the above as long as it serves its intended purpose. It will be disbanded upon a 2/3 majority of the active voting members. The provisions of the Charter and By-laws will be satisfied and complete when determined by the Co-chairs.

X. EFFECTIVE DATE AND MODIFICATION

The Charter and By-laws are effective upon signature by the Co-chairs and 2/3 of the present community RAB members. This Charter and By-laws may be amended by 2/3 vote of the members present at a RAB meeting. The Charter and By-laws shall be published and distributed within 30 days of amendment. IT IS SO AGREED:

(MEMBERS' NAMES, SIGNATURES, AND DATE SIGNED)

ADOPTION OF 15 MAY 2003 REVISION OF
CHARTER AND BY-LAWS FOR
FORT GREELY, ALASKA INSTALLATION
RESTORATION ADVISORY BOARD

<u>Al Henderson</u>	COMMUNITY CO-CHAIR	<u>06-24-03</u>
<u>Ken Boy</u>	Army Co-Chair	<u>06-24-03</u>
<u>Carol Stock</u>	member	<u>06-24-03</u>
<u>Richard J. Anderson</u>	member	<u>24 June '03</u>
<u>Step. Wood</u>	Member	<u>6/24/03</u>

-L

Ken S. Ahintu sti^fit-1