

FORT GEORGE G. MEADE  
RESTORATION ADVISORY BOARD

CHARTER

**Purpose of Restoration Advisory Board (RAB or Board)**

The Restoration Advisory Board members shall, as their primary purpose, review issues and make informed recommendations to the Department of Army, and other federal, state and local governmental agencies on restoration activities on the installation and Base Closure property; including, but not limited to environmental acceptability, contamination, technologies, health, cost-effectiveness, safety, training, risk, economic development and future land use. Secondarily, the Board - or its members individually - may review issues regarding environmental impacts of on-site operations not related to installation restoration activities and Base Closure property. The latter shall be facilitated by Fort Meade providing the RAB with copies of public notices that are typically published as part of the process for environmental permits.

The RAB membership shall provide opportunities for public participation at meetings and through written comments. The Board and its members shall advise the public of Board and committee deliberations and recommendations.

The purposes of the Board shall be achieved in the following ways:

1. Determine with the regulatory agencies what issues the Board will consider, prioritize them and make recommendations.
2. Work with the regulatory agencies to identify and request information, as needed.
3. Seek and receive information sufficiently early in the decision-making process to ensure that the Board's recommendations can actually influence the decision-making process.
4. Provide for public involvement in the Board's advisory process by holding open meetings, with broad notification, communicating efforts and results, and inviting public comment at meetings, as well as incorporating public comments into the Board meetings.
5. Document all Board and committee activities and ensure that these records as well as pertinent information are maintained in repositories available to the public.
6. Draw on subject experts and other knowledgeable sources as needed to obtain information in areas of interest. The Board shall make a good faith effort to balance information sources and obtain information on all sides of an issue.

## **Membership**

The RAB shall be comprised of members from the local business and residential community and representatives from local government who are directly impacted/affected by the activities of Fort Meade. While regulatory agency members shall be appointed by the agency which they represent, community members will be nominated by a selection panel and will represent the diverse interests of the community. RAB membership will initially be limited to a maximum of twenty-four (24) community members and the BRAC Clean-up team. The minimum RAB membership shall be seven (7) members. The RAB is under no obligation to replace any community members as long as membership does not fall below the minimum membership. The community membership limit may be increased if desired by the majority of the board members.

The Membership Committee shall maintain an active list of persons interested in RAB membership - which list shall be reviewed in July and December of each year - of six (6) persons. The sub-committee shall encourage these interested persons to become involved as non-voting alternate members. The goal - shorten the learning curve associated with membership changes.

If membership should fall to seven (7) members, the following procedure shall be used promptly to fill the vacancy:

1. Poll the list of alternate members. If a potential member can not be found from the list, advertise in the local newspaper.
2. The membership replacement process shall ensure that the diversity of interests is maintained, including minorities and the disadvantaged.
3. Replacement members shall serve the unexpired portion of the term of the member they are replacing.
4. The Membership Committee shall make nominations to the RAB. If more recommendations are made than vacancies, those with the highest number of votes will be selected for RAB membership.
5. If any RAB community member is unable to fully participate in the RAB meetings or desires to terminate membership, the member should submit a resignation notice in writing to either co-chair.
6. Any member who misses more than twenty-five (25) percent of the meetings in a calendar year shall be subject to a vote of the RAB membership for dismissal.

At the end of two (2) years the Board and the agencies shall mutually assess the desirability for continuation of the Board. Such an assessment shall conclude either that the Board be abolished or that the Charter be renewed for an additional period of time. This assessment shall be repeated as necessary.

## **Voting**

All community members receive one vote. Agency members will serve in a non-voting capacity. The members in attendance at any meeting shall represent a quorum and the majority will be used for all decisions except charter amendments and RAB disestablishment.

## Administrative Matters

A community member must be present at the meeting to cast a vote; proxy votes are not allowed.

## Recommendations on Restoration Activities

The individual opinions and recommendations of each RAB member are important, and each member is encouraged to submit such opinions and recommendations in writing to the Department of Army.

## **RAB Co-Chair Person**

The RAB shall be chaired jointly by an Army representative and a member of the local community and they shall serve as equal partners, sharing leadership responsibilities.

The Army co-chair shall coordinate meeting order and agenda matters with the community co-chair and ensure that adequate administrative support is provided to the RAB. The community members of the RAB shall select the community co-chairperson. The community co-chairperson shall serve a one (1) year term. The community co-chair will coordinate meeting order and agenda matters with community RAB members and the Army co-chair. The community co-chair will assist in the dissemination of information to the general public. Mutual co-chair responsibilities include the assurance that RAB membership reflects diverse interests within the community; that community issues and concerns related to cleanup activities are addressed; and that the RAB has the opportunity to participate in those decision processes set forth in the purpose above.

The election of the community co-chair will follow this procedure:

1. Nominations will be made from the floor. The consent of the nominee must be obtained prior to nomination.
2. Voting shall be by secret ballot, or by voice vote if the Board so chooses. Any Board member may request a secret ballot be taken.
3. In order to be elected, the nominee must obtain a majority of the votes cast.

## **Committee Creation**

The RAB shall designate standing and temporary committees as needed. Initially, committees shall be i) Charter/Membership Committee and ii) Technical Committee. The chairs of each committee shall be RAB members who shall report regularly to the Board on Committee activities. Membership shall be drawn from the Board. Selection of initial and replacement members of committees shall be coordinated by the Charter/Membership Committee which shall propose qualified candidates. Final selection of committee members shall be made by the chair of the Committee. Committee appointments shall be approved by the Board.

Committees may meet independently of the Board. Committee meetings shall be open to the public. An oral report of committee meetings shall be presented at the following Board meeting and shall be entered into the public record via Board meeting minutes.

## **Meetings, Frequency and Location**

1. Meet as necessary as determined by the membership.
2. Meet at the EPA Science Center at Fort Meade or at a site that is agreed to by the RAB during the evening or other acceptable time to afford broad public access to the RAB and to encourage Board members to gain an understanding of local concerns.
3. Accommodate public attendance and participation needs through a flexible meeting schedule.
4. In order to ensure a fair, open, orderly and productive meeting, the RAB may impose reasonable restrictions on the time a RAB member or a member of the public may speak per recognized turn.
5. The rules contained in Robert's Rules of Order (newly revised) shall govern the conduct of the RAB meetings in all cases in which they are not inconsistent with the rules adopted herein.
6. Minutes of the RAB meetings will be prepared by the U.S. Army and promptly distributed to the membership following each meeting. Copies of the RAB meeting minutes will also be made available for public review in the repositories.
7. All RAB meetings shall be open to the public. The RAB shall provide opportunities for the public to comment at appropriate agenda points during meetings including a provision for written comments.

## **Conflict of Interest**

Board members shall excuse themselves when issues are discussed or when decisions are made in areas in which a conflict of interest or potential conflict of interest exists.

## **Charter Amendments**

This charter may be amended at anytime after the Board's establishment.

1. Any member of the public, the Board or one of the agencies may propose a charter amendment. However, to be considered by the Board, the proposed amendment must be sponsored by a member of the Board.
2. Any meetings to consider a charter amendment shall include discussion of the proposed amendment and its justification.
3. A vote of seventy-five (75) percent of the attending Board shall be required for acceptance of a charter modification. Proxy votes will not be accepted.
4. If an amendment to the charter is adopted, a revised charter shall be issued to Board members and the agencies prior to the next meeting of the Board and be made available to the public upon request.

## **Restoration Advisory Board Disestablishment**

This RAB may be disestablished by a vote of seventy-five (75) percent of the full Board.