

HANFORD ADVISORY BOARD

A Site Specific Advisory Board, Chartered under the Federal Advisory Committee Act

Advising:

US Dept of Energy
US Environmental
Protection Agency
Washington State Dept
of Ecology

June 17, 2005

To: Hanford Advisory Board Member Organizations

Re: Member Participation

CHAIR:

Todd Martin

CO-VICE CHAIRS:

Shelley Cimon
Susan Leckband

BOARD MEMBERS:

Local Business
Harold Heacock

Labor/Work Force
Mike Keizer
Thomas Carpenter
Susan Leckband
Jeff Luke
Rebecca Holland

Local Environment
Gene Van Liew

Local Government
Maynard Plahuta
Pam Larsen
Gwen Luper
Jerry Pelier
Jim Curdy
Bob Parks

Tribal Government
Russell Jim
Gabriel Bohnee

Public Health
Margery Swint
Jim Trombold

University
Tim Takaro
Jane Twaddle

Public-at-Large
Martin Yanez
Norma Jean Germond
Keith Smith

**Regional Environ-
ment/Citizen**
Todd Martin
Greg deBruier
Paige Knight
Gerald Pollet
Madeleine Brown

State of Oregon
Larry Ciuca
Ken Niles

Ex-Officio
Confederated Tribes of
the Umatilla
Washington State
Department of Health

In the continually changing atmosphere surrounding activities on the Hanford site, it is helpful to occasionally review the needs and requirements of all organizations concerned with Hanford cleanup. Being mindful of Hanford Advisory Board (Board) members' changes in interest and personnel, the Board is providing this information to all designated seat holders to reinforce understanding of requirements under our original charter and expectations of Board member participation.

The Board's goal is to have actively participating seats. That goal is achieved through formal charter requirements and informal participation expectations. While the charter dictates minimum attendance requirements at Board meetings, the Board encourages active participation in Board meetings, the Board's committees, workshops, conference calls, etc. Work outside of Board meetings is the foundation of a credible, successful, proactive Board and the participation of each member contributes to this foundation.

Formally, the Board charter states that if an interest's seat is vacant for more than 25% of the meetings in a year or three meetings in a row, the seat shall be considered for replacement.

This charter provision was created when the meeting schedule for the Board included eleven meetings per year. Currently, the Board holds five or six meetings annually—meaning if a seat were vacant for only two meetings in a consecutive 12-month period, it would be considered for replacement.

The 75% attendance requirement combined with the dramatically reduced number of Board meetings may raise issues for active Board members who, for valid reasons, miss two meetings in one year. At the same time, the Board is committed to holding interests accountable for their responsibilities as Board members.

To address this issue, the Board will implement the following process:

- If a seat is vacant for two unexcused meetings in a year, the interest will be contacted by the Board's Chair to determine the interest's continuing commitment to participation on the Board. An excused meeting will be defined as notification of the Chair or public involvement staff of one of the agencies to inform the Board of a member's inability to attend.

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- The Executive Issues Group will consider whether the seat should be considered for replacement by the full Board.

If you have questions about the Board's attendance policies or your organization's participation in the Board, please don't hesitate to contact me.

Sincerely,



Todd Martin, Chair
Hanford Advisory Board

This letter represents HAB consensus for this specific topic. It should not be taken out of context to extrapolate Board agreement on other subject matters.