



**Savannah River Site  
Citizens Advisory Board**

**Administrative Committee**

Committee Chair: Gloria Williams-Way

DOE Contact: Gerri Flemming

**Administrative Committee**

The Administrative Committee is responsible for membership replacement, compliance with and amendments to the Board's Standard Operating Procedures, nominations and selections of Board officers and public outreach.

Membership solicitation is conducted annually and includes an extensive campaign. Notices consist of newspaper, radio and cable advertisements, flyers and mailings, new releases, Internet announcements, and displays at local colleges and expositions.

In early fall each year, committee members meet and select three qualified candidates for each of the Board vacancies. Approximately half of the Board positions become available every year due to staggered membership terms. Following public notification and a 60-day review period, the full Board conducts membership elections annually in January.