

**PRIBILOF ISLANDS ENVIRONMENTAL RESTORATION PROJECT  
RESTORATION ADVISORY BOARD CHARTER AND BI-LAWS**

**MISSION STATEMENT** - The mission of this Restoration Advisory Board is to provide a forum for communication in an open environment between all interested parties to ensure the Pribilof Islands are cleaned up to the communities' satisfaction.

**PURPOSE STATEMENT**- The Restoration Advisory Board will provide recommendations to the U.S. Department of Commerce, National Oceanic Atmospheric Administration and Alaska Department of Environmental Conservation regarding the Pribilof Islands environmental restoration activities as part of the Two-Party Environmental Restoration Agreement, Public Law 104-91, and the Fur Seal Act of 1966 as amended.

**I. MEMBERSHIP**

**A. COMPOSITION**

1. Membership shall consist of the U.S. Department of Commerce's National Oceanic Atmospheric Administration, the Alaska Department of Environmental Conservation, and the community. The community shall consist of local IRA's, local village corporations, local cities, elders, school districts, A/PIA, Aleut Corporation, and at-large community members.
2. Membership for NOAA and ADEC is limited to one individual each.
3. At least seven members will be associated with local entities or be residents of each island pursuant to the Fur Seal Act of 1966 as amended.

**B. REQUIREMENTS FOR MEMBERSHIP**

1. RAB members will commit to at least one year of service.
2. For administrative purposes only, each extension for an additional term of one year must be approved by a 2/3 majority vote of the RAB community members. There is no limit on the number of terms a RAB member may serve.
3. A RAB community member may be removed for cause (e.g., lack of attendance from 3 consecutive meetings, without excused absence) by a 2/3 majority RAG community membership vote.
4. Additional members may be added to the RAB by a 2/3 RAB community membership vote.
5. Members will become familiar with environmental restoration issues related to the actions of NOM. Representatives from NOAA, the Alaska Department of Environmental Conservation, or other organizations will provide technical and regulator information to the RAB.

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6. RAB members may be asked to review and advise NOAA on its budget for environmental investigation and clear up, as well as advise on prioritization of work, if available funds are insufficient to meet all the requirements.

7. Members will report to the groups they represent and serve as a conduit of information between the community and NOAA.

8. RAB members will serve without compensation. All expenses incident to travel and/or attendance at RAB meetings and related events, and for providing review and input on technical documents shall be borne by the respective members, their organization, and/or NOAA to the extent provided by the RAB approved budget.

**C. ALTERNATES**

1. All members may designate permanent or emergency alternates working in cooperation with the Island Subcommittee Chairs, prior to the beginning of a RAB meeting. Emergency alternates can be designated when the member or alternate cannot attend a meeting. The Community or NOM Co-Chair must be notified in writing by the RAB member and in advance of the meeting. The NOAA Co-Chair will provide a form to all RAB members to make any such changes. The Community CO-Chair alternate will be one of the Chairs of the standing Island Subcommittees.

2. Resigning members may nominate new members of the same entity to replace them. Nominations will be reviewed and approved by a 2/3 majority RAB community membership vote.

**II. GUIDELINES**

A. Subcommittees' and/or steering committees may be formed in the RAB to facilitate participation or to address specific issues or other items pertinent to the RAB. A committee may be formed and its members selected at the meeting the issue of committees is raised.

B. There shall be two standing committees representing each Islands.

C. Each Member will provide necessary information to the RAB CO-Chairs in the event he/she cannot attend and shall notify one of the RAB CO-Chairs in writing and in advance of the RAB meeting, who their designated representative will be at the next RAB meeting. All effort will be made to not fall behind in activities. Each member may provide technical or administrative support as necessary.

D. Written requests for travel support by any RAB member, or their designated alternate, must be submitted to the NOM CO-Chair sufficiently in advance of a RAG meeting to complete travel and lodging arrangements. Travel support request forms will be provided to all RAB members. Travel

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support will only be provided to accommodate demonstrated financial hardship situations.

### III. STRUCTURE AND OPERATING PROCEDURES

#### A. OPERATION OF MEETINGS

1. Meetings will be presided over by two CO-Chairs One CO-Chair will be a representative of NOM, the other will be a private citizen or representative of the community organization.

2. The NOM CO-Chair will be chosen by NOM.

a. The duties of the NOM CO-Chair include<sup>1</sup> but are not limited to:

- Ensuring that NOM 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 RAG meeting
- Advertise meetings.
- Provide administrative support for the RAB
- Ensure that minutes at RAB meetings are taken
- Prepare draft minutes; coordinate the review of the draft minutes with the Community CO-Chair and RAB; and publish the minutes of the meeting by placing them in the Information Repository/Administrative Record
- Send a synopsis of the minutes and announcement of their availability to the local newspaper and parties on the mailing list
- Refer issues other than environmental restoration to appropriate NOAA officials for normal processing outside of the RAB
- Work with the Community CO-Chair to establish a process for public review of documents, including submitting comments to NOAA for consideration during the planning and decision making process
- Publish the operating procedures agreed upon by the RAB including the process established for public review and comment
- Provide draft documents and, where necessary, summaries and presentations to the RAB for review

3. The Community CO-Chair will be chosen by voting members of the RAB.

a. The duties of the Community CO-Chair include, but are not limited to:

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- Ensuring that community issues and concerns related to the environmental restoration/cleanup program are brought to the table
- Assist NOAA in communicating technical information to all stakeholders in understandable terms
- Assist in disseminating information to the public
- Coordinate with the NOM 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 NOAA CO-Chair
- Ensure that community members are given adequate time to present their concerns and comments

4. The CO-Chairs shall develop a memorandum to the RAB members regarding meeting conduct and behavior.

5. RAB members will review and provide comment to the memorandum and approve by a 2/3 vote.

**B. FREQUENCY OF MEETINGS**

1. Meetings to be held as required but at least quarterly. Meetings will be held in a location as agreed to by the members. The NOM CO-Chair will be responsible for coordinating and disseminating the meeting agenda. Members should submit agenda items to the CO-Chairs at least a week in advance of the meeting. The NOM CO-Chair will be responsible for recording and disseminating the meeting minutes. Comments on minutes will be provided to the CO-Chairs.

**C. AGENDA**

1. Development of the next meeting agenda will be an agenda item for each meeting. Approval of prior meeting minutes will be an agenda item for each meeting.

**D. COMMUNITY CO-CHAIR**

1. The Community CO-Chair will be effected by a 2/3 vote of the community members of the RAB. The RAB Community CO-Chair term will run for one year. A CO-Chair may serve more than one term, if elected by the RAB community members

2. The Community CO-Chair may be removed as a CO-Chair if it is determined that the CO-Chair is unable to perform required duties, is ineffective, or is detrimental to the RAB. Community CO-Chair removal is initiated by a 2/3 vote of the RAB community.

**E. SUBCOMMITTEES**

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1. As the RAB deems necessary, subcommittees may be formed to study and report on specialized topics. Subcommittees' assignments will be included as action items on the RAB agenda.

**F. DOCUMENT REVIEW AND COMMENTS**

1. NOAA will send copies of any documents related to environmental restoration activities at the Pribilof Islands to RAB members and the information repositories. RAB members may submit written comments within the time frames specified by the CO-Chairs
2. The NOAA CO-Chair will ensure that written responses are provided to members and the public in a timely manner.
3. Members are responsible for assuring that their comments reflect the position of their community.

**G. FACILITATOR**

1. The CO-Chairs will, as required, consider the use of a meeting facilitator during sessions involving especially complex and/or controversial issues.