

**EDWARDS AIR FORCE BASE  
ENVIRONMENTAL RESTORATION PROGRAM  
RESTORATION ADVISORY BOARD  
BYLAWS**



**November 2012**

## **EDWARDS AIR FORCE BASE ENVIRONMENTAL RESTORATION PROGRAM RESTORATION ADVISORY BOARD BYLAWS**

A Restoration Advisory Board (RAB) is an advisory body designed to act as a focal point for the exchange of information. While it is the responsibility of the Air Force to make decisions regarding what actions should be taken at Environmental Restoration Program (ERP) sites, RAB members are asked to review and comment on restoration activities and projects, including the progress of the projects, the level of restoration required, and acceptable risks. To efficiently and effectively accomplish the orderly exchange of all information, the meetings of the RAB will be conducted in accordance with the Bylaws presented herein. Although free and open discussion among members will aid in the successful exchange of information, it is the aim of these Bylaws to ensure an orderly and expeditious presentation of information while focusing on the purpose for which the RAB exists.

The RAB members will provide comments on environmental documents as individuals and/or on behalf of community organizations with which they are affiliated. The RAB will not render advice or recommendations as a group or submit recommendations to a group vote.

### **I. CHAIRMANSHIP**

A. The RAB shall be chaired by the Installation Commander's (412 TW/CC) designee and a Public Representative.

B. The Air Force Co-Chair shall be appointed by the 412 TW/CC. The powers and duties of the Air Force Co-Chair may be delegated as appropriate.

C. The Public Representative Co-Chair shall be selected by a quorum of Public Representatives at a time of vacancy or as otherwise determined by the board, provided that all representatives are given the opportunity to vote.

D. Chairmanship of the RAB meetings will, whenever possible, alternate between the Air Force Co-Chair and the Public Representative Co-Chair.

E. The chair shall have the responsibility to focus discussions toward cleanup issues as deemed appropriate.

F. The chair will be responsible for orderly conduct of all meetings and is empowered to end the meeting if the proceedings become disruptive.

G. The chair is empowered to adjourn or recess the meeting.

H. The chair will open each meeting by reading the *Statement of Purpose and Conduct*. The *Statement of Purpose and Conduct* is as follows:

“Welcome to the Edwards Air Force Base Restoration Advisory Board meeting for the (first/second) half of (calendar year). We appreciate your attendance and interest in our Environmental Restoration Program. Our purpose today is to communicate information to the public concerning ongoing activities designed to

clean up identified contamination sites on Edwards Air Force Base.

To accomplish this purpose, we have created this Restoration Advisory Board and asked Public Representatives to attend these meetings and act as liaisons with our neighboring communities. They are asked to receive not only the information we will present here, but also to listen to the citizens' comments and questions concerning our cleanup efforts and to relate those comments to us through this forum.

Additionally, we want to know what is on your mind today. Members of the public who wish to address the RAB at these meetings will be allowed to do so at a designated time on the agenda. Each person desiring to address the RAB will be allowed a maximum of 3 minutes to speak. That time may be extended if deemed necessary by the Co-Chairs. The total time allotted for public comments is limited to 30 minutes at each meeting. The RAB may extend this time up to an additional 30 minutes if deemed necessary by the Co-Chairs.

While this meeting is open to the public, it is not a public meeting. Public comments should be made in the time allotted and must be limited to the Environmental Restoration Program at Edwards AFB. The Co-Chairs retain the authority to discontinue a discussion that strays beyond the board's purview. Likewise, the Co-Chairs may limit discussion by any member of the public who becomes disruptive, or they may direct that the discussion move on to the next topic if it is felt an issue has been adequately addressed. Those who wish to speak must fill out a card for that purpose at the reception table. One of the Co-Chairs will

call on you to speak at the appropriate time.

Also, forms are available for any written comments you may wish to provide. The ERP staff at Edwards Air Force Base will provide a written response to each comment. Written inquiries can be submitted online through the RAB's social media website at [www.facebook.com/RAB.Edwards](http://www.facebook.com/RAB.Edwards).

Again, we thank you for your interest in our cleanup efforts at Edwards Air Force Base and for your attendance at this meeting.”

## **II. DUTIES OF PUBLIC REPRESENTATIVES<sup>1</sup>**

A. The Public Representatives shall serve in a voluntary capacity.

B. The Public Representatives shall attend the RAB meetings and functions.

C. The Public Representatives shall comment on cleanup issues to government decision-makers.

D. The primary Public Representatives shall present a brief report on community contacts and concerns received since the previous RAB meeting. This report should identify the date of contact and name and address of each citizen or organization contacted with sufficient detail of any concerns to enable follow-up action by the Air Force.

E. The Public Representatives shall serve as a conduit for the flow of information between local communities and the Air Force.

<sup>1</sup> Except where otherwise indicated, the term “Public Representative” in this section refers to both the primary and alternate members.

F. The Air Force will develop and support a social media website to facilitate the exchange of information between the public, Air Force restoration officials, and state and federal regulators. This website may be used to conduct meetings. Public Representatives are encouraged to participate on the RAB's social media website.

G. The Air Force will provide copies of all documents to the RAB members when the Air Force asks for review of such documents. However, the Public Representatives desiring copies of the documents contained in the repositories must obtain such at their own expense. Copies of these documents will not routinely be provided by Edwards Air Force Base.

H. If any Public Representative obtains, or is provided with, a copy of any document which is not yet identified as a "final document," the Public Representative shall not reproduce, copy, distribute, or otherwise make available to non-RAB members such draft document. All non-final documents provided to or obtained by Public Representatives will be returned to the Edwards AFB Remedial Project Manager upon completion of review or when requested by the Edwards AFB Remedial Project Manager. Failure to comply with this provision is a basis for removal and replacement of the Public Representative.

### **III. MEETING CONDUCT**

A. The RAB meetings will not convene unless the Edwards AFB Remedial Project Manager is present.

B. Concepts and exchanges at meetings are intended to be open and freely discussed among RAB members and Remedial Project Manager technical advisors. To facilitate this open and free exchange of information, meetings will be conducted as informally as practicable.

C. Public Representatives shall not designate substitute individuals to represent them when unable to attend RAB meetings.

D. Once the meeting is adjourned, it will not be reconvened on that calendar day.

### **IV. ADMINISTRATIVE PROCEDURES**

The Edwards Air Force Base ERP RAB shall conduct meetings in accordance with the following procedural rules:

#### **A. Meetings**

1. The RAB will convene biannually or more often as requirements dictate. In addition to two public formal meetings held in off-base rotating locations, the RAB will meet as necessary on base for working-group sessions, online through the RAB's social media website, or via phone conferencing. The board's next meeting date will be finalized before the conclusion of each meeting.

2. Meetings will be conducted on Edwards Air Force Base or other public locations as the Air Force Co-Chair may from time to time designate.

3. Meetings will normally not exceed 2 hours.

4. Meetings will normally be scheduled after normal duty hours (after 5:00 p.m.).

#### **B. Agendas**

1. In accordance with the RAB Charter, Section IV.A., the Air Force Co-Chair and the Public Representative Co-Chair will be provided with an opportunity to coordinate an agenda for each meeting. The Air Force Co-Chair will be responsible for preparing the final agenda and distributing the agenda 10 days prior to the

meeting. Under extraordinary circumstances and after joint concurrence between Co-Chairs, items can be added to the agenda after distribution of the agenda.

2. The Public Representative Co-Chair will submit agenda items verbally or in writing to the Air Force Co-Chair not less than 15 days prior to each meeting.

3. Public Representatives with ERP issues must contact the Public Representative Co-Chair for inclusion of those issues on the agenda. If the Public Representative Co-Chair is not available, the Public Representatives may contact the Air Force Co-Chair for this purpose.

4. All Remedial Project Managers desiring to include items on the agenda shall submit the item not less than 15 days prior to the meeting to the Air Force Co-Chair. If the Air Force Co-Chair is not available, the Remedial Project Managers may contact the Public Representative Co-Chair for this purpose.

5. New business will normally be limited to those matters previously submitted as an agenda item.

6. Agenda format will be in accordance with Attachment 1.

### **C. Meeting Minutes**

1. The Air Force Co-Chair is responsible for providing the services of a recorder who will take detailed minutes of the meeting.

2. Draft meeting minutes will normally be distributed to RAB members not later than 10 days prior to the next meeting.

3. Previous meeting minutes will be approved as written or amended at the commencement of each meeting. Additions or

corrections to minutes may be submitted to the RAB upon discovery but prior to final approval by the RAB.

4. Minutes will be prepared in the agenda format.

5. Minutes will be signed by both Co-Chairs after final approval by the RAB.

### **D. Training**

1. Training will be conducted as requirements dictate. Training materials will be provided to new RAB members upon their initial term of service.

## **V. SUBCOMMITTEES AND WORKING GROUPS**

A. The RAB Co-Chairs are empowered to create subcommittees and working groups to accomplish the purposes of the RAB. All subcommittees and working groups will conduct themselves in accordance with the intent and purpose of the Charter and Bylaws.

B. The RAB Co-Chairs are empowered to dissolve or disband any subcommittee or working group as appropriate.

## **VI. PROCESS FOR REMOVAL OF PUBLIC REPRESENTATIVE**

A. When a Public Representative believes that another Public Representative has failed to function in accordance with the Charter and these Bylaws, they shall contact the Public Representative Co-Chair stating their concerns in a letter.

1. If the letter stating the concerns originates from the Public Representative Co-Chair or are against the Public Representative

Co-Chair, the Air Force Co-Chair will receive the letter.

2. The Air Force Co-Chair will convene an executive session of only the Public Representatives for the sole purpose of selecting a temporary Public Representative Co-Chair to act as arbitrator. The Air Force Co-Chair will not participate in the selection of the temporary Public Representative Co-Chair.

3. The temporary Public Representative Co-Chair will assume the duties of the Public Representative Co-Chair in the process outlined in the following paragraphs.

B. The Public Representative Co-Chair will:

1. Meet with all Public Representatives expressing similar concerns and with the subject Public Representative to attempt resolution.

2. If no resolution is achieved, the Public Representative Co-Chair will:

(a) Schedule an executive session of all Public Representatives only within 30 days.

(b) Notify all Public Representatives and the Air Force Co-Chair of the time and place of the executive session.

(c) Chair the executive session in an attempt to resolve the concerns.

(d) If concerns are not fully resolved, prepare a letter to the sponsoring organization and the Air Force Co-Chair recommending removal and replacement of the Public Representative. Such recommendation will be made after secret ballot by majority vote of members present with not less than 75 percent of all Public Representatives in attendance. Representatives involved in the complaint shall not participate in the vote. Details of Public

Representative concerns will be set forth in this letter and a tally of the final vote will be stated therein. Abstentions will also be included in this tally.

C. The sponsoring organization will endorse the letter forwarded from the Public Representative Co-Chair stating their concurrence/nonconcurrence with the recommendation. Failure of the sponsoring organization to respond to the Air Force Co-Chair within 45 days will constitute concurrence by the sponsoring organization with the recommendation.

D. The Air Force Co-Chair will acknowledge the recommendation of the Public Representative Co-Chair and sponsoring organization with a concur/nonconcur recommendation and will forward this endorsement to 412 TW/CC (or designee) for final action.

E. If 412 TW/CC (or designee) approves the recommended removal of the Public Representative, notice to the individual and the sponsoring organization will be processed immediately.

F. The other Public Representatives on the RAB will be notified, in writing, of the outcome of the removal action.

G. Failure to function in accordance with the Charter and these Bylaws will include the following:

1. Failure to exhibit the proper interest, attitude, or focus on the ERP.

2. Any sustained activity or disruption that inhibits the RAB or Public Representatives from achieving RAB goals and objectives.

3. Failure to center discussion on approved agenda topics.

4. Failure to perform their duties as Public Representatives.

5. Loss of endorsement from Public Representative's sponsoring organization.

A flowchart of the removal process is contained in Attachment 2 to these Bylaws.

## **VII. AMENDMENTS TO THE BYLAWS**

Amendments to the Bylaws must be submitted in writing to the Edwards AFB Remedial Project Manager. Proposed written amendments will be submitted to the Edwards AFB Remedial Project Manager for proper staffing and coordination with the Federal Facility Agreement signatories. Final Air Force approval will be made by the 412 TW/CC.

If approved, the amendment will be submitted to the RAB at the next meeting. Approval requires a majority of those RAB members present.

**VIII. EFFECTIVE DATE**

The effective date of these Bylaws shall be the date of the last signature.

<b>//original signed by//</b>	<b>15 Nov 12</b>
AMY V. ARWOOD, Colonel, USAF Air Force Co-Chair Edwards Air Force Base, California	Date

<b>//original signed by//</b>	<b>15 Nov 12</b>
BRUCE H. DAVIES Public Representative Co-Chair Edwards Air Force Base, California	Date

Approved:

<b>//original signed by//</b>	<b>12 Dec 12</b>
MICHAEL T. BREWER, Brigadier General, USAF Commander Edwards Air Force Base, California	Date

## **ATTACHMENT 1**

### **Format for Agendas**

#### **Poster Session (5:00 p.m.)**

#### **Call To Order (5:30 p.m.)**

Reading of *Statement of Purpose and Conduct*

Introduction of New RAB members (if applicable)

Presentation of Plaques to Outgoing RAB members (if applicable)

Approval of the Minutes

#### **New Business**

Presentations

#### **Action Items (if applicable)**

#### **Break**

#### **Opportunity for Public Comments**

#### **Old Business**

RAB Vacancy Updates

Reports from Public Representatives

Reports from Remedial Project Managers

#### **Announcements**

Scheduling of Special Meetings (if any)

Scheduling of Next Meeting

#### **Adjournment**

ATTACHMENT 2

Basic Process Flow for Removal of Edwards AFB Restoration Advisory Board Public Members

