



# Oak Ridge Site Specific Advisory Board

## OPERATING INSTRUCTIONS

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## **I. DECISION-MAKING**

### **A. Principles**

It is the desire of the Board that the following democratic principles embodied in parliamentary law be preserved in the Board's decision-making process:

1. The right of the majority to prevail.
2. The need to work for the largest majority possible.
3. The right of the minority to be heard and its viewpoints, needs, and concerns to be addressed in Board deliberations.
4. A regard for the rights of individuals, absentee members, and the Board as a deliberative assembly.
5. The right of members to cast votes to show support or non-support of Board issues and recommendations.

It is the desire of the Board that consensus building be an integral feature of the decision-making process and that the Board and its members be accountable to the public for the Board's decisions.

### **B. Process for Time-Critical Recommendations**

Instances may occur when the normal process for approval of recommendations limits or prohibits timely advice to the Environmental Management Program. In these cases, a "fast track" process may be employed. The procedure for time-critical recommendations is as follows:

1. Recommendations will be submitted in writing to the Executive Committee.
2. The Executive Committee may revise the recommendation.
3. The recommendation will be distributed the next day to Board members with an explanation of the time constraints and a deadline for submission of comments.
4. Upon receipt of comments, the originators of the recommendation will review the comments and be prepared to discuss the recommendation and any revisions at the upcoming Board meeting.
5. The recommendation will be presented for approval at the upcoming Board meeting.
6. When a substantive decision must be made at a time when a meeting of the Board or Executive Committee is not scheduled, the Chair shall discuss it with Executive Committee members via telephone or other quick means of communication. Upon request of a majority of Executive Committee members, an Executive Committee meeting may be called, per ORSSAB Bylaws Articles V.E and VI.A.

## **II. TIME AND PLACE OF BOARD MEETINGS**

The regularly scheduled monthly meeting of the Board will be the second Wednesday of every month at 6:00 p.m. at a place announced one month in advance or as determined by previous notification.

### **A. Procedure for Specially Called Public Meetings**

1. Recognition. Any member of the Board who becomes aware of an event or issue believed to merit a special meeting shall notify the ORSSAB staff. The notification should include a brief statement of justification for holding the meeting. The preferred method is by e-mail, or other written means, but phone conversation is acceptable. It is

important that this notification have sufficient detail to allow evaluation and contact information for the person making the report.

2. Evaluation and Recommendation. The ORSSAB staff shall forward this information to the ORSSAB Executive Committee and the DOE Liaison and/or Federal Coordinator for evaluation. The Chair shall determine whether a special Executive Committee meeting needs to be called or if it can be handled by e mail and phone conversation. Informal contact with DOE and others may be appropriate for information gathering. It may be useful for the ORSSAB staff to set up a conference call for the Executive Committee. If the Executive Committee determines that a special board meeting may be appropriate, it will recommend it to DOE for concurrence. This may be by e-mail, phone, or face-to-face meeting, as appropriate. The decision shall be documented in minutes prepared by staff.
3. Approval/Concurrence. The ORSSAB Chair shall obtain concurrence from the ORSSAB Deputy Designated Federal Officer.
4. Initial Notification. Initial notification will be made to the entire board, local newspapers, and DOE Oak Ridge EM, Tennessee Department of Environment and Conservation, and Environmental Protection Agency personnel, as appropriate. This would include the basic nature of the event or issue for which the special meeting is being planned and include the information available at that time. In the interest of timeliness this notification should be made as soon as practical after the decision to have the meeting has been made.
5. Meeting Planning. The Executive Committee and DOE, in coordination with ORSSAB staff, will:
  - A. Set the date and time.
  - B. Determine and invite speakers/panel members, etc.
  - C. Arrange for an appropriate facility to hold the meeting.
  - D. Develop an agenda and outline for the meeting.
  - E. Identify the ORSSAB spokesperson who will have primary responsibility for the event.
  - F. Arrange for video taping, if possible, to record the meeting.
  - G. Arrange for television, radio, internet, and newspaper advertising.
  - H. Coordinate volunteers from the board to assist with the meeting.
6. Meeting Execution. Meeting minutes shall be taken and submitted to the board. The minutes should cover key issues raised, and any pending issues should be documented.
7. Board Action. The board shall determine whether follow up action or a formal recommendation should be submitted to DOE. This may include recommending that the video recording of the special meeting be aired on local public access television stations.

All actions associated with the special called meeting must be done well and in a timely, pertinent, and factual manner.

### **III. BUDGET**

1. DOE has authority over all DOE government funds appropriated to ORSSAB.
2. The Executive Committee has administrative authority for decisions on matters involving financial resources. In this capacity, the Executive Committee shall approve requests for activities that require expenditure of government funds.

### **IV. ANNUAL WORK PLAN**

1. DOE-EM shall provide a list of issues to be considered for the next year's work plan. In addition the Board solicits input on issues from Board members, agency liaisons, and stakeholders.
2. At the annual retreat, these issues are considered for inclusion in the next year's work plan. The issues and topics are screened for mission applicability, prioritized, and tentatively assigned to committees or to the full Board.
3. Committee meeting dates are scheduled, and members select the committees on which they wish to serve before the planning meeting is concluded.
4. Committees meet prior to the September Board meeting to finalize objectives and tasks, identify technical support/facilitation needs, and complete drafting committee work plans.
5. Committees provide revised work plans that are consolidated into an overall Board work plan drafted by support staff and are presented at the October Board meeting.
6. Work plans may be revised at any meeting of the originating committee. Meeting minutes shall highlight such revisions.
7. A comparison of accomplishments versus the work plan of previous year should be presented by the Chairs at the August planning meeting.
8. The work plan shall be submitted to DOE-EM for approval.

### **V. TRAVEL**

1. Travel requests must be submitted through committees in writing on the ORSSAB Travel Request Form (see Attachment 1).
2. Travel must be directly related to Board activities.
3. Travel requests are approved or denied by the Executive Committee.
4. Traveler must submit a written trip report (see Attachment 2).

### **VI. TECHNICAL SUPPORT**

Technical support for Board activities includes, but is not limited to, facilitation at Board meetings, the annual retreat, and Chairs' meetings. It may also include technical assistance to committees, so that committee members can understand issues under consideration by the Board.

In all cases, requests for technical support must be reasonable and directly related to Board issues and activities.

**A. Authority**

1. The Executive Committee holds authority to approve technical support requests and may reallocate or request additional hours as deemed necessary.
2. The Board may review and change Executive Committee decisions on technical support matters through its normal deliberative decision-making process.
3. In consultation with DOE, the Executive Committee and the ORSSAB member or committee through which the technical support request is generated will recommend the group or individual(s) to be tasked to supply the technical support.
4. Technical support requests and deliverables resulting from those requests must be included in the Board's public records.
5. ORSSAB committees are encouraged to develop schedules and estimates for technical support tasks at the beginning of the fiscal year based on committee work plans.

**B. Process**

1. Support staff compiles technical support requests on behalf of Board members and committees for submission to the Board Finance Committee for review and to the Executive Committee for approval. Requests must be submitted on the ORSSAB Technical Support Form (Attachment 3). Scope of work and time frames must be specific (the DOE Federal Coordinator may be contacted for assistance).
2. The Executive Committee develops estimates of Board technical support needs (e.g., monthly Board meetings and annual retreat facilitation).
3. The Board Finance Committee reviews technical support requests to determine if resources are available to fund them, based on funds budgeted at the beginning of the fiscal year.
4. The Executive Committee approves, amends, or rejects requests based on the applicability of the scope of work to Board business and the reasonableness of hours requested. Board members and committee Chairs may provide additional justification for technical support requests to the Executive Committee during its review of the requests.
5. Following Board Finance Committee review and Executive Committee approval of technical support hours and scope of work, the DOE Federal Coordinator prepares a task order for the requested technical support.
6. The DOE Federal Coordinator, the Executive Committee, and the ORSSAB member or committee through which the technical support is generated may review potential groups or individuals to be tasked to supply the technical support and recommend the group or individual most suited to fulfilling the scope of work.
7. Once the Federal Coordinator completes the task order and the procurement request, the Contracting Officer is notified and contacts the technical support contractor to initiate the work release.
8. Upon award of the contract, the ORSSAB member or committee through which the technical support is generated works directly with the technical support contractor to accomplish the scope of work.

## **VII. REMOVAL OF BOARD MEMBERS**

ORSSAB recognizes that DOE has the sole authority to appoint and remove members from the Board. Should a member miss two consecutive regularly scheduled Board meetings, then the following process shall be used by ORSSAB to determine whether the Board should ask DOE to remove the member: (absences due to travel on ORSSAB business are not counted as absences)

1. The ORSSAB Secretary will inform the Executive Committee of the two consecutive absences.
2. At the next regularly scheduled Board meeting, removal of the Board member will automatically be placed on the agenda as an item to be voted on.
3. If the Board member attends the next regularly scheduled Board meeting, then the vote will be automatically removed from the agenda.
4. If a Board member does not attend the next meeting, the vote will automatically go forward. If two-thirds of the members present, with a minimum of a simple majority of the membership, vote to recommend removal, a request will be forwarded to DOE asking that DOE:
  - a. Notify the Board member of the vote, and request his/her resignation from the Board.
  - b. Appoint a replacement as soon as possible.
5. If the required two-thirds vote to request the removal of a member is not achieved, then the “clock starts over” with regard to absences, and a subsequent vote is not automatically placed on the agenda until two more consecutive Board meetings are missed.

## **VIII. RESIGNATION OF BOARD MEMBERS**

Members who wish to resign shall submit a letter to the Assistant Secretary of Environmental Management at DOE Headquarters with copies to the ORSSAB Chair, Secretary, and Deputy Designated Federal Officer.

## **IX. NOMINATING COMMITTEE**

The Nominating Committee is an ad hoc committee and shall:

1. Be elected at a regular Board meeting two months preceding the annual election of officers.
2. Be composed of ORSSAB members who are not officers.
3. Present a slate of nominees for Board offices at the meeting preceding the meeting in which officers are elected.
4. Obtain the consent of all nominees.
5. Have the option to conduct its meeting(s) in private.
6. Have the right as individual members to be nominated for any office.

## **X. AMENDING THE OPERATING INSTRUCTIONS**

These Operating Instructions may be amended at any regular meeting of the Board by a two-thirds vote of the entire Board membership, provided that the proposed amendment was submitted in writing and read at a previous regular business meeting.

## **ATTACHMENTS**



## Oak Ridge Site Specific Advisory Board TRAVEL REQUEST FORM

*This section to be completed by ORSSAB member:*

**Member:** \_\_\_\_\_ **Date submitted:** \_\_\_\_\_

**Meeting name:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

**Purpose for attending meeting:**

**Committee to which travel is related:** \_\_\_\_\_

**Registration required?** \_\_\_\_\_ **Cost: \$** \_\_\_\_\_ **Registration made?** \_\_\_\_\_ **Registration paid?** \_\_\_\_\_

**Hotel required?** \_\_\_\_\_ **Number of nights:** \_\_\_\_\_ **Reservation already made?** \_\_\_\_\_

**Hotel (first choice):** \_\_\_\_\_ **Hotel (second choice):** \_\_\_\_\_

**Transportation: Airline:** \_\_\_\_\_ **Personal Vehicle\*:** \_\_\_\_\_ **Rental Car\*:** \_\_\_\_\_

**Metro, taxi or shuttle:** \_\_\_\_\_ **Other (list):** \_\_\_\_\_

**Departure date:** \_\_\_\_\_ **Return date:** \_\_\_\_\_

**Preferred flight departure time:** \_\_\_\_\_ **Preferred flight return time:** \_\_\_\_\_

**Will any personal travel be associated with attendance at meeting or conference? If yes, explain:**

**\* Justification for use of personal vehicle or rental car:**

I understand that upon return I am to provide the Board a written trip report to receive travel reimbursement. The trip report will be distributed to Board members, and a copy will be kept in the SSAB library. I agree to abide by the ORSSAB Travel Guidelines and Procedures supplied to me with this form.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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*This section to be completed by ORSSAB Travel Coordinator:*

**ESTIMATED COSTS**

<b>Registration Fee</b>	_____	\$
<b>PA Mileage to/from Airport ( ___¢ per mile)</b>	_____	\$
<b>Airport Parking</b>	_____	\$
<b>Airfare</b>	_____	\$
<b>Rental Car</b>	_____	\$
<b>Other Transportation (i.e., shuttle, taxi, etc.)</b>	_____	\$
<b>Per Diem</b>	_____	\$
<b>Lodging Taxes</b>	_____	\$
<b>M&amp;IE</b>	_____	\$
<b>Travel Manager Fee</b>	_____	\$12.80
<b>GovTrip TAV Fee</b>	_____	\$13.50
<b>Other (list)</b>	_____	\$
<b>Other (list)</b>	_____	\$
<b>Total</b>		<b>\$</b>

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*This section to be completed by Sponsoring Committee:*

**Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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*This section to be completed by Board Finance & Process Committee:*

\$ \_\_\_\_\_ **Travel budget for current fiscal year**  
– \_\_\_\_\_ **Total travel costs incurred to date**  
\$ \_\_\_\_\_ **Travel budget remaining at time of new request**  
– \_\_\_\_\_ **Estimated travel costs for new request**  
\$ \_\_\_\_\_ **Travel budget remaining**

**Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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*This section to be completed by Executive Committee:*

**Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Executive Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Oak Ridge Site Specific Advisory Board**

**TRIP REPORT**

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**I. Name of Traveler:** name

**II. Date(s) of Travel:** dates

**III. Location of Meeting:** location

**IV. Name of Meeting:** name of meeting

**V. Purpose of Travel:**

Reason for travel goes here.....

**VI. Discussion of Meeting:**

Discussion of what took place at meeting or conference goes here.....

**VII. Significance to ORSSAB:**

Explain why trip was important to your ORSSAB activities or committee work.....

**VIII. Names & Telephone Numbers of Significant Contacts:**

This info goes here.....

**IX. Action Items:**

Note any outstanding actions from meeting or conference here (e.g., if you promised to send someone some ORSSAB information or if they promised to send you meeting materials).....

**X. Traveler's Signature & Date:**

Signature: \_\_\_\_ (via e-mail)\_\_\_\_\_

Date: \_\_\_\_\_



## Oak Ridge Site Specific Advisory Board TECHNICAL SUPPORT REQUEST FORM

*This section to be completed by requesting Board member or committee (see example on page 2):*

**Scope of Work Title:** \_\_\_\_\_

Specific Task (s)	Time Frame	Estimated Hours
<b>Total</b>		

**Member or Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*This section to be completed by Board Finance Committee:*

\$ \_\_\_\_\_ **Committee budget for affected line item**  
 - \_\_\_\_\_ **Line item costs incurred to date**  
 \$ \_\_\_\_\_ **Line item budget remaining at time of new request**  
 - \_\_\_\_\_ **Cost of new request**  
 \$ \_\_\_\_\_ **Line item budget remaining**

**Funds Available:**    **Yes:** \_\_\_\_\_    **No:** \_\_\_\_\_

**Board Finance Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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*This section to be completed by Executive Committee:*

**Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Executive Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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- Example -

**Scope of Work Title:** Technical Support for Review of the ETTP Zone 2 FFS and Proposed Plan

Specific Task (s)	Time Frame	Estimated Hours
Prepare simplified bulleted product that will be useful to the board for full understanding as to what would be the end results of each alternative: a. What would the site look like? b. What DOE controls would have to remain in place? c. What restrictions would be in land notices? d. Are the NEPA concerns adequately addressed?	July-Aug	24
Meet and discuss with EM committee, committee issue managers, and city/county officials the public's expectations for ETTP Zone 2: a. Site appearance b. Historical preservation expectations c. Slabs, underground lines, fences, surface water, basements... d. Economic growth/concerns e. Restrictions	July-Aug	6
Prepare concept proposal(s) – what alternative best represents the public's/officials' view	July-Aug	2
Develop SSAB recommendations with EM committee during the public review period (July)	Sept.	4
<b>Total</b>		<b>36</b>