

**Bylaws
of
OREGON HANFORD CLEANUP BOARD**

I. Authority and Purpose

The Oregon Legislature established the Oregon Hanford Waste Board in 1987. The name was changed by the 2003 legislature to the Oregon Hanford Cleanup Board. The Oregon Hanford Cleanup Board serves as the focal point for policy discussions within state government concerning the disposal and cleanup of high-level radioactive waste in the northwest region. The Board makes policy recommendations to the Governor and the Legislature. After consultation with the Governor, the Board may also make policy recommendations on other issues related to the Hanford Site near Richland, Washington, including, but not limited to, defense wastes, disposal and treatment of chemical waste and plutonium production. ORS 469.573; *see also* ORS 469.574.

The purpose of these bylaws is to provide procedures for the orderly conduct of the Oregon Hanford Cleanup Board's business. *See* ORS 469.583.

II. Membership, Attendance, Voting and Rules of Order

(1) The Oregon Hanford Cleanup Board shall consist of the following:

Voting members.

Oregon Department of Energy administrator or designee;
Oregon Water Resources Department director or designee;
Governor's representative;
a representative of the Confederated Tribes of the Umatilla Indian Reservation; and
ten public members appointed by the Governor, one of whom shall be a representative of a local emergency response organization in eastern Oregon.

Advisory/nonvoting members.

three members of the Oregon Senate appointed by the President of the Senate, and
three members of the Oregon House of Representatives appointed by the Speaker of the House.

ORS 469.571.

(2) Any member of the Board who fails to attend two consecutive meetings of the Board, whether regular, adjourned or special, shall forfeit office unless the member is prevented from attending by the serious illness of a member or the family of the member or for any other cause that in the judgment of the Governor constitutes a valid reason for failing to attend. The Governor shall immediately appoint a successor. ORS 182.010. Members will

receive at least 10 days' notice, in writing, of the date and place of each regular, adjourned, or special meeting. ORS 182.020(1).

- (3) A majority of the voting members of the Board, eight voting members, must concur in order for the Board to make a decision. ORS 174.130.
- (4) Any proposed Board action must be moved by a voting Board member and seconded by another voting member before a vote may be taken by the Board.
- (5) In the case of a procedural dispute, Roberts Rules of Order (revised) shall govern when not in conflict with these bylaws or the laws of the State of Oregon.
- (6) The Oregon Department of Energy's Nuclear Safety Division will serve as the Board's administrative staff.

III. Election and Removal of Officers

- (1) The Board shall annually elect a chair and a vice chair from among the ten public members. The chair and vice chair shall serve for one year or until their successors are elected. A member may serve successive full terms as chair or vice chair.
- (2) The chair shall preside over all Board meetings, shall determine, in cooperation with the Board administrative staff, the location of the Board meetings, and shall execute all written documents that must be executed in the name of the Board.
- (3) In an emergency, when delay may impair the Board's ability to carry out its responsibilities, the chair or Executive Committee may act on behalf of the Board. The chair may determine the existence of an emergency. Where practicable, the administrative staff shall advise all Board members by telephone of any action proposed to be taken in an emergency period. The chair shall report any emergency action of the Executive Committee at the next Board meeting.
- (4) The vice chair shall act in lieu of the chair when the chair is unable to perform any of his or her responsibilities.
- (5) The chair or vice chair may be removed by an affirmative vote of eight voting Board members.

IV. Meetings - Date and Location Notice

- (1) The Board shall meet periodically as determined by a majority of the Board, at a time and place specified by the chair. The Board may vary the locations of its meetings in order to give persons throughout the state an opportunity to observe and participate in its activities. The Board administrative staff shall give notice of each meeting of the Board as required by ORS 192.640.
- (2) Notwithstanding Section III (3), the Governor or chair may call an emergency meeting to be held at any place in this state, designated by the person calling the meeting, upon 24 hours notice to each Board member and the public. In the event of an actual emergency event requiring Board action, a meeting may be held upon such notice as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours notice.

V. Agendas for Regular Meetings

- (1) The administrative staff shall prepare an agenda for each regular Board meeting after consulting with the chair. The agenda shall specify all matters scheduled to come before the Board at the meeting and shall identify the proponent of items placed thereon at the request of members of the public.
- (2) The agenda may contain a consent calendar, identifying items which are considered routine, such as minutes of previous meetings, which will be acted upon without public discussion. However, if a Board member objects to an item on the consent calendar, it will be removed from the consent calendar and placed on the regular agenda for discussion.
- (3) Each agenda shall include a designated time period which has been reserved for the presentation of concerns by interested citizens who wish to address the Board regarding any item within the Board's jurisdiction. The duration of this period will be established by the chair and may be lengthened or shortened at the Board meeting by the chair as the length of the meeting, timing and duration of other Board business dictate.
- (4) The agenda, together with minutes of all previous meetings that have not been approved by the Board, shall be mailed to Board members at least one week prior to a regular meeting. The Board administrative staff shall also send the agenda to each person or organization on the Board's general mailing list.

VI. Consideration of Matters Not on Agenda

A Board member or the Board administrative staff may, with the approval of a majority of Board members, raise matters at a meeting which were not placed on the agenda. A matter not on the agenda may not be acted upon unless a majority of the members agree that the matter is so substantial and of such immediate concern that it cannot be deferred until the next regular Board meeting.

VII. Request to Place Action and No-action Items on Agenda

Any person may request the Board discuss or take formal action on a particular subject. The requester shall notify the Board administrative staff in writing of the agenda request. The request must be received by the Board administrative staff at least 14 days before the regularly scheduled meeting for which the agenda item is proposed as a discussion or action item. With the concurrence of the chair, the request will be placed on the agenda for the next regularly scheduled meeting occurring more than 14 days after the request is received by the Board administrative staff. The request shall be treated as a discussion or action item at that meeting. A majority of voting Board members in attendance at the meeting in which this occurs determines whether or not an agenda item should be an action item. If the Board's vote determines the item is a discussion item, it may be scheduled as an action item at any subsequent Board meeting. The Board will not take final action on any discussion item as discussed in this section unless the request at issue constitutes an emergency.

VIII. Committees and Subcommittees

- (1) The chair may appoint Board members to committees and subcommittees, appoint committee and subcommittee chairs, alter the number of members of such committees and subcommittees, and abolish committees and subcommittees at any time unless disapproved by a majority of the Board. The individuals on such committees and subcommittees need not act as a group nor reach a consensus, but may report to the Board individually. A subcommittee recommendation on a request for substantive board action requires the support of a majority of the subcommittee members.
- (2) The Executive Committee shall consist of the chair, vice chair and chairs of established committees.
- (3) Membership of the committees and subcommittees appointed by the chair shall be recorded in the minutes of the Board. Volunteer public members from outside the Board ranks may be appointed to committees on an ad-hoc basis by the Chair.
- (4) The Board administrative staff shall prepare an agenda for each committee and subcommittee meeting after consulting with the committee or subcommittee chair.

IX. Board Files -- Duties of Administrative Staff

Administrative staff will take minutes of all Board meetings and Board committee meetings as required by ORS 192.650. Administrative staff will maintain minutes and other records of the Board for at least five years and thereafter deposit them in the State Archives. Administrative staff shall keep a record of the location of all files.

X. Board Communications

No member of the Board may write letters, other than routine or form letters, in the name of the Board unless authorized by a majority of the Board. Any letter issued on behalf of the Board shall be retained in the Board office and a copy transmitted to each Board member. Any correspondence that may materially affect policies and procedures of the Board shall be approved by a majority of the voting Board members prior to issuance.

XI. Waiver and Suspension

Inadvertent failure by the Board to comply with these bylaws shall not invalidate any action taken by the Board. The Board may temporarily suspend application of these bylaws by an affirmative vote of a majority of the voting members.

XII. Unacceptable Conduct

The chair may expel a person from a Board proceeding if that person engages in conduct that disrupts the proceeding.

XIII. Changes to Bylaws

Changes to these bylaws may be made by an affirmative vote of eight voting members. Proposed changes will be sent to Board members 14 days prior to Board action.