

4972

**FERNALD ADVISORY COMMITTEE CHARTER,
PROCEDURAL CONCERNS**

07/14/93

**2
HANDOUT**

FERNALD ADVISORY COMMITTEE

Charter, Procedural Concerns

The Fernald Advisory Committee will represent the major citizen stakeholders for the Fernald site, and it will advise the U.S. Environmental Protection Agency, the Ohio Protection Agency and the U.S. Department of Energy on cleanup issues at the Fernald site.

As such, it is **YOUR** committee, and your comments on the advisory group's charter and procedural ground rules are important. Dr. Bingham, the convener of the Fernald Advisory Committee, wants to hear your concerns.

Dr. Bingham is drafting a charter and procedural ground rules, which will be presented to the advisory committee when it is convened. The committee ultimately will decide whether to approve or modify this charter.

Although the advisory committee's charter and ground rules are being prepared from scratch, there are some items that should be included in each. The following lists are offered simply as a point of departure to help you focus your thoughts. Feel free to disregard these items and propose your own to Dr. Bingham.

Charter

In general, charters include:

- Statement of purpose

- Statement of authority
- Objective and scope of activity
- List of functions
- Composition of group
- Frequency of meetings
- Duration of group

Procedural Concerns

Also referred to as "ground rules," these are more detailed guidelines designed to help advisory groups function more efficiently. There also may be some repetition from the charter, although the ground rules usually are more specific, and build on the concepts enumerated in the charter. Some of areas addressed in ground rules include:

- Objective of the committee
- Specifics of membership
- Decision-making authority, process
- Meeting frequency, schedules
- Use of work groups, subcommittees, caucuses
- Issuance of reports
- Selecting a chair or opting for a facilitator
- Voting
- Response to recommendations
- Attendance
- Terms of office
- Use of alternates
- Participation of observers
- Confidentiality of materials
- Communicating with constituencies

- Communicating with the public, media
 - Use of parliamentary procedures, if necessary
 - Minutes and record-keeping
 - Travel and other expenses
-

References:

- Samples of existing charters and ground rules for other DOE and non-DOE advisory groups
- *Advisory Groups in the U.S. Department of Energy Environmental Cleanup Process: A Review and Analysis*, prepared by the Colorado Center for Environmental Management
- *Interim Report of the Federal Facilities Environmental Restoration Dialogue Committee: Recommendations for Improving the Federal Facilities Environmental Restoration Decision-Making and Priority-Setting Processes*, prepared by the Keystone Center
- The Federal Advisory Committee Act