

BYLAWS

ARTICLE I. NAME: The name of this Board shall be the Department of Environmental Protection's Cleanup Standards Scientific Advisory Board.

ARTICLE II. AUTHORIZATION: This Board is authorized and organized pursuant to Section 105 of the Land Recycling and Environmental Remediation Standards Act (Act 2 of 1995).

ARTICLE III. PURPOSE: This Board is created for the purpose of assisting the Department and the Environmental Quality Board in developing Statewide Health Standards, determining the appropriate statistically and scientifically valid procedures to be used, determining the appropriate risk factors and providing other technical and scientific advice as needed to implement the provisions of the act.

ARTICLE IV. MEMBERSHIP: Five members shall be appointed by the Secretary of the Department of Environmental Protection and two members each by the President pro tempore of the Senate, the Minority Leader of the Senate, the Speaker of the House of Representatives and the Minority Leader of the House of Representatives.

Members shall have a background in engineering, biology, hydrogeology, statistics, medicine, chemistry, toxicology, or other related scientific education or experience that relates to the problems and issues likely to be encountered in developing health-based cleanup standards and other procedures needed to implement the provisions of the Land Recycling and Environmental Remediation Standards Act.

The board membership shall include representatives of local government, the public, the academic community, professionals with the appropriate background and the regulated community (manufacturing, small business, and other members of the business community).

Members shall serve for a period of four years. The initial terms of the members shall be staggered so that at least one-half of the members' terms expire in two years. **Upon expiration of their term, Board members may retain active voting status until they are either replaced or reappointed by their appointing authority.**

Each member may designate one (1) alternate. Alternates are subject to concurrence by the Secretary.

In its deliberation, the Board may by majority vote direct the Chair to request the resignation of any member who is absent from three consecutive Board Meetings. Consideration shall be given to active participation in subcommittees and other Board actions. If after such a request the member does not tender a resignation within 30 days, the Chair may recommend to the Secretary this member's removal from the Board.

ARTICLE V. VOTING: Each member shall be entitled to one (1) vote, in person (including by telephone), on all matters which shall come before the Board. **Minor issues can be voted on via email.** Alternates are not entitled to a vote.

ARTICLE VI. OFFICERS: The officers of the Board shall be a chairperson and a vice-chairperson.

CHAIRPERSON: It shall be the duty of the chairperson to preside at all meetings of the Board, call special meetings, and perform such other duties as pertain to the office of the chairperson, such as the appointment of subcommittee chairpersons and the formation of an Executive Committee.

VICE-CHAIRPERSON: It shall be the duty of the vice-chairperson to perform the duties of the chairperson in his or her absence. He/she shall also assist the chairperson in the performance of such duties as may be assigned by the chairperson.

TERM OF OFFICE: The term of office shall be one (1) year or until successors are elected. (whichever is longer)

ARTICLE VII. ORGANIZATION: The Board shall elect a chairperson by majority votes and may adopt any bylaws or procedures it deems necessary to accomplish its purpose. Recommendations, positions or other actions of the Board shall be by a majority of its members.

ARTICLE VIII. MEETINGS: The Board will meet **at least** quarterly each year, **or as determined by the Department.** Regular meeting dates shall be established on an annual basis, subject to modification at the immediately preceding meeting. A quorum for the purpose of conducting business shall consist of more than half of the current membership. Meetings shall be subject to Robert's Rules of Order.

ARTICLE IX. ADMINISTRATION: The Department shall provide the appropriate administrative and technical support needed by the Board in order to accomplish its purpose, including support for surveys and technical studies the Board may wish to undertake.

ARTICLE X. ACCESS TO DOCUMENTS: The Board shall have access to all policies and procedures, draft proposed or final regulations or issue papers which the Board determines are necessary to achieving its purpose.

ARTICLE XI. PUBLIC ACCESSIBILITY: The Department shall publish a notice of meeting dates, times and locations and a list of topics to be discussed at any meeting no less than 14 days prior to the meeting. The Department shall maintain a mailing list of persons interested in receiving notice of meetings and the activities of the Board. The Department shall name a contact person for the public to ask questions and get information about the Board. Documents, issues papers and regulations developed by

the Board and proceedings of the meetings are governed by the Departments policies on access to public information.

ARTICLE XII. COMPENSATION: Members of the Board shall be compensated for actual travel and subsistence expenses they incur on Board business. Compensation for expenses shall be in accordance with Commonwealth policy.

ARTICLE XIII. AMENDMENTS: These bylaws may be amended, repealed, or suspended at any meeting of the Board by a two-thirds vote of the members present at the meeting, provided the members were provided with written notice of such amendment, repeal, or suspension at least one week prior to the meeting.