

BYLAWS
DEPARTMENT OF ENVIRONMENTAL PROTECTION
RADIATION PROTECTION ADVISORY COMMITTEE

Article I. NAME: The name of this Committee shall be the Radiation Protection Advisory Committee.

Article II. AUTHORIZATION: This Committee is authorized under the Radiation Protection Act (Act 1984-147).

Article III. PURPOSE: The Advisory Committee shall review proposed and final regulations and provide advice to the Department of Environmental Protection (Department).

Article IV. MEMBERSHIP: The Committee shall consist of at least 11 members appointed by the Secretary of the Department of Environmental Protection (Secretary). Members may represent environmental, health, science, engineering, business or public interest groups. At least one member shall represent the general public. The Secretary may also appoint members-at-large for inclusion in the committee. ~~The Committee shall be constituted to run through December 31, 2006. Thereafter, the Secretary may authorize reconstitution of the Committee for subsequent periods of four years.~~ Members will not receive any compensation for their services but shall be reimbursed by the Department for their actual and necessary travel and subsistence expenses incurred in the performance of their duties. One member of the Committee shall be the Executive Director of the Citizens Advisory Council to the Department representing the general public.

- A. An organization represented by a Committee member may nominate an alternate, appointed by the Secretary and listed with the Department. The Department will provide the alternate with a duplicate set of meeting materials. Alternates shall not receive any compensation for their services but shall be reimbursed by the Department for their actual and necessary travel and subsistence expenses incurred in the performance of their duties.
- ~~B. An organization represented by a Committee member shall submit its nomination of a Committee appointee to the Secretary for a succeeding term at least three months in advance of the expiration of the four-year term of the Committee. ~~This provision will require submission of nominations by March 15, 2006 for members and alternates appointed to the Committee term beginning January 1, 2007.~~~~
- C. Any member appointed by the Secretary, who is absent from three consecutive meetings and not represented by an alternate, may be recommended for removal. This recommendation may be made to the Secretary by the Chairperson or the Department.
- D. A Committee member and alternate will represent the organization from which they have been nominated.

Article V. VOTING: Members shall be entitled to one (1) vote, ~~in person~~, on all matters which shall come before the Committee. An alternate is entitled to vote at a meeting in person in place of a committee member.

Article VI. OFFICERS: The officers of the Committee shall be a chairperson and a vice- chairperson, elected within the Committee.

- A. TERM OF OFFICE: The term of office shall be twelve (12) months or until successors are chosen. Officers can be re-elected.
- B. ELECTION OF OFFICERS: Officers of the Committee shall be nominated at the end of the term of office and elected by open ballot at the first meeting of the new term, by the membership from among their number.
- C. CHAIRPERSON: It shall be the duty of the chairperson to preside at all meetings of the Committee, call special meetings, and perform such other duties as pertain to the office of chairperson.
- D. VICE-CHAIRPERSON: It shall be the duty of the vice-chairperson to perform the duties of the chairperson in his or her absence. The vice-chairperson shall also assist the chairperson in the performance of such duties as may be assigned by the chairperson.

Article VII. SUPPORT SERVICES, BUDGET, and STAFF: The Department will provide necessary support services, budget, and staff to the Committee to carry out responsibilities under the Act. The Department will provide an employee to attend all meetings and to perform necessary secretarial duties. Duties of secretary include: timely notice of meetings to members and designated alternates; recording discussions; generating and maintaining a permanent file of minutes of the Committee; recording motions and resolutions; maintenance of a permanent file of correspondence; and, performing such other duties as may be required by the Committee.

The committee secretary will provide a report to the Committee on the final disposition of the recommendations of the Committee. This report will include the Department's actions on the committee's recommendations, a copy of the materials submitted to the Environmental Quality Board (EQB) on those recommendations, and the EQB's actions on the materials submitted. If the Committee's recommendations were not accepted by either the Department or the EQB, the reasons for the rejection will be included in the report.

The Committee will be kept apprised of the status of regulatory changes and guidance; e.g., when the material is forwarded to the EQB and where applicable when the regulations and guidance are published in the *Pennsylvania Bulletin*. Notifications may be made either by e-mail or hard copy postal mail.

Article VIII. SUBCOMMITTEES: Subcommittees will be formed on an ad hoc basis, at the discretion of the chairperson or the Committee as a whole and will operate until the Radiation Protection Advisory Committee deems otherwise. The Chairperson shall select subcommittee

members. The Chairperson may select subcommittee members from the community at-large. Subcommittee members selected in this manner will serve on a voluntary basis and will not have voting privileges on matters before the committee. Approval of the Secretary is not required prior to selection of Subcommittee members; however, the Secretary retains the right to remove a subcommittee member who is selected in this manner.

Upon selection of a subcommittee member who is not already a member or alternate, the Chairperson shall notify the Department. Subcommittee members who are required to be at meetings sponsored by the Department are eligible for reimbursement for expenses under the same conditions as full committee meetings.

Article IX. MEETINGS: The Committee will schedule to meet at least twice per year. The Committee will decide upon the dates. A quorum for the purpose of conducting business shall consist of six voting members or alternates with delegated authority to vote. Members or designated alternates are expected to attend for the duration of the time needed to cover the presented agenda.

A. The Department in consultation with the Chairperson, will set the proposed agenda for each meeting. The agenda and additional resource material will be sent to Committee members at least two weeks in advance of the next meeting.

B. Meetings will be announced in compliance with the Pennsylvania Sunshine Law.

C. Meetings will be conducted under Robert's Rules of Order unless otherwise specified in these bylaws.

Article X. AMENDMENTS TO BYLAWS: These bylaws may be amended or repealed by Committee member(s) in the following way: proposed changes will be sent to members with the agenda for the next meeting; discussion of changes will take place at that next meeting; members will vote on the changes at that meeting subsequent to that; two-thirds of the Committee membership must approve any changes.

Article XI. OUTSIDE PARTICIPANTS AND PRESENTATIONS: Members of the general public will have the opportunity to address the Committee at times provided at the discretion of the Chairperson. Outside participants and presentations such as speakers, films, etc., will be allowed at the discretion of the Committee. Any member may request the Committee as a whole to vote to determine whether a presentation shall be permitted.

Article XII. COMMITTEE REPRESENTATION: The Committee shall act as a body in all matters and only the chairperson or his or her designated spokesperson shall communicate with the Secretary or his or her designate on behalf of the Committee.

Article XIII. RESOURCE MATERIALS: The Department will provide copies of informational materials for the public at Committee meetings. Organizations may bring materials to Committee meetings, but such material shall be identified as to source.