

**Stewart Air National Guard Base  
Restoration Advisory Committee  
Operating Procedures  
October 28, 2020**

**Final**

# Table of Contents

<b>FOREWORD.....</b>	<b>1</b>
<b>OVERVIEW.....</b>	<b>1</b>
<b>ROLE OF THE RAC.....</b>	<b>1</b>
<b>1.0 PURPOSE, MISSION, GOALS, AND DEFINITIONS.....</b>	<b>1</b>
1.1 PURPOSE .....	1
1.2 RAC MISSION AND GOALS .....	1
1.3 DEFINITIONS.....	2
<b>2.0 MEMBERSHIP .....</b>	<b>3</b>
2.1 RAC COMPOSITION.....	3
2.2 RAC GOVERNMENT MEMBERS OR GOVERNMENT STAKEHOLDERS .....	3
2.3 COMMUNITY MEMBERS AND COMMUNITY GROUP REPRESENTATION .....	4
2.4 APPOINTMENT OF COMMUNITY COMMITTEE MEMBERS.....	4
2.4.1 Appointment of Community Group Representation.....	5
2.5 COMPENSATION/FUNDING.....	5
2.6 ATTENDANCE .....	6
2.7 RESPONSIBILITIES .....	6
2.8 RESIGNATION .....	8
2.9 TERM.....	8
2.10 REMOVAL OF COMMUNITY MEMBERS.....	8
<b>3.0 ELECTION/ APPOINTMENT OF COMMITTEE OFFICERS.....</b>	<b>9</b>
3.1 ELECTION OF COMMUNITY CO-CHAIR.....	9
3.2 APPOINTMENT OF INSTALLATION CO-CHAIR.....	9
<b>4.0 COMMITTEE FUNCTION.....</b>	<b>9</b>
4.1 COMMITTEE MEETING OPERATION .....	9
4.1.1 Meeting Schedule and Location .....	9
4.1.2 Meeting Agendas and Materials.....	9
4.1.3 Meeting Summaries & Recordings .....	10
4.2 MEETING OPERATIONS AND DISCUSSION .....	10
4.3 DECISION-MAKING AND VOTING .....	11
4.4 PUBLIC PARTICIPATION .....	11
4.5 ESTABLISHMENT OF SUB-COMMITTEES.....	11
4.5.1 Science Sub-Committee.....	11
4.5.2 Other Sub-Committees .....	12
<b>5.0 ADJOURNMENT AND DISSOLUTION .....</b>	<b>12</b>
5.1 DECISION TO ADJOURN .....	12
5.2 DECISION TO DISSOLVE.....	12
<b>6.0 EFFECTIVE DATE AND AMENDMENTS.....</b>	<b>12</b>
6.1 EFFECTIVE DATE.....	12
6.2 AMENDMENTS.....	13
6.3 EXPIRATION .....	13

## **Attachments**

Appendix A – Restoration Advisory Committee Ground Rules

Appendix B – Restoration Advisory Board Rule Handbook Link

## **FOREWORD**

## **OVERVIEW**

These Procedures are based on guidance provided in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, as amended by the Superfund Amendment and Reauthorization Act (SARA) of 1986, particularly Sections 120(a) and 121(f), and 10 USC 2705, enacted by Section 211 of SARA. The activities of the Stewart Air National Guard Base Restoration Advisory Committee (RAC) follow the guidance of the Clean Water Act of 1972, 32 C.F.R. § 202, and the Restoration Advisory Board Rule Handbook issued by the U.S. Department of Defense (DOD) March 2007.

## **ROLE OF THE RAC**

A RAC may be established when DOD is planning or implementing environmental restoration activities. The RAC's activities are to address issues associated with environmental restoration activities in accordance with the Management Guidance for the Defense Environmental Restoration Program (DERP).

### **1.0 PURPOSE, MISSION, GOALS, AND DEFINITIONS**

#### **1.1 Purpose**

These Procedures establish operating procedures regarding the scope, characteristics, composition, funding, establishment, operation, adjournment, and dissolution of the RAC.

#### **1.2 RAC Mission and Goals**

The Stewart Air National Guard Base RAC provides the community with the opportunity to become involved in the environmental restoration process for Stewart Air National Guard Base either as a RAC member or through attendance at RAC meetings. This RAC offers members the opportunity to influence cleanup decisions through discussion and to provide input to the Air National Guard decision makers. Because representatives of the environmental agencies overseeing cleanup participate in the RAC, the RAC offers members and the public the opportunity to share their questions, concerns, and ideas with the agencies involved in the cleanup.

The community members, and the entire RAC, may provide their views by consensus in articulating their advice to the Air National Guard. The Community RAC will render advice and recommendations as a group. The role of the RAC “Group of the Whole” is to provide advice and recommendations as well. RAC decision making and voting is further discussed under Section 4.3.

The RAC goals include:

- Promote awareness and understanding of the technical and regulatory issues involved in the environmental restoration process.

- Review and comment on technical documents and related site information.
- Exchange research from global sources regarding environmental restoration and restoration advances being used in other communities.
- Serve as a community liaison, providing information from the RAC meetings to the community and information from the community to the RAC.
- Serve as a governmental agency liaison, providing information from the RAC meetings to the representative agencies, and information from those agencies to the RAC.
- Share ideas about ways to expeditiously, thoroughly, and comprehensively complete the restoration efforts that are protective of human health and the environment in a cost-effective manner.
- Provide positive, solution-focused input.
- Respond to and work earnestly to address concerns raised by community RAC members.
- Provide guidance for and assistance with navigating various governmental agencies involved in restoration activities.
- Receive and relate the goals of the community through meetings, polls, surveys, etc.

### **1.3 Definitions**

- “Community RAC members” shall mean those individuals (community members and community group representatives) identified by community members to participate in a RAC who live and/or work in the affected community or are affected by the Installation's environmental restoration program.
- “Environmental restoration” shall include the identification, investigation, research and development, and cleanup of on- or off-base contamination resulting from hazardous substances, pollutants, and contaminants caused by Air National Guard mission-related activities.
- “Facilitator” shall mean a third-party individual that is contracted to facilitate RAC meetings and provide administrative support to the RAC as needed.
- “Installation” shall mean the Stewart Air National Guard Base.
- “Public participants” shall include anyone else who may want to attend the RAC meetings, including those individuals that may not live and/or work in the affected community or may not be affected by the Installation's environmental restoration program but would like to attend and provide comments to the RAC.

- “Stakeholders” are those that may be affected by environmental restoration activities at the Installation, including local and state governments, and current landowners, as appropriate.
- “RAC adjournment” shall mean when the Air National Guard/Stewart Air National Guard Base, in consultation with the RAC government representatives such as New York State Department of Environmental Conservation, RAC members, and the local community, as appropriate, closes the RAC based on a determination that there is no longer a need for a RAC or when community interest in the RAC declines (as defined in Section 5.1).
- “RAC dissolution” shall mean when the Air National Guard, with the appropriate approval, disbands a RAC that is no longer fulfilling the intended purpose of advising and providing community input to the decision makers on environmental restoration projects (as defined in Section 5.2).

## **2.0 MEMBERSHIP**

### **2.1 RAC Composition**

The total number of Committee members shall not be greater than 25. The original distribution of membership was established with ten (10) RAC Government Members or Government Stakeholders (including the Air National Guard) and fifteen (15) community representatives (community members and community group representatives). The RAC may consider adjusting the membership at a later date through amendment to these operating procedures as described in Section 6.2, Amendments.

The RAC may be run by a facilitator. The purpose of the facilitator is to focus on the process of the meeting and seek an orderly and productive meeting.

### **2.2 RAC Government Members or Government Stakeholders**

The RAC shall include one representative from the Air National Guard/Stewart Air National Guard Base, who will serve as one of the co-chairs. In addition, the RAC recognizes that other governmental agencies have a vested interest in the environmental restoration activities at the installation. A seat on the RAC has been reserved for the following agencies who may choose to serve as RAC members or attend as government stakeholders.

1. Environmental Protection Agency (EPA),
2. New York State Department of Environmental Conservation (NYSDEC),
3. New York State Department of Health (NYSDOH),
4. New York State Department of Transportation (NYSDOT),
5. Port Authority of New York and New Jersey (PANYNJ),
6. Orange County,

7. City of Newburgh,
8. Town of Newburgh,
9. Town of New Windsor.

If an agency chooses to participate as a RAC Government Member, that agency will be seen as a RAC member and may appoint one Point of Contact (POC) as a RAC member. If the POC is unable to attend a meeting, another representative may attend instead and the RAC Co-chairs or administrator will be notified of the substitution. If the organization intends to change their main POC, the RAC should be notified prior to the change of POC, if possible. Additional representatives from these organizations may attend the meeting, present information to the RAC, and/or sit with the public participants. If an agency chooses to participate as a Government Stakeholder, that agency will be recognized as being able to provide resources and information to the RAC as a stakeholder but will not be officially recognized as a RAC member.

If additional government agencies are identified, the RAC may vote to add a position to the RAC or replace a current agency in accordance with Section 4.3.

### **2.3 Community Members and Community Group Representation**

The RAC can have up to a total of fifteen (15) community positions held by community members and community groups (as defined in 2.4.1). Of these positions, no more than seven (7) positions can be held by community groups, of which no more than three (3) will be non-local groups.

### **2.4 Appointment of Community Committee Members**

After the initial establishment of the RAC, the membership will be responsible for filling vacant community RAC positions or at the end of member terms. RAC members whose terms are ending must notify the RAC Co-chairs, administrator, or facilitator of their intention to seek reappointment at the meeting prior to the meeting where new members will be selected. RAC members are not required to complete a new application, unless any information on their previously filed application needs to be updated.

Community members may apply/nominate themselves to be a community RAC member. To be considered, a person must submit an approved application form to both Co-Chairs at least 3 weeks prior to upcoming quarterly RAC meeting. RAC Community Members will nominate candidates and vote internally (majority rule) to select the final nominee. This candidate's application will be submitted to the full RAC no later than fourteen (14) days prior to the date of the Committee meeting at which membership will be considered for approval. The applicant should either be present at the voting meeting or inform one of the RAC Co-chairs, administrator, or the facilitator if they cannot attend. Membership preference will be given to individuals who live or work in the affected communities or are affected by the environmental restoration projects. Applicants must be approved by both RAC Co-chairs.

Selection meetings shall be held during the fall meeting of each calendar year. To ensure public notification of RAC membership opportunities and the process for self-nomination to the RAC,

the Air National Guard will advertise, as appropriate, in advance of the RAC membership selection meeting. Applications will be made available digitally in both English and Spanish, and may be printed by the Air National Guard upon request.

### **2.4.1 Appointment of Community Group Representation**

The original selection committee established the RAC with five (5) dedicated community group seats. These operating procedures will allow for seven (7) that can be held by community groups, with no more than three (3) being from non-local groups. The purpose was to ensure that these local advocacy groups would have a semi-permanent position on the RAC. Each community group will appoint a primary representative that will serve on the RAC. If the primary representative is unable to attend a meeting, an alternate representative may attend on behalf of the community group. The community group's RAC representative is responsible for notifying the RAC Co-chairs if an alternate will attend a RAC meeting. If the community group intends to change their primary representative, the Co-chairs and RAC will be notified prior to the change. The original five Community Group seats are dedicated to:

1. Hudson River Sloop Clearwater, Inc.;
2. Newburgh Clean Water Project;
3. Newburgh Conservation Advisory Council;
4. Quassaick Creek Watershed Alliance; and
5. Riverkeeper.

If a community group decides they no longer want to have a RAC member, they should notify the RAC Co-chairs of their intent to relinquish their seat on the RAC. The RAC membership will have the opportunity to recommend or seek applications from other community groups that would like to be represented on the RAC. If no other groups are identified, the RAC may vote to fill the seat with a community representative as discussed in Section 2.4 and in accordance with the voting rules in Section 4.3.

### **2.5 Compensation/Funding**

Members shall serve without monetary compensation. All expenses incidental to travel and document review shall be borne by the respective members or their organizations. Subject to the availability of funds, the Air National Guard may provide training for Committee members if it is unique to and mutually benefits the establishment and operation of a RAC and if it is relevant to the environmental restoration activities occurring at the Installation. Should Community RAC members pursue and obtain alternate funding sources (e.g., a grant), the RAC may authorize spending beyond that expended by the Air National Guard. For example, the RAC may choose to pursue alternate funding sources for in-person interpretation, meeting live-streaming, training, or other priorities as defined by the RAC or by the funding source.

## 2.6 Attendance

Members are expected to attend all Committee meetings. Each RAC member is expected to notify the RAC Co-chairs, administrator, or facilitator in advance of a RAC meeting if he or she is unable to attend. Community and Community Group RAC members may designate an alternate (proxy) to attend regular or special meetings on their behalf. The RAC Co-chairs, administrator, or facilitator should be notified if any alternate (Government POC, Community Group representative, or Community Member) will be attending the meeting. RAC members can designate whether or not their proxy has voting rights at meetings (email-verified).

If a Community member or his or her designated alternate fails to attend three consecutive meetings, their membership shall be deemed vacated without further action by the Committee. If a Government POC or Community Group representative or their designated alternate fails to attend three consecutive meetings, the organization will be asked to appoint a new POC/primary representative or if they wish to continue their participation in the RAC.

## 2.7 Responsibilities

- The Installation Co-chair is expected to coordinate with the community Co-chair, the administrator, and the facilitator to prepare and distribute agendas for meetings; ensure that DoD participates in an open, honest, constructive manner; discuss environmental matters in a manner that will ensure that lay members of the RAC can understand; attend all RAC meetings; ensure RAC members have the opportunity to provide input; ensure community issues and concerns related to restoration are addressed when raised; ensure documents distributed to the RAC are written in layman's terms when possible and made available to the general public; ensure an accurate list of interested parties is developed and maintained; provide relevant policies and guidance documents to the RAC; refer issues not related to restoration to the appropriate officials; produce meeting summaries, and ensure that RAC members receive necessary training. The Installation Co-Chair provides agendas and draft presentation materials at least two (2) weeks ahead of meetings. The agenda will be provided in English and Spanish. The Installation Co-Chair also provides guidance about and assists in navigating various government agencies, as well as assists in identifying potential funding sources for RAC needs.
- The Community Co-chair is expected to coordinate with the Installation Co-chair, the administrator, the facilitator, and community members to prepare agendas; ensure that all RAC community members have the opportunity to participate in an open, honest, and constructive manner; ensure that community issues and concerns related to restoration are raised; coordinate with Installation Co-chair to ensure that periodic training assessments are conducted and training needs are met; assist with information sharing with the general public; report back to the community, and coordinate with other RAC members to ensure that they are adequately representing segments of the community at RAC meetings; and serve without compensation on the RAC. The Community Co-Chair will open the meeting with a summary of the RAC's purpose (for all those in the audience new to the forum) and may appoint a

Community RAC Member to close the meeting with a summary of the meeting's highlights, next steps, and an invitation to join in the follow-up community sessions.

- The RAC facilitator is expected to coordinate with the both Co-chairs and other members as appropriate.
- All RAC members may, as needed, prepare meeting agendas; facilitate RAC meetings so that all RAC members have the opportunity to participate in an open, honest, and constructive manner; ensure that community issues and concerns related to restoration are raised; communicate with RAC members and members of the public on RAC issues as needed between RAC meetings, attend all RAC meetings, track membership, assist with meeting summary development, and assist with overall RAC management.
- Community RAC members are expected to attend meetings; provide individual input in an open, honest, and constructive manner; represent and communicate community concerns to the RAC; act as a conduit for exchange of information; represent and communicate RAC issues to the community; and serve without compensation on the RAC. RAC members may be offered the opportunity to review and comment on documents and other materials related to Installation environmental restoration projects.

When given the opportunity to review documents that have not been made available to the public-at-large, RAC members cannot share all or any part of the document with any person or organization outside of the RAC without ANG approval, except to the extent that information from these documents is made public through the RAC process (i.e., meeting minutes or contractor prepared slides presented during a public RAC meeting). Doing so would be grounds for not sharing non-public documents with that RAC member in the future.

Community organizations on the RAC may share such documents internally with their primary and alternative representatives and one additional employee/member. For each community organization, ANG will be provided the names of the alternate and additional employee/member who are requesting access to review the documents and will be notified of any changes to these representatives. Those individuals will be bound to the same confidentiality constraints as all RAC members.

Non-RAC members may review such documents if they join the Science Sub-Committee as set out in Section 4.5.1; or join the RAC per Sections 2.4 or 2.4.1.

If the RAC chooses to provide comments on a document, one set of comments for the entire RAC will be submitted to ANG by the end of the comment period. It is the RAC's responsibility to review and consolidate all comments into a single set of comprehensive comments from individual and community group RAC members.

- Government RAC Representatives and Stakeholders are expected to attend meetings; participate in an open, honest, and constructive manner; serve as a referral and

resource on restoration; ensure that state, local and federal environmental standards and regulations are identified and addressed by the Installation; facilitate flexible and innovative resolutions of environmental issues and concerns; and assist in education and training of RAC members. These members will provide guidance about and assist in navigating various government agencies and assist in identifying potential funding sources for RAC needs. Governmental Representatives and Stakeholders may provide resource documents, reports, and/or summaries that would benefit the RAC member's understanding of environment restoration topics. If possible, documents should be in easily understandable language and translated to Spanish.

## **2.8 Resignation**

Any member who determines he or she is unable to continue to participate fully may submit a resignation in writing to RAC Co-chairs, administrator, or the facilitator. At the meeting after a community resignation is received, the RAC will vote to either appoint a candidate to serve the remaining term [see Section 2.4] or may choose to leave the seat vacant until the next RAC meeting where new members will be selected. If someone is not directly appointed, the RAC will follow the appointment guidelines in Section 2.4.

## **2.9 Term**

The term of office for community RAC positions will be staggered through self-selection over 1-2 years in order to have continuity in membership with a limit of serving three-consecutive terms. Community member terms shall commence at the start of the winter meeting each calendar year and conclude during the fall meeting depending on term length. Community members appointed as replacements for members unwilling or unable to complete their terms shall serve the remainder of the outgoing member's term. After serving all or part of a term, a member may continue to serve additional terms by complying with the provisions of Sections 2.4 through 2.7. The Co-chairs and facilitator will be responsible for tracking member terms.

## **2.10 Removal of Community Members**

A RAC community member may be removed for good cause as determined by a majority vote of the Community Members present and as approved by a 2/3 (two-thirds) majority of the Community Members, allowing for absentee votes. Reasons for calling a vote of removal may include, if that person's actions are deemed ineffective or detrimental to the progress of the RAC. The RAC may also use a 2/3's majority vote to remove a community group or request a replacement of their primary representative if deemed necessary. All voting shall be conducted in accordance with Section 4.3.

If necessary, the RAC Co-chairs may remove a community member prior to the expiration of his or her term if that person's actions have been deemed a safety or security risk to the Committee.

### **3.0 ELECTION/ APPOINTMENT OF COMMITTEE OFFICERS**

#### **3.1 Election of Community Co-chair**

The RAC Community Co-chair shall be selected to serve a 12-month term. A Community Co-chair may serve two or more terms if approved by the Committee community members. The Community Co-chair may choose to resign his or her chair without affecting his or her RAC membership.

If the Community Co-chair is unable to attend a RAC meeting, the Co-Chair will designate another RAC member to carry out the Community Co-chair's duties at that meeting.

The Community Co-Chair may be removed for good cause as determined by majority vote of the Community Members present and as approved by a 2/3 (two-thirds) majority of the Community Members, allowing for absentee votes.

#### **3.2 Appointment of Installation Co-chair**

The Air National Guard / Stewart Air National Guard Base will appoint a representative to serve as the Installation Co-chair. If the Installation Co-chair is unable to attend a RAC meeting, he or she will designate an alternate to carry out the Installation Co-chair's duties at that meeting.

### **4.0 COMMITTEE FUNCTION**

The RAC functions to provide a full spectrum of views to the Air National Guard and Stewart Air National Guard Base; and, therefore, all views and comments are to be considered regardless of any particular consensus by community members or the entire Committee.

#### **4.1 Committee Meeting Operation**

##### **4.1.1 Meeting Schedule and Location**

Regular meetings of the Committee shall be held at times approved by the Co-chairs. Meeting will generally be held quarterly. Special meetings may be held at any time if deemed necessary by the Co- chairs, provided that all members shall be given advance notice of any special meeting. Meetings may be held via on-line conference or teleconference forums with two weeks-notice.

##### **4.1.2 Meeting Agendas and Materials**

The agenda for each RAC meeting shall be prepared by the Co-chairs and the facilitator, with input on suggested topics from all RAC members. Agenda items are limited to topics regarding environmental restoration activities at the Installation, as well as updates on community outreach initiatives and potential funding sources.

All projects included in the hand-outs will have the project lead Name, Title, and Company/Agency listed by the project details so the RAC Community members can get to know

the restoration agencies/teams better and address questions and concerns appropriately. Each Restoration Site will be assigned an appropriate identifier so that it can be easily referenced in the online repository. Site maps and applicable remediation phase will be included.

The Air National Guard shall provide each RAC member a copy of the meeting agenda, presentation/meeting materials, answers to RAC Community Members' questions, and transcripts, as appropriate, at least two (2) weeks in advance of RAC meetings. Meeting agendas and transcripts will be provided in English and Spanish. Two weeks in advance of RAC meetings, agendas and presentation materials will be provided to Orange County for posting to their website. Additionally, the Air National Guard will ensure that the final RAC meeting materials are posted to the Air Force online Administrative Record at <https://afcec-cloud.af.mil/>.

#### **4.1.3 Meeting Summaries & Recordings**

Meeting summaries shall document the topics discussed at RAC meetings. The Air National Guard and facilitator shall distribute draft summaries to the RAC members for review and comment. The Air National Guard and facilitator will revise the summaries in consideration of the comments and distribute the revision for RAC concurrence. The summaries will be made available in English and Spanish. If the Air National Guard chooses to use a court reporter, a transcript will be provided as the final summary. RAC community members and/or the public may record meetings. If a meeting has been held via video or teleconferencing, ANG will provide a recording of the conference to the Community RAC members that will also be made publicly available online as soon as feasible.

#### **4.2 Meeting Operations and Discussion**

All meeting attendees are asked to follow the Restoration Advisory Committee Ground Rules that are listed in Appendix A. For each agenda item, discussion and comment shall be entertained on each scheduled topic. The following procedures shall govern the orderly conduct of discussion and comment at regular and special RAC meetings:

1. Discussion and comment will normally be accepted only on the current agenda items, save for RAC Community Questions and Departmental Answers distributed and compiled between RAC meetings, which will be summarized by the Community Co-chair during the RAC business portion of each meeting. The Community Co-Chair or Facilitator shall judiciously limit the duration of discussion and comment to allow the remaining order of business to be completed.
2. During discussion and comment periods, a speaking time of no more than five minutes per person is essential to a fair, open, orderly and productive debate. When the issue or topic is of such a nature that more than five minutes per person may be necessary, the length of each speaker's remarks and the duration of the discussion and comment period shall be determined by a majority vote of RAC members present.
3. RAC meetings held online via video conference or teleconference will remain open to the public as practicable with security measures in place as needed. Efforts will be made to use conferencing technology that provides a recording of the meeting (to include features such as closed captioning if available).

### **4.3 Decision-making and Voting**

The RAC generally may make business decisions on RAC issues through a vote of the majority of its members. The RAC may determine the method of voting or change the method of voting with the agreement of 2/3rds majority vote of its total membership.

To formulate recommendations to the Air National Guard or other outside entity, the RAC may also choose to use an alternative decision-making process – such as the consensus model. RAC input to the Air National Guard will be considered a recommendation not a formal vote.

### **4.4 Public Participation**

In order to ensure public input into the planning and implementation of environmental restoration activities, the public shall have an opportunity to make comments at each Committee meeting during the schedule agenda portion. Public comments/questions should be limited to 3 minutes or less per person. At least 20 minutes are reserved for public comment at the end of the meeting. The Co-chairs shall assign responsibility for responding to public comments if they cannot be addressed at the meeting.

### **4.5 Establishment of Sub-Committees**

The RAC has authorization to establish sub-committees consisting of RAC members (e.g., a Science Sub-committee). The purpose of these sub-committees is to allow RAC members opportunities to discuss and focus on RAC-related topics of most interest to them outside of the regular meetings.

#### **4.5.1 Science Sub-Committee**

Due to the technical complexities of environmental restoration, the Science Sub-committee can include up to three (3) non-RAC members from the local community who have technical qualifications and scientific expertise to assist the RAC in understanding the complexities of the environmental restoration program (i.e., a Science, Technology, Engineering, Mathematics [STEM] degree and experience in environmental science/engineering). Any non-RAC member wishing to participate on the Science Sub-committee shall submit a resume demonstrating their technical qualifications to the Community Co-Chair. If the Community Co-Chair and other RAC members believe the individual is qualified, the Community Co-Chair will submit the resumes of the non-RAC members to the Installation Co-Chair for concurrence. The Community Co-Chair will be responsible for notifying the Installation Co-Chair about the resignation of the non-RAC members and replacement members will need to complete the same approval process.

Once approved, these non-RAC members of the Science Sub-Committee can review science-related documents which are made available only to RAC members, under the condition that they abide by the same rules as RAC members (see Section 2.7). Science Sub-committee members who are given access to these documents as part of the review process should protect these documents from release to the public-at-large. Not doing so will be grounds for ANG to revoke the privileges of the non-RAC member from the Science Sub-committee.

## **4.5.2 Other Sub-Committees**

Sub-committee members should generally be sourced from the RAC. If the RAC determines that non-RAC member participation is needed for a particular sub-committee from an individual who brings expertise that doesn't exist in the RAC, that individual should provide a resume demonstrating an appropriate level of qualification to provide that specialized expertise to the RAC Co-Chairs for concurrence. The RAC should be careful on selecting too many non-RAC members because it begins to degrade the RAC selection process.

These non-RAC members will generally not be allowed access to non-public documents provided to RAC members. However, if both RAC Co-Chairs agree to sharing non-public documents on a case-by-case basis, the non-RAC members must abide by the same rules as RAC members (see Section 2.7).

## **5.0 ADJOURNMENT AND DISSOLUTION**

### **5.1 Decision to Adjourn**

The appropriate circumstances for adjournment include program completion and inadequate sustained community interest. RAC adjournment is addressed in 32 C.F.R. § 202.10. Inadequate sustained community interest will be considered if the community membership numbers fall to one-third (1/3) or less of the current or original membership number (whichever is greater) and no community members express interest in filling the vacant seats or the community membership has not participated in or requested a meeting for more than 13 months. The Installation Co-chair shall discuss potential adjournment and consider input from the Committee, local community members, and other stakeholders, as appropriate, prior to reaching a decision concerning RAC adjournment.

### **5.2 Decision to Dissolve**

The appropriate circumstances for dissolution of the RAC include inefficient operation or failure to fulfill the intended purpose of the Committee. RAC dissolution is also addressed in 32 C.F.R. § 202.10. Both Co-chairs are required to discuss potential dissolution and consider all input from the Committee, the local community, and other stakeholders as appropriate. The public shall be notified of the proposal to dissolve the RAC and provided a 90-day public comment period on the proposal.

## **6.0 EFFECTIVE DATE AND AMENDMENTS**

### **6.1 Effective Date**

The effective date of these Procedures shall be the date of approval by a majority of the RAC members. Such approval shall be indicated by the execution below by the Community and Installation Co-chairs.

## **6.2 Amendments**

These operating procedures may be further amended by a 2/3's majority vote of the Committee members. Such proposed amendment shall be distributed in writing to all Committee members prior to the meeting at which the proposed amendment is discussed and considered for approval. Amendments shall be consistent with applicable laws, regulations, guidelines, Air National Guard agreements with state and federal regulatory agencies, and the statutes listed in the Foreword of these Procedures (Basis and Authority for Procedures). If the amendment is approved, it shall be effective immediately.

## **6.3 Expiration**

These operating procedures shall expire without further action by the RAC or any other party upon the effective date of adjournment of the Committee.

## **CERTIFICATION OF RAC APPROVAL**

The duly appointed Restoration Advisory Committee Co-chairs certify that the foregoing RAC Operating Procedures, including the attachments, were approved by a majority of Committee members present at a regular or special meeting of the Committee.

SIGNATURE PAGE TO  
STEWART AIR NATION GUARD RAC OPERATING PROCEDURES

**IN WITNESS WHEREOF, we have set our hands below.**

Installation Co-chair:

Community Co-chair:

\_\_\_\_\_  
Col. J. Marc Kelly

\_\_\_\_\_  
Chuck Thomas

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

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

## **APPENDIX A –**

### **Restoration Advisory Committee Ground Rules**

1. Meetings will start and end on time, unless the group agrees to extend.
2. There is only one meeting; no side conversations—only one person may talk at a time. This will also facilitate accurate note taking for the meeting minutes.
3. Meetings will stick to the topics on the agenda. Open issues time is available to raise topics for future meetings.
4. All dialogue will be respectful. Disrespect produces defensiveness; defensiveness does not contribute to progress. (Respectful dialogue deals with the particulars of the situation without impugning individuals, their motives, or their organizations.)
5. Necessary decisions will be made by consensus whenever possible; formal votes are a last resort. Decisions made by the group, once reached, will be supported by all the members.
6. No surprises. If you have information relevant to an agenda item, share it with all RAC members before the meeting.
7. No secrets. All relevant information concerning the site will be shared by all parties, except where privacy or security requirements apply. Information dissemination is one of the major responsibilities of all RAC members.

## **APPENDIX B –**

### **Restoration Advisory Board Rule Handbook (March 2007)**

The handbook is available on the Department of Defense Environment, Safety, and Occupational Health Network and Information Exchange web page at:

<https://www.denix.osd.mil/rab/home/unassigned/rab-rule-handbook/>.