

MISSION AND GROUND RULES OF THE WEST VALLEY CITIZEN TASK FORCE

I. OBJECTIVES

The New York State Energy Research and Development Authority (NYSERDA) has formed a Citizen Task Force with participation from the U.S. Department of Energy (DOE), to provide advice on the completion of the West Valley Demonstration Project and cleanup, closure and/or long-term management of the facilities at the site. The objectives of forming the Task Force are to:

- Provide a forum for open discussion of related issues by community representatives;
- Identify and understand the various interests of the community and other interested parties;
- Increase the flow of information between DOE, NYSERDA and the Task Force Members (“Members”) (and their constituencies);
- Expand areas of agreement, clarify differences, and explore ways to establish mutually agreed upon recommendations among the Task Force Members;
- Enhance public involvement in the decision-making process; and
- I.

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fail to attend half of the scheduled meetings in a calendar year may be removed from the CTF by consensus of the CTF Members present at the first scheduled meeting of each year.

An individual Member may have an alternate attend a meeting in his or her place. Each alternate is encouraged to represent the organizational interest or affiliation of the Member, attend Task Force meetings, and exchange full briefing information with the Member, so that the presence of the alternate will not delay the progress of the Task Force.

2. *Length of Service*

There is no defined length of service for Task Force Members. However, the maximum number of Task Force Members serving at any one time is seventeen (17). NYSERDA and DOE will periodically review Task Force membership to promote and ensure appropriate community representation.

3. *Right to Resign*

Any Task Force Member may resign from the Task Force at any time. NYSERDA, DOE, and the Task Force will jointly select replacements for those Members who have resigned from the Task Force.

B. NYSERDA and DOE

NYSERDA and DOE are committed to working with, and supporting the Task Force, and carefully considering its advice on the preferred alternative and other aspects of decisions about the future of the site. Senior management from NYSERDA and DOE will participate in the discussions of the Citizen Task Force, openly discussing site knowledge including technical details, institutional constraints, and budgetary information, and will communicate current information on regulatory criteria affecting the site.

C. Task Force Facilitator

NYSERDA and DOE will provide a facilitator to help coordinate the Citizen Task Force process and facilitate meetings. (See Section IV. F and G.)

D. Technical Resources for the Task Force

During its deliberations, the Task Force will receive information from various technical resources including, but not limited to, NYSERDA and DOE contractors and regulatory officials.

III. DECISIONS OF THE TASK FORCE

A. Consensus

The Task force will endeavor to operate by consensus of all Members who are present at the meeting.

B. Work Groups

Work Groups may be formed to address specific issues and make recommendations to the full Task Force. The Work Groups are not authorized to make decisions for the Task Force as a whole. Work Group meetings will be held between meetings of the full Task Force and scheduled at the

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convenience of the participants. Alternately, Work Group meetings may be held by teleconference. Each Task Force Member will be notified of all Work Group Meetings.

C. Consensus Recommendations

To the extent that the Task Force reaches a consensus agreement on recommendations regarding the development of a preferred alternative and the NYSERDA and DOE Task Force participants concur with these recommendations, then the NYSERDA and DOE participants will use their best efforts to persuade their respective agencies to adopt the consensus recommendations.

D. Majority/Minority Reports

If the Task Force is unable to reach consensus on its recommendations, the Task Force may report its findings in majority and minority reports.

IV. PROCEDURES

A. Open Meetings

Meetings of the Task Force will be open to the public. As needed, meetings will be held monthly, unless the Task Force adopts a different schedule. Work Group meetings will be held as needed and may be closed to the public at the discretion of the Members. A brief summary of the deliberations of any closed session must be prepared and made available within a reasonable time.

B. Conduct at Meetings

Participants agree to the following guidelines:

- Treat each other with respect;
- Only one person speaks at a time;
- Listen as an ally, not as an adversary;
- Ask for clarification, don't assume you know what someone means;
- Every Member can participate equally, avoid dominating;
- It's okay to disagree; and
- Honor time limits.

C. Observers

All persons attending meetings who are not Task Force participants are considered observers. Observers may speak only at times designated for observer comments on the meeting agenda.

D. Media Relations

The Task Force Members may develop a specific plan for interacting with media representatives. No CTF Member will speak for the CTF to the media without the consensus of the CTF.

E. Meeting Summaries

Draft summaries of the Task Force meetings will be prepared by the facilitator and reviewed by the Task Force Members, and NYSERDA and DOE site management. Also, summaries will be made available at the next regular Task Force meeting and sent to all individuals on a mailing list developed by the Task Force.

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F. Agendas

Full Task Force meeting agendas will be drafted by the facilitator in consultation with the Task Force Members, NYSERDA and DOE site management. The agenda will be reviewed at the beginning of each meeting and will be revised, if necessary.

G. Facilitator

A facilitator will chair the meetings of the Task Force and work with all of the Members to ensure that the process runs smoothly. The facilitator serves at the pleasure of the Task Force. The role of the facilitator usually includes developing draft agendas, focusing meeting discussions, working to resolve any impasses that may arise, preparing meeting summaries and a draft of consensus work products, assisting in location and circulation of background materials and documents the Task Force develops, and other functions as the Task Force requests. At the request of the CTF, an independent facilitator will be available for meetings.

H. Amendments to CTF Mission and Ground Rules

After adoption, these ground rules may be amended only by consensus of all Members present at the meeting in which the amendments are presented for adoption. Members shall be given reasonable notice of proposed amendments.

V. SAFEGUARDS FOR THE PARTICIPANTS

A. Good Faith

All participants agree to act in good faith in all aspects of the Task Force's deliberations. In order to encourage the free and open exchange of ideas, views, and information prior to achieving consensus, participants agree not to use specific offers, positions, or statements made by another participant outside the Task Force process.

B. Personal Attacks

Personal attacks and prejudiced statements will be not be tolerated.

C. Right to Caucus

Any participant can request a caucus at any time during a meeting.