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Revision 0

Hanford Beryllium Awareness Group Charter and By Laws of Hanford Beryllium Awareness Group

**Prepared for the U.S. Department of Energy
Assistant Secretary for Environmental Management**

Fluor Hanford
P.O. Box 1000
Richland, Washington

**Contractor for the U.S. Department of Energy
Richland Operations Office under Contract DE-AC06-96RL13200**

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R.W. Bloom, Fluor Hanford, Inc.

June 2004

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Hanford Beryllium Awareness Group

Charter

1.0 PURPOSE

The purpose of the Beryllium Awareness Group (BAG) is to 1) provide information and knowledge, orientation, and support of current and former Beryllium affected employees along with their family members; 2) provide input on training and services; 3) be a resource to others on beryllium issues; and 4) provide feedback to contractor management and DOE. The BAG may be an advocate for the interests of beryllium affected individuals.

2.0 MEMBERSHIP

Beryllium affected individuals are eligible to become members of the Beryllium Awareness Group. Beryllium affected individuals may be current or former employees.

3.0 SUPPORT ORGANIZATION

DOE, its Contractors, and HAMTC will participate and provide support to the BAG. These organizations support the BAG effort to gather, prepare and distribute accurate information on beryllium and its associated health hazards. These organizations will support and maintain the Hanford Beryllium Web site with input from the BAG.

4.0 GROUP OPERATION

- 4.1 The members of the group will include a chairperson, vice-chairperson and a recording secretary. The chairperson will be responsible for conducting regularly scheduled meetings and will be the group spokesperson. The vice-chairperson is responsible for chairing meetings in the absence of the chairperson. The recording secretary will maintain the membership roster, keep minutes of discussion topics, issues of concern, and progression of issue resolution to final disposition. The recording secretary will keep and transmit minutes of the meetings to the chair for approval and distribution. Each chairperson and vice-chairperson will be elected by a simple majority to serve a term of 2 years. Each voted position will serve no more than 2 consecutive terms.
- 4.2 The group will establish subcommittees from time to time to complete various tasks agreed to by the members. Each subcommittee will have a chairperson who is responsible for conducting meetings, completing assigned tasks and reporting to the BAG.
- 4.3 The group shall meet bimonthly, or as otherwise agreed to by the members. One of the two monthly meetings is an open meeting and the other will be for BAG members and invited guests only. An agenda will be published and distributed in advance for all meetings.
- 4.4 A membership roster will be maintained documenting general and subcommittee membership. In addition, a roster of the chairperson, vice-

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chairperson and recording secretary, and their time served in office, will be maintained. This membership roster will be updated prior to every monthly open meeting. This membership roster will be controlled.

4.5 The BAG will establish by-laws as needed.

5.0 INITIATIVES/ACTIONS

BAG initiatives/actions will be voted on and approved by a simple majority at a scheduled meeting. The designated Contractor representative(s) will be invited to a scheduled meeting where the recommendations will be presented.

6.0 Charter Review

The Beryllium Awareness Group Charter will be reviewed and updated annually.

**BY LAWS
OF
HANFORD BERYLLIUM AWARENESS GROUP**

**ARTICLE I
OBJECT AND DEFINITIONS**

Section 1. Purpose. The purpose of the Beryllium Awareness Group (BAG) is to 1) provide information, knowledge, orientation, and support of current and former employees along with family members; 2) provide input on training and services; 3) be a resource to others on beryllium; and 4) provide feedback to contractor management and the Department of Energy (DOE). The BAG may be an advocate for the rights of beryllium-affected individuals.

Section 2. Definitions. Unless otherwise specified, all defined terms used herein shall have the same meaning in these Bylaws as such terms have in the BAG Charter.

**ARTICLE II
MEETINGS OF MEMBERS**

Section 1. Membership. Beryllium affected individuals are members of the Beryllium Awareness Group. Beryllium affected individuals are those current and former employees who have been determined to be beryllium sensitized or to have chronic beryllium disease. Membership in the BAG is voluntary since it represents an agreement of the employee to some reduction in his/her privacy. A Member must recognize that by participation in the BAG, the fact that the individual is either sensitized or has chronic beryllium disease will in fact be disclosed to the rest of the group due to their participation.

To be considered an active member, on an annual (calendar year) basis, each member will be asked to affirm membership, provide updated contact information and acknowledge either by e-mail or in writing their willingness to be a member.

Section 2. Meetings. The group shall meet bimonthly. One of the two monthly meetings is an open meeting and the other shall be for BAG members and invited guests only. An agenda will be published for all meetings. The routine meetings will occur on the first and third Wednesdays of the month. Any special meeting must be announced at least one week in advance of the meeting by the Chairperson. All meeting announcements will be sent via e-mail. Individuals who wish U.S. Mail notification should provide self addressed stamped envelopes to the BAG secretary.

Section 2.1 Open Meetings. One of the two monthly meetings is an open meeting. At open meetings, representatives from contractors and DOE are invited to attend to promote an open discussion of the BAG activities. Presentations of interest to all will be scheduled to occur at open meetings.

Section 2.2 Closed Meetings. Closed meetings are intended to provide an opportunity for affected employees to discuss issues openly. This allows an opportunity for issues and options to be discussed freely without a concern for offending professionals within the various contractor organizations. Spouses or significant others may attend closed meetings with the affected employee.

Section 3. Control of Meetings A sign will be posted at the entrance to the meeting room/area signifying that it is a “Closed Meeting of the BAG”. Only BAG members are allowed” or it is an “Open Meeting of the BAG, and non Beryllium affected workers are present”. If an invited guest(s) is(are) to be present at a closed meeting of the BAG, the sign posted will reflect their presence, normally closed meetings should not include invited guests. Guests are only invited to closed meetings of the BAG if there is a need for them to share information with the BAG. At the discretion of the Chairperson, any part of a closed meeting could be changed to an open meeting up to the day prior to the start of the meeting. Any meeting or portion of the meeting can be redesigned as an open or closed meeting by a simple majority vote of individuals present at the meeting.

Section 4. Rules of Order. Members are expected to behave in an orderly manner at any meeting. If necessary to maintain order, strict compliance with Roberts Rules of Order may be imposed by the Chairperson.

Section 5. Quorum. The presence at any meeting, in person of at fifteen (15) members shall constitute a quorum for any action. If a quorum is not present at a meeting, it will be reflected in the meeting minutes and only information can be exchanged. No motions can be acted on at a meeting that does not have a quorum present.

Section 6. Proxies. The use of proxies at meetings is not allowed. The use of absentee ballots is allowed for the election of officers and may be allowed for other votes if a majority at a meeting feels it is appropriate.

ARTICLE III Elected Positions

Section 1. Powers and Duties of the Chairperson. The Chairperson (or Vice-Chairperson/designee in his absence) shall have the powers and duties necessary for the administration of the affairs of the BAG and shall be empowered to:

- (a) act as the official Point of Contact for the BAG,
- (b) administer and enforce the conditions, restrictions, obligations, and all other provisions set forth in the BAG Charter or By-Laws,
- (c) speak for the BAG (see Section 5 below) and exercise for the BAG all duties, and authority vested in or delegated to the BAG,
- (d) review and approve meeting minutes of the BAG,
- (e) maintain a complete record of all its acts and affairs of the BAG,
- (f) call to order all meetings of the BAG,
- (g) set the agenda for the meeting,
- (h) and appoint a temporary designee to preside over a meeting if neither he nor the Vice-Chairperson is available.

Section 2. Duties of the Secretary. The secretary performs duties as specified in the Charter.

Section 3. Term of Office. As specified in the Charter, the Chairperson and Vice-Chairperson positions are a two-year term of office. An individual cannot be elected to the position of Chairperson and Vice-Chairperson for more than two consecutive terms.

Section 4. Removal. The Chairperson or Vice-Chairperson may be removed from the position, with or without cause, by a 51% majority of current membership. In the event of death, resignation, or removal of an officer, a special election shall be held to fill the un-expired term.

Section 5. Action Taken Without a Meeting. The Chairperson (or Vice-Chairperson) does not have the right to take a position for the BAG without the issue being discussed at a meeting. The Chairperson may exercise polling of the normal distribution of BAG members via e-mail or phone to solicit input to address issues that arise and require an action of the Chairperson between meetings. If greater than 60% of the total current membership acknowledge that they have considered the issue the Chairperson may utilize the poll as he would a discussion in a meeting of the BAG to speak for the BAG.

Section 6. Election. Election shall be by secret written ballot, as previously discussed absentee ballots are allowed. Participation of 51% of the active membership is required to validate an election.

ARTICLE IV

SUB-COMMITTEES

Section 1. Designation. During the course of a meeting, the Chairperson will establish a sub-committee(s) as he/she deems necessary to complete a specified task. The work of the sub-committee(s) shall be reviewed at the meetings of the BAG.

Section 2. Assignment of Members. The assignment of a sub-committee chairperson and members shall normally take place at any meeting of the BAG by soliciting volunteers from the members. The membership of the sub-committee, including the designation of the sub-committee chairperson, will be subject to approval of the members present at that meeting and concurrence with the individual and his management (if the activity will involve an additional commitment of company time). When the sub-committee is established, an estimated time commitment associated with the activity will be incorporated in to the meeting minutes. The BAG chairperson may solicit and appoint additional or replacement members to a sub-committee(s) at the request of the sub-committee chairperson, outside a meeting.

Section 3. Term. Approval of a motion at a meeting of the BAG is required to disband a sub-committee.

Section 4. Administration of the Sub-committee. Subcommittee activities will be documented. The BAG secretary will document in the BAG meeting minutes the subcommittee scope and sub-committee membership. The chairman of the subcommittee will assure that meeting minutes of any subcommittee meeting and any updates to the estimated effort for completion are provided to the BAG secretary.

ARTICLE V MEETING MINUTES

The BAG secretary (or designee) shall prepare all meeting minutes for approval by the BAG Chairperson. These minutes will be made available electronically to those who request to be on distribution. Individuals who wish to receive such items by US Mail must provide self-addressed stamped envelopes to the secretary of the BAG to be assured delivery.

ARTICLE VI CONFIDENTIALITY

To the extent practical the confidentiality of the BAG members will be maintained. Items discussed during closed meeting can be requested to be off the record and will not be included in the meeting minutes. Unfortunately, the BAG cannot be held responsible for inadvertent release of information due to human error. A member may bring confidentiality concerns before the BAG per Article X.

**ARTICLE VII
BAG Logo**

The official Logo for the BAG shall be:



**ARTICLE VIII
AMENDMENTS**

These Bylaws may be amended at a meeting of the members with a quorum present by a simple majority vote of the members present.

**ARTICLE IX
CONFLICT OF PROVISIONS**

In the case of any conflict between the Charter and these Bylaws, the Charter shall prevail.

**ARTICLE X
VIOLATIONS OF PROVISIONS OF THE CHARTER OR BY-LAWS**

Members who feel that a violation of the BAG Charter or By-Laws has occurred by another member may submit a complaint in writing to an officer of the BAG. The complaint must be brought before a meeting of the BAG for open discussion. The Chairperson of the BAG may negotiate a settlement of the dispute prior to the meeting for concurrence of the membership. All complaints will be addressed by the BAG.