

## 1. Board Purpose

### *What is the role of the HAB?*

The Hanford Advisory Board (HAB or Board) is an independent, non-partisan, and broadly representative body consisting of a balanced mix of the diverse interests that are affected by Hanford cleanup issues. The role of the Board is to provide policy recommendations and advice to the Tri-Party Agreement (TPA) agencies – U.S. Department of Energy (DOE), the U.S. Environmental Protection Agency (EPA), and the Washington State Department of Ecology (Ecology) on selected major policy issues related to the cleanup of the Hanford site. Through its open public meetings, advice on agency public involvement activities, and the responsibilities of Board members to communicate with their constituencies, the Board is chartered to assist the broader public in becoming more informed and meaningfully involved in Hanford cleanup decisions.

Under the Federal Advisory Committee Act (FACA) of 1972, DOE chartered the Hanford Advisory Board in 1994 to provide a forum for bringing together diverse local and regional interests to tackle the difficult issues associated with cleaning up the legacy of radioactive and chemical wastes left from 50 years of weapons production. The 31 seats on the Board include interests from the economic, environmental, tribal, public interest, local government, and health and safety communities. At Board and committee meetings, the Board works to define significant issues meriting public input and provide meaningful advice to the agencies on Hanford cleanup.

### *What is a major policy issue?*

The Board's primary mission is to provide policy recommendations and advice to the TPA agencies. Issues falling within the scope of Hanford cleanup, including waste management and environmental restoration activities, may be considered by the HAB. Major policy issues fall into this category, and must meet or potentially meet at least one of the following criteria:

- Impacts existing TPA milestones and activities
  - Impacts or changes existing or scheduled DOE budget
  - Simultaneous impact on more than one field office: DOE - Richland Operations Office (DOE-RL) or DOE – Office of River Protection (DOE-ORP)
  - Increase or decrease in regulation of DOE-RL or DOE-ORP activities
  - Impact on Hanford's physical environment
- Activity(ies) involving issues of national significance
- Conflicts with DOE's stated plans
- Impacts the regional economy and economic development
- Impacts DOE and contractor labor contracts
- Changes stakeholder or other public involvement activities and programs
- Affects decisions on future land uses of DOE-owned property.

### *How does the Board determine which issues are a priority?*

Board members and TPA agency representatives can bring forward issues for the Board's consideration. At the annual leadership retreat, Board leadership (chair and vice chair of

the Board and its committees) identifies issues as priorities for Board consideration. The Board Chair drafts a recommended list of priorities based upon discussions at the leadership retreat, current Board activities, and consultation with the TPA agencies. The Board works in concert with the TPA agencies to set priorities to focus the Board's work on a selected set of policy issues, keeping in mind that a fundamental responsibility of the Board is to respond to requests for advice from the TPA agencies.

The Executive Issues Committee (EIC), composed of the chair and vice chair of the Board and its committees, approves the Board's proposed priority issues. They are put forward for Board consideration and approval at the September Board meeting to coincide with the beginning of the federal fiscal year.

## **2. Board Composition**

### *Who sits on the Board?*

The Board has 31 seats representing a broad and diverse membership, reflecting balanced and varied interests of stakeholders per the HAB Charter. Each seat has a designated representative member, most of whom have alternates. The chartered seats include:

1. Seven representatives from local governmental interests, including Benton County, Franklin and Grant counties jointly, the cities of Kennewick, Richland, Pasco, and West Richland and Benton-Franklin Regional Council
2. One representative from Tri-City Development Council (TRIDEC)
3. Five representatives from the Hanford workforce, including two from the Hanford Atomic Metal Trades Council and the Central Washington Building and Construction Trades Council; two that are not members of the previous trades unions, nor in management positions, who can effectively represent cleanup, research, and development and health contractor workers; and, one that represents the interests of workers regarding public policy implications that may not be addressed by the other seats in this category
4. One representative of local environmental interests
5. Five representatives from regional citizen, environmental, and public interest organizations who are actively involved in Hanford cleanup issues
6. One representative each of local and regional public health concerns
7. One representative of each of the three Tribes that have treaty rights and are affected by Hanford cleanup issues; Confederated Tribes of the Yakama Indian, the Confederated Tribes of the Umatilla Indian Reservation (CTUIR), and the Nez Perce Tribe
8. Two representatives from the State of Oregon, including one appointed by the Governor of Oregon or the agency that has the lead role for the State of Oregon on Hanford cleanup issues; and, one that can represent the broad interests of Oregon citizens appointed by the Oregon Hanford Cleanup Board
9. Two representatives from regional universities
10. No more than four public-at-large members who have expressed an interest in Hanford cleanup issues and who might otherwise contribute to ethnic, racial or gender diversity on the Board.

*Who is an ex-officio Board member?*

Currently the ex-officio Board members are DOE-RL, DOE-ORP, EPA, Ecology, Washington State Department of Health, and CTUIR. The term ex-officio means that the individuals representing these agencies may participate in Board discussions and deliberations on both substantive and procedural matters. However, they will refrain from "voting" when the Board is deliberating on advice or what procedural direction to take.

*What is the role of the Board member?*

The following list summarizes the roles and responsibilities of a Board member.

- Stay educated on Board activities; read Board packet and committee information materials.
- Strive for consensus in good faith.
- Participate in Board work.
- Keep constituency educated on Board activities and represent constituency positions to Board.
- Participate in and follow Board and committee processes.
- Review and comment on Board meeting summaries.
- Comply with Board processes and ground rules (e.g., not speaking for the Board).

*What is the role of the agencies?*

The following list summarizes the roles and responsibilities of agency personnel:

- Provide policy-maker level support to the Board (i.e., agency managers stay informed on Board activities and support the September Board meeting).
- Provide administrative support (e.g., travel support, travel funding, membership, etc.).
- Offer support in making initial identification and contact of appropriate DOE or contractor personnel to fulfill Board member/Issue Manager requests.
- Facilitate communication and the flow of information between parties involved with the Board.
- Participate in committee and Board planning activities, including collaboratively developing committee and Board meeting agendas.
- Work collaboratively with the Board to develop meeting agendas and provide input into agenda development.
- Give sufficient notice to the Board regarding emerging issues.
- Represent respective agency position.
- Ensure committee/Board needs and expectations are understood and assist points-of-contact in providing appropriate information.
- Work to complement facilitation team to ensure Board activities run smoothly.
- Manage facilitation contract (DOE Public Involvement Manager).
- Nominate and select Board members and alternatives.
- Appoint senior managers to represent the respective agency in Board meetings and other important Board activities.
- DOE-RL and DOE-ORP each appoint a Deputy Designated Federal Officer (DDFO) to serve the function of a federal officer in accordance with FACA.

*Who speaks for the Board?*

The Board Chair is responsible for representing and conveying the views of the Board before the TPA agencies, elected officials, media, and in public settings, such as before Congress and state legislatures. The Board Vice-chair performs these duties in the absence of the Chair. Since the Board operates by consensus among its individual members who represent various interested constituencies, individual Board members do not speak for the Board. With the exception of the Chair or Vice Chair, Board members are not to characterize the views or opinions expressed by other Board members, nor the Board's processes or deliberations to the media. Adopted advice and Board summaries are used as the source of Board information.

*How long can Board members and alternates serve?*

There are no term limits for Board members and alternates, with the exception of the Board Chair and Vice Chair positions, which each serve a two-year term with an opportunity to serve two additional two-year terms. The goal of the Board is to have actively participating seats to ensure Board work is done at every level including participation on committee calls, attendance at committee meetings and workshops and engagement at the Board level.

*How does the Board fill vacant seats?*

Ecology and EPA recommend individuals to the DOE for appointment. Ecology and EPA shall consult with the constituency or interest group represented by the seat. The constituency shall submit in writing the names of at least one, but not more than three, prospective appointees. DOE will review the application and make a formal announcement of the appointment.

For seats representing non-union, non-management Hanford workers, Ecology and EPA solicit nominations from employees of the relevant group of Hanford contractors.

For seats representing the public-at-large, Ecology and EPA may advertise for nominations in ways that appear to best meet the representation of the Board. Ecology and EPA may interview prospective appointees and may further consult with constituencies prior to submitting nominees to DOE for formal appointment.

*Does a member have to attend each Board meeting?*

One of the Board's goals is to have actively participating seats. A member does not have to attend each meeting, however, Board members are expected to attend as many of the Board meetings as possible. If a seat is vacant (neither the member nor an alternate is present) for two meetings in a row, the member will be contacted by the Board's Chair to determine the member's continuing commitment to participation on the Board. An excused absence for a meeting will be defined as notification to the Chair to inform the Board of a member's inability to attend.

*Who sits at the table during Board meetings?*

The “table” is defined as the leadership table at the front of the room, including the Board Chair, a representative from each of the TPA agencies (DOE-RL, DOE-ORP, Ecology, and EPA), one of the Board’s facilitators and a note-taker, and the surrounding Board member tables. Only one representative from each Board seat sits at the table during Board meetings. The Board Chair is assumed to be leading the meeting and not representing a constituent group. An alternate for the seat the Board Chair represents may sit at the table. Alternates for the Board Vice-chair do not sit at the table unless the Vice Chair is absent or leading the meeting in the Chair’s absence. If a Board member not seated at the table wishes to make a comment or contribute to the discussion, they must switch seats with the representative currently seated at the table, to ensure only one representative for each seat is sitting at the table.