

HAB Leadership Selection Chair, Vice Chair & National Liaison

September, 2016

Chair & Vice Chair Nomination

Nominating Committee

- Per the Hanford Advisory Board Process Manual, a **Nominating Committee** shall be formed to assist in the Board Chair & Vice chair selection process.
- Any Board member can participate in the committee by submitting a request to the HAB facilitation team (HABfacilitationteam@enviroissues.com).
- The Nominating Committee, with support from the HAB facilitation team as needed, coordinates the collection of nominations, checks on nominees' willingness to serve, and gathers nominee statements and other essential candidate information.

Who can nominate and be nominated?

- Board members, alternates and Tri-Party agencies may submit nominations for HAB Chair and Vice Chair (**October 3 to November 16, 2016**) to the Nominating Committee through EnviroIssues (HABfacilitationteam@envirosissues.com).
- Nominations may include current HAB members or alternates, or others not currently involved with HAB activities (referred to as "non-HAB candidates").
- Candidates must submit a written statement of willingness to serve to the Nominating Committee.

What is the nomination process?

- Resumes or short bios of all candidates should be provided to the Nominating Committee by **November 16**. Candidates must attend the December HAB meeting (December 7&8) to present their views and answer questions.
- HAB chair and vice chair nominees are presented to the Board at its December meeting.
- Nominations from the floor will be accepted. However, it is hoped that the names of serious candidates will already have been submitted to the Nominating Committee by November 16 and forwarded to all HAB members.

What is the selection process?

At the December Board meeting

- Each HAB seat has one vote. If the member is present, they vote on behalf of their seat. Members and alternates for each seat present at the December meeting are encouraged to reach agreement on their vote.
- A quorum (16 non-ex-officio seats) of HAB members present and voting is required to conduct the HAB selection/election.
- A 2/3 majority affirmative vote is required to select the person the HAB recommends to the Tri-Party agencies to be the new HAB chair and vice chair.

What is the timeline?

- **September 15** (HAB meeting): Board discusses and reviews process and guidelines for leadership selection.
- **October 3 through November 16**: Nominations open and submitted to Nominating Committee through EnviroIssues (HABfacilitationteam@enviroissues.com).
- **November 16**: Nominations close.
- **November 28**: Nominee information compiled and sent to Board members and alternates via e-mail and included in the December Board meeting packet.
- **December 7-8** (HAB meeting): The Board hears from nominees and makes a recommendation for Board chair and forwards it to the Tri-Party agencies. The Board selects the vice chair.
- **March 1-2** (HAB meeting): Assuming the Tri- Party agencies' concurrence with the Board's recommendation, the Tri-Party agencies appoints the new chair. The chair and vice chair start their new term.

What is the role of Board Chair?

- Ensure Board process is followed
- Ensure open lines of communication exist between parties involved with the Board both internally and externally
- Listen, elicit, and reflect perspectives of Board members for benefit of the Board
- Respect and convey the views of the Board to external parties
- Assist in resolving issues and problems that arise as part of Board business.
- Facilitate HAB consensus

What is the role of Board chair cont'd

- Lead Board meeting agenda development efforts, ensure Board agenda items are developed consistent with Board process
- Work with the TPA agencies on administrative issues (travel, membership, etc.)
- Represent the HAB at national EMSSAB activities and other external activities
- Keep abreast of committee activities
- Assist DOE in monitoring the Board's budget

What is the role of the vice chair?

- Serves in the absence of the Chair
- Signs advice and any other Board product needing a signature in the absence of the Chair
- Work with Chair to ensure that HAB processes are followed and open lines of communication exist between parties involved with the Board
- Work with Chair to resolve issues and problems that arise as a part of Board business

What is the role of vice chair cont'd

- Work with Chair on administrative issues (travel, membership, etc.)
- Work with Chair to ensure adequate HAB participation at EMSSAB and other external activities
- Keep abreast of committee activities

How long do they serve?

- The Board Chair and Vice Chair positions are two-year terms with the opportunity to be selected for additional terms

What is the selection process for the National Liaison?

- The HAB facilitation team sends out an email in October to the full Board requesting receipt of nominations for the National Liaison position by November 16.
- Selection occurs at the December 7-8 Board meeting. Nominees are expected to make a statement indicating their interest and qualifications for the position at this meeting.
- ***If consensus selection is not possible***, a vote is held. There is one vote per Board seat, and Board members vote via a hand written note. The person with the majority of votes is selected. Every effort is made to secure the vote of absent Board members.

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What is the role of the National Liaison?

- Supports the national issues workload that would otherwise fall to the chair and vice-chair
- Follows topics relevant to Hanford cleanup at the DOE Environmental Management complex-wide level
- Attends national meetings and conference calls when requested by the Chair. The Chair will determine, on a case-by-case basis, whether or not the Board's budget can support the National Liaison's travel and related costs.
- Participates in the EM-SSAB Chairs conference calls and meetings when requested by the Chair (i.e. when the Chair and/or Vice-chair are unavailable)