

**Camp Croft  
Restoration Advisory Board  
Introduction to By-Laws**

***Brief History of the Restoration Advisory Concept***

It is the Department of Defense (DoD) policy to keep the public fully informed of Defense Environmental Restoration Program activities. An organized approach to community relations keeps community leaders, local government officials, and affected citizens informed. Such an approach also provides an opportunity for feedback to government officials. Specific guidance regarding the development and implementation of public sought after participation requirements of CERCLA and the National Contingency Plan can be found in:

- (1) Community Relations in Superfund: A Handbook. EPA. January 2016 or latest edition.
- (2) Superfund Community Involvement Tools and Resources,  
<http://www.epa.gov/superfund/community-involvement-tools-and-resources>

***Reasons to Involve the Community in the Cleanup Program***

Environmental cleanup of the 24,000 sites currently identified as in need of remediation associated with federal facilities in the United States may ultimately cost as much \$400 billion, and will extend well into the next century. From the perspective of many participants, the current process has been unnecessarily hampered by feelings of mistrust. Change must involve a shift from the “decide, announce, and defend” mode of public involvement to a new partnership between all the affected stakeholders. The future viability of federal facility cleanups depends on the ability of the federal government to incorporate the divergent views of all concerned stakeholders into the decision-making process, ensuring that clean-ups are conducted in the safest, efficient, and cost-effective manner possible. Today, it is generally recognized that federal agencies have important environmental obligations in addition to their other missions and that disregarding these obligations is shortsighted and often expensive in the long run. Stakeholders’\* opinions are often solicited late in the process after the governmental entities have concluded their investigative work. Source: Interim Report of the Federal Facilities, Environmental Restoration Dialog Committee.

**Restoration Advisory Boards (RABs)** are established to encourage partnerships between members of the community and the government and serve as a forum for the discussion and exchange of information between the U.S. Army Corps of Engineers, regulatory agencies, and community regarding the removal process. RABs are designed to compliment other community involvement initiatives of the environmental process and

provide an opportunity for stakeholders to participate in the cleanup process and to provide input to decision makers by:

- ◆ Providing a forum for stakeholders and agencies to understand the competing needs and requirements of the government and the affected communities;
- ◆ Providing a forum for discussing citizen issues and concerns;
- ◆ Enabling citizen review and evaluation of plans and their technical adequacy in more depth;
- ◆ Permitting a more detailed consideration of issues, and
- ◆ Broadening issue considerations to include values and facts.

**Appropriate qualities for RAB members were determined to include:**

- ◆ An ability to focus on military munitions removal issues, irrespective of any interest or concern over other issues that are unrelated to munitions removal, and
- ◆ A willingness to devote the time necessary to serve on a board.

*\* Regional and local communities, and members of those communities, affected by the military munitions removal actions.*

**FORMER CAMP CROFT  
RESTORATION ADVISORY BOARD  
BY-LAWS**

## TABLE OF CONTENTS

I.	Mission Statement of the Camp Croft Restoration Advisory Board.....	1
II.	Responsibilities of the Restoration Advisory Board.....	1
III.	Membership of the Restoration Advisory Board .....	2
	A.    Community Members.....	2
	B.    Army Facilitator .....	2
IV.	Restoration Advisory Board Membership Procedures.....	2
V.	The Election of the Community Chair .....	4
VI.	Restoration Advisory Board Members' Responsibilities .....	5
	A.    Responsibilities of the Army Facilitator .....	5
	B.    Responsibilities of the Community Chair .....	5
	C.    Responsibilities of all RAB Community Members .....	6
	D.    Responsibilities of the U.S. Army Corps of Engineers.....	6
VIII.	Procedures for Amending the Restoration Advisory Board By-Laws.....	6

## **Camp Croft Restoration Advisory Board By-Laws**

### **I. Mission Statement of the Camp Croft Restoration Advisory Board**

The mission of the Camp Croft Restoration Advisory Board (RAB) is to provide a forum through which the local communities, the U.S. Army Corps of Engineers, and the regulatory agencies work together in an atmosphere that encourages discussion and exchange of information, and educates the public on the investigation and removal of munitions and explosives of concern (MEC) at the former Camp Croft. The RAB will review, comment, and advise the U.S. Army Corps of Engineers on site-related documents, on the investigations, and the proposed removal activities. All decisions regarding munitions response removal activities are solely the authority of the U.S. Army Corps of Engineers. Membership on the RAB does not imply or infer any liability for incidents related to removal activities.

### **II. Responsibilities of the Restoration Advisory Board**

- Provide advice on proposed munitions response issues to the U.S. Army Corps of Engineers and regulatory agencies.
- Hold regularly scheduled meetings on a designated day that are publicly announced both 15 days prior and one day prior to the meeting date, and are transparent and open to the public at convenient times and locations.
- Prepare public notices in easily understood language
- Review, evaluate, and comment to the U.S. Army Corps of Engineers on documents related to installation restoration activities.
- Identify applicable standards consistent with the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), and other city, county, state, and federal applicable law, and recommend removal levels consistent with planned land re-use.
- Shall consider important issues related to removal such as scope studies, MEC management, and removal action alternatives.
- Recommend priorities among sites, projects, and proposed response issues.

### **III. Membership of the Restoration Advisory Board**

The membership of the RAB will consist of members from the community, reflecting its diversity.

**A. Community Members**

**Community members** provide information; seek independent technical advice when appropriate and feasible; communicate public concerns to the RAB; and provide information and progress reports to the public.

Community Members may include, but are not limited to the following:

Landowners, local residents, (local government, business community, school districts, local environmental groups/activists, civic/public interest organizations, religious community, local regulatory agencies, homeowners associations, medical community, economically disadvantaged, and African American, Native American, Hispanic, and other minorities) so as to comply with the Executive Order on Environmental Justice 12898.

- The Camp Croft RAB shall consist of no more than nine members.
- The RAB Members shall serve a two-year term, at which time they may re-submit an application to serve another two-year term.
- Prospective RAB members will submit an application to the U.S. Army Corps of Engineers for approval.
- All Members of the RAB shall follow the Camp Croft RAB By-Laws on attendance, and informal Robert's Rules of Order for courtesy.

**B. Army Facilitator**

- **Army Facilitator** provides technical advice to the RAB and represents the agency carrying out the munitions response activities at the former Camp Croft.
- Project Manager, U.S. Army Corps of Engineers

**IV. Restoration Advisory Board Membership Procedures**

**A. RAB Members shall have one vote in RAB Meetings** pertinent to each issue presented.

**B. Each RAB member is to act individually in discussions and comments.**

The RAB is not an advisory committee, as used in the Federal Advisory Committee Act (FACA). RAB members, in their individual capacities, will offer advice and recommendations. The RAB will have the option to

present recommendations to the U.S. Army Corps of Engineers as a consensus, if agreed to by the RAB.

- C. Regular On-Time Attendance is a Requirement for Continued Membership.** After two unexplained, missed meetings, the Army Facilitator, or a Representative, will send a 14-day written notice indicating that after three missed meetings, the RAB will assume the member is no longer interested, and membership will be allowed to resign or be terminated.
- D. Member Participation Shall Follow a Process Similar to Robert's Rules of Order.** At RAB Meetings, the agenda shall be followed and discussion will be encouraged. A time for public comments or questions on matters not included in the agenda will be held at the *end* of the meeting for the public. An effort should be made to complete the agenda including public comments within the allotted meeting time. The chairperson shall not have the discretion to end the meeting, but will ask for a motion of approval from the members.
- E. Public Participation** will be encouraged by the RAB. Either the Army Facilitator or the Community Chair will respond to questions raised by the public. In the event information is not available to provide an accurate response at the meeting, the question will be recorded and a response provided at the next regularly scheduled meeting. All public comments will be considered by the RAB and recorded in the meeting transcripts.
- F. Special Ad Hoc Committees** may be established to accomplish a specific task. The Chair will identify committee members, to be approved by a majority vote of the RAB. The committee will be disbanded once the specific task is completed.
- G. A Special Informal Work Session Meeting** may be called by the Chair to address specific topics. At a no expense minimum, three days notice will be provided to the RAB.
- H. RAB Community Members** are prohibited from publicly representing their opinions concerning RAB matters as the views of the RAB. A RAB member should refrain from representing himself or herself as a RAB member, or by association, indicate that he or she is speaking for the RAB during press interviews or other public relation activities, unless the RAB member has received prior approval from the RAB.

- I. If any RAB member** is unable to fully participate, the member should submit a written resignation to a RAB chairperson. Resigning members are permitted to recommend or designate new members to replace them. Replacement members will also be sought from those individuals who were notified of their non-selection when they initially completed the Community Interest Forms. New members must continue to reflect community interest (SECTION III. A.) diversity. Replacement members will be elected by majority vote of the RAB.
- J. A RAB member may be removed** from the RAB by a majority vote, if it is determined that the actions of the individual are not in the best interest of the RAB.
- K. A dispute** will be resolved when the positions are formally presented to the U.S. Army Corps of Engineers, and the Corps has acknowledged that they have taken the issue under advisement. The decision is final; no appeal process is permitted.
- L. A quorum** of RAB members must be present in order to hold a meeting. A quorum is defined as 25 percent of the RAB members.

## **V. The Election of the Community Chair**

**The Community Chair** shall be elected annually by a majority vote of RAB Members by written ballot. For the initial election, names of individuals who have expressed an interest to serve as Chair will be placed on a ballot. A Chair will be selected by a majority vote of the RAB. For subsequent elections, a Nomination Committee of three Community Members may be appointed by the Community Chair to recommend a nominee for the Community Chair. Other members may be nominated from the floor. Write-in candidates and self-nomination are other avenues for election to the Community Chair position. Written ballots will be counted, and the results announced. The elected Chair position shall be held for one year with re-election restricted to one additional term. The Chair-elect will assume office at the next RAB meeting.

**The Chair may appoint a Chair pro tem** if the Chair is going to be absent from a meeting. The appointment is valid only for the duration of the meeting.

## **VI. Restoration Advisory Board Members' Responsibilities**

### **A. Responsibilities of the Army Facilitator**



- Communicates with RAB members regarding proposed munitions response actions at the former Camp Croft.
- Publicly announce RAB meetings at least 15 days prior to, and one day prior to the meeting dates.
- Invite the general public to the RAB meetings by inviting via postcard notification.
- Ensure the RAB is informed of the availability of documents for review and has access to documents allowing for an appropriate, adequate review period.
- Maintain a mailing list of people interested in restoration activities at the former Camp Croft.
- Ensure adequate administrative support to the RAB.
- Ensure the RAB is fully informed of all phases of the proposed munitions response activities and has opportunities to participate in advising decision makers prior to final decisions that relate to the removal of ordnance and explosives.
- Provide all relevant guidance documents and support to the RAB to enhance the operation of the RAB.

**B. Responsibilities of the Community Chair**

- Establish the meeting agendas in coordination with the U.S. Army Corps of Engineers.
- Coordinate as required with the U.S. Army Corps of Engineers to ensure RAB questions and concerns are answered in an appropriate and timely manner.
- Encourage community participation at RAB meetings in an open and constructive manner.
- Communicate with RAB members regarding proposed munitions response activities.
- Ensure that community issues and concerns related to cleanup are brought to the table, and are communicated back to the community.

**C. Responsibilities of All RAB Community Members**

- Attend RAB Meetings, on time, and attentive for the duration of the meeting.
- Advise and comment on cleanup issues to government decision-makers.
- Report back to the organization or community which they represent.
- Serve as a conduit for the flow of information to and from the community.
- Review and provide comments on pertinent, current documents.

**D. Responsibilities of the U.S. Army Corps of Engineers**

- Provide input to the Army and RAB concerning compliance with applicable regulations, and other procedures as appropriate for Army removal projects.
- Communicate with RAB members, providing professional advice and input on site-specific removal project timelines, and contractor's reports.
- Provide information, referrals, and resources for communities, the Army, and agencies regarding munitions response activities at the former Camp Croft.
- Facilitate innovative resolutions issues and proposed concerns relating to ordnance and ordnance and explosives.
- Ensure that state and/or federal environmental standards and regulatory issues are identified and addressed.

**VII. Procedures for Amending the Restoration Advisory Board By-Laws**

**PROPOSED AMENDMENTS OR REVISIONS TO THE CAMP CROFT RESTORATION ADVISORY BOARD BY-LAWS** may be presented to the Board by any member of the Board. Acceptance of the amendment/revision shall be by three/fourths majority of a quorum.