

Maine Yankee
COMMUNITY ADVISORY PANEL
CHARTER

I. PURPOSE

- A. The Community Advisory Panel (CAP) is established to enhance open communication, public involvement and education on Maine Yankee decommissioning issues. The CAP will serve as a formal channel of community involvement with Maine Yankee.
- B. The CAP will evaluate and comment upon data and other information provided by Maine Yankee and other reliable sources.
- C. The CAP will function as an advisory panel. Maine Yankee is not obligated to accept or conform to the advice or recommendations made by the CAP, although will, in cases of disagreement, provide the CAP with an appropriate rationale for the disagreement.

II. ORGANIZATION AND MEMBERSHIP

A. Membership

1. The CAP will reflect the diverse viewpoints of residents within the primary Maine Yankee Emergency Planning Zone. The majority of the CAP members will reside in the 16 community area comprising the primary EPZ.
2. The CAP will consist of (14) members as follows:
 - The State Senator from Lincoln County;
 - The Wiscasset Town Planner;
 - A Maine Yankee representative;

Appointed members:

- A Wiscasset resident selected by the Wiscasset Selectmen;
- A resident of the EPZ outside Wiscasset, selected by Maine Yankee;
- A resident of the EPZ with emergency planning expertise selected by the chair of the Maine Radiological Emergency Preparedness Committee;
- A representative from Friends of the Coast;
- Liaison to the Governor;
- A radiological professional with either an academic or medical background from the EPZ. Inaugural member suggested by the Governor;
- A professional from the marine resources community who lives in the EPZ. Inaugural member suggested by the Governor;
- A resident of Lincoln County selected by Lincoln County

Commissioners;

- A science teacher from the EPZ. Inaugural member suggested by the Governor;
- An environmentalist who lives in the EPZ. Inaugural member suggested by the Governor;

- An EPZ business owner chosen by the executive directors of WRBA, Bath/Brunswick Chamber, Damariscotta Region Chamber, and Boothbay Harbor Region Chamber.
3. Each appointed member of the CAP shall serve for a two (2) year term (following the initial staggering of terms), unless such term is otherwise extended in accordance with this Charter. Expiration dates of the terms of inaugural members will be staggered. The first six appointed members (as listed in the charter) will have their initial terms expire September 31, 1998. The remaining five appointed members will have their initial terms expire September 31, 1999. The Governor's liaison will serve at the discretion of the Governor.
 4. Termination of membership will automatically occur in the event that three (3) consecutive CAP meetings have been missed without prior notification to and approval by the Chairperson.
 5. Membership may be resigned by writing to the Chairperson of the CAP. The Chairperson shall immediately forward a copy of such resignation letter to the Maine Yankee Law and Government Affairs Department and the selecting body.
 6. When a member of the CAP who was appointed by the Governor resigns, that vacancy will be nominated and filled by majority vote of the CAP after it has reviewed and approved applications for that position. All other member vacancies will be filled by the original appointing authority. All vacancies must be filled consistent with the criteria for membership stated in 2, above. The term of a member filling a vacancy will end at the same time as it would have for the member being replaced. Vacancies created by the expiration of a member's term will be filled as stated in this section; however, the new member will have a full term of two (2) years, subject to the term of the CAP as set forth in Article IV, TERM.
 7. A member's term may be renewed for an additional two (2) years. Such renewal is subject to the term of the CAP as set forth in Article IV, TERM.

B. OFFICERS

1. The CAP shall have a Chairperson, Vice-Chairperson and Secretary. The inaugural Chairperson and Vice-Chairperson will be appointed by Maine Yankee. Subsequent Chairpersons and Vice-Chairpersons will be elected by a majority vote of the CAP. The Secretary of the CAP will be appointed by the Chairperson.
2. The term for the Chairperson and Vice-Chairperson will be two (2) years. The Secretary will serve at the discretion of the Chairperson.

C. COMMITTEES - Committees, sub-committees or similar working groups will be designated by the Chairperson as needed to carry out the work of the CAP. Such committees, sub-committees or working groups will serve at the discretion of the Chairperson.

D. DUTIES –

1. Chairperson shall perform the following duties:
 - a. Call meetings of the CAP.
 - b. Prepare and/or approve agenda for meetings.
 - c. Preside at CAP meetings.

- d. Appoint Secretary of CAP and provide for the keeping of meeting minutes in the Secretary's absence.
 - e. Certify the accuracy of meeting minutes after approval by CAP membership.
 - f. Submit to the Maine Yankee Law and Government Affairs Department all recommendations adopted by the CAP.
 - g. Forward member resignation letters to the Maine Yankee Law and Government Affairs Department and the selecting body.
 - h. Work with Maine Yankee administrative support to ensure the smooth flow of information to the CAP and public.
2. Vice-Chairperson shall perform all the duties of the Chairperson in his/her absence.
 3. Secretary shall perform the following duties:
 - a. Keep minutes of all CAP meetings including a record of members resent and a complete and accurate description of matters discussed and conclusions reached.
 - b. Provide the originals of all CAP records to the Maine Yankee Law and Government Affairs Department for retention and public inspection as described in Section III.G.
 - c. Work with Maine Yankee administrative support to ensure the smooth flow of information to the CAP and public.
 4. Maine Yankee Administrative Support
 - a. Maine Yankee will provide administrative support to the CAP and will work with the Chairperson and Secretary to ensure the smooth flow of CAP information to Panel members and the public.
 - b. Administrative support will include but not be limited to typing, copying, compiling, and mailing CAP documents, assisting with meeting arrangements, maintaining CAP records, and ensuring their availability to the public in the Public Document Room of the Wiscasset Public Library, and the Maine State Library. As appropriate, documents will also be available on the Maine Yankee web site. (www.maineyankee.com).

III. ORGANIZATION AND MEMBERSHIP

- A. Frequency - The CAP will meet on an as-needed basis, but no fewer than two (2) times a year. The need for such meetings will be determined by the CAP. Additional meetings may be called by the Chairperson.
- B. Open Meetings – All CAP meetings will be open to the public.
 1. All meetings will have a public comment period.
 2. Issues brought before the CAP that are not on the meeting agenda will only be added to that meeting's agenda following an affirmative vote of two-thirds of the CAP members present. If the vote falls short of the two-thirds majority, the issue will be placed on the agenda of the next CAP meeting.
 3. Meetings will be announced a minimum of one week in advance. Meeting agendas and other materials sent to CAP members prior to meetings will be available one week in advance at the Public Document Room of the Wiscasset Public Library and the Maine State Library.

- C. Reimbursement - Members of the CAP will not be reimbursed for travel or other expenses incurred by them in the performance of their duties as members. However, Maine Yankee will provide a meal for CAP members at every meeting.
- D. Quorum - Seven (7) members will constitute a quorum for a meeting of the CAP at which a vote or other official action is to be taken. In the absence of a quorum, the CAP may convene the meeting and adjourn until such time as a quorum is present. No official action may be undertaken by the CAP at a meeting which lacks a quorum.
- E. Majority Vote - Wherever this Charter refers to a "majority vote", it means a simple majority of those members present and voting; provided a quorum is present at the meeting. If no quorum is present, the CAP cannot vote on any matter, except adjournment, or take any official action of any kind. Minority reports will be part of the CAP record.
- F. Rules – Roberts Rules of Order will govern all CAP meetings.
- G. Minutes - Minutes shall be kept of all CAP meetings and will include a record of members present, a complete and accurate description of matters discussed and conclusions reached, and copies of all reports received, issued or approved by the CAP.
- H. Records - The records of the CAP consist of this Charter, meeting agendas, meeting minutes, reports submitted to or drafted by the CAP, studies made available to or prepared by the CAP, correspondence to or from the CAP. All such records shall be made available to the public at the Public Document Room of the Wiscasset Library and the Maine State Library. As appropriate, records will also be available on the Maine Yankee web site.
- I. Records - The records of the CAP consist of this Charter, meeting agendas, meeting minutes, reports submitted to or drafted by the CAP, studies made available to or prepared by the CAP, correspondence to or from the CAP. All such records shall be made available to the public at the Public Document Room of the Wiscasset Library and the Maine State Library. As appropriate, records will also be available on the Maine Yankee web site.

IV. TERM

- A. The CAP shall exist and operate for an initial term of two (2) years, ending September 31, 1999. The continuation of the CAP beyond its initial term shall be determined by Maine Yankee.