

**Operating Procedures  
Former Hamilton Air Force Base  
Restoration Advisory Board**

**1. Mission Statement of Former Hamilton Air Force Base Restoration Advisory Board (RAB) is:**

The mission of the Hamilton Air Force Base RAB is to promote community awareness about the cleanup of contamination, ordnance, explosives, and the restoration of the former Hamilton Air Force Base and to involve stakeholders in the decision making process. The RAB will address important issues relating to the restoration such as the scope of studies, cleanup levels, waste management, and remedial actions; evaluate documents associated with the restoration activities, such as plans and technical reports; identify restoration projects; and recommend priorities among sites. The Board will disseminate information to the community about the restoration efforts and will function as a forum for both community review of, and constructive comment on environmental restoration actions. The composition and structure will reflect the diversity of interests within the local community.

**2. Responsibilities of the RAB**

Responsibilities of the Restoration Advisory Board (RAB) are as follows:

- a. Develop a RAB mission statement and operating procedures.
- b. Provide feedback on issues and concerns with respect to the environmental restoration being conducted by the U.S. Army Corps of Engineers (USACE) and other regulatory agencies at the Former Hamilton Air Force Base.
- c. Hold regularly scheduled meetings that are open to the public and are held at convenient times and locations, after normal business hours.
- d. Promote community awareness and encourage community involvement and facilitate information exchange with the USACE district and other involved federal, state and local agencies and community members.
- e. Develop a mailing list of interested parties who wish to receive information on the environmental restoration process.
- f. Review, evaluate, and provide comments to the USACE, Sacramento District, on the documents related to environmental restoration activities.
- g. Identify project requirements
- h. Record minutes of RAB meetings and make them available to interested parties.

**3. RAB Membership**

The RAB membership will consist of representatives from the USACE; other federal, state and local regulatory agencies and the local community. Additional members may be elected to ensure that RAB membership reflects the diversity of the community.

- a. Community (voting) RAB members may be drawn from communities of affected areas, (i.e. Hamilton area, Novato & Marin County).
- b. Other RAB (non-voting) members will include the following:

- (1) Formerly Used Defense Sites (FUDS) Project PM Co-Chair.  
Responsibilities of the FUDS PM Co-Chair are listed in Section 7(a)

- (2) United States Navy
- (3) State, County and Local Regulatory Agencies: Responsibilities of the state regulatory agency members(s) are listed in Section 7(d) below. These include the California Department of Toxic Substance Control (DTSC), San Francisco Bay, Regional Water Quality Control Board, Ca. State Coastal Conservancy, Marin County regulatory agencies and the United States Army Corps of Engineers (USACE)-Sacramento District.
- (4) U.S. Environmental Protection Agency (EPA) and other federal regulatory agencies as necessary. Responsibilities of the federal member(s) are listed in Section 7(e).

#### **4. RAB Formation:**

General guidelines applicable to the formation of a RAB are as follows:

- a. A RAB may consist of no more than 20 members.
- b. RAB members serve without term limits, so long as the RAB member is dedicated to serving their community and willing to participate fully on the RAB, including regularly attending RAB meetings. RAB members agree to serve a minimum term of two (2) years.
- c. Only community RAB members will select a Community Co-Chair. The procedures for conducting this election are specified in Section 6. The Community Co-Chair will serve a 2-year term, with selection limited to two (2) consecutive full terms or additional consecutive terms may be served only, upon a “super majority” vote.
- d. The Formerly Used Defense Site (FUDS) Project Manager (PM) will serve as the FUDS Co-Chair.
- e. New member applications shall be accepted on a continuous basis and shall be directed to the “Membership Committee.” (See Section 5 (1)(2))
- f. All RAB votes (decisions), including Standing and Special Committee votes, shall require a quorum of the RAB or Committee members. A quorum is defined as a majority (greater than 50%) of the community RAB members on the body making the decision. All decisions shall be made by a simple majority vote of the members present, except where a “super majority” is otherwise herein specified.

#### **5. RAB Meetings:**

All RAB meetings will be noticed in the Novato Advance and Marin Independent Journal. Television and/or radio stations and/or other sources may be used.

- a. A quorum shall consist of a majority of the Community RAB members. A quorum is needed for taking any action of the Community RAB members.
- b. Each community member will have one vote.
- c. Minutes of all RAB meetings will be made by a Recording Secretary and will be part of the public record and made available to the public. The Recording Secretary shall provide minutes to the Co-Chairs within three (3) weeks of the meeting’s adjournment. Copies of the minutes shall be provided to the entire RAB at the next meeting for approval. The minutes shall be made part of the public record and available to the public.

- d. Each RAB member will act individually in discussions, in providing comments on documents and advice to the USACE. The RAB is not an advisory committee as that term is defined in the Federal Advisory Committee Act.
- e. The RAB will hold regularly scheduled meetings. The meetings will begin and end promptly at the times indicated on the agenda, unless a motion to extend the meeting is made and passed by the RAB. Initially, the RAB will meet quarterly. However, the RAB may elect to meet more or less often as its workload dictates.
- f. Member participation will follow Robert's Rules of Order. An agenda will be followed at RAB meetings, with full and open discussions encouraged. A time for public comments or questions on matters not included in the agenda will be held at the end of the meeting.
- g. The RAB will encourage public participation. Co-Chairs or other designated representatives will respond to questions raised by the public and RAB members. If a sufficient and accurate response is not available at the time of the meeting, the issue will be recorded in the meeting minutes and the response will be an agenda item for discussion at the next regularly scheduled meeting. All public comments will be considered by the RAB and recorded in the meeting notes.
- h. When a RAB member is no longer able to participate in RAB meetings, the member should submit a written resignation to one of the RAB Co-Chairs. Resigning members may recommend new members for consideration by the membership committee. New members must continue to reflect the diversity of the community. (See Section 5 (I) (2)).
- i. The RAB will have four (4) Standing Committees that are described below. All Standing Committee memberships shall be for a term of at least one (1) year and run concurrently with the community Co-Chair's term. The Community Co-Chair shall prepare a "sign-up" list of volunteers. If more RAB members volunteer than there is Committee membership sets available, the Community Co-chair shall conduct a random drawing from among the volunteers to determine committee membership.
  - (1) Procedures Committee: The purpose of the Procedure Committee is to resolve issue regarding compliance with the operating procedures and to review proposals from RAB members to change the procedures. This committee will be composed of a minimum of three (3) and up to five (5) community RAB members and is open to all Community RAB members.
  - (2) Membership Committee: The purpose of the Membership Committee is to (1) accept applications for membership to the RAB and to make recommendations for membership; and (2) accept nominations for election of the Community Co-chair and conduct the election for the Community Co-Chair as specified in section 6 below. The Committee will review new applications and recommend to the RAB for approval new and replacement members. The Committee should recommend only applicants who will be particularly valuable to the RAB's mission and will preserve or add diversity and ensure broad community representation. The Membership Committee shall be composed of a minimum of three (3) and up to five (5) Community RAB members and is open to all Community RAB members.
  - (3) Technical Committee: The purpose of the Technical Committee is to review and comment on the various documents that come before the RAB. In addition, the Technical Committee may undertake other technical tasks as assigned by the RAB. The Technical Committee shall be composed of a minimum of three (3) and up to five (5) Community RAB members and is open to all Community RAB members.

- j. The RAB may revise the maximum number of people on a particular standing committee by a simple majority vote.
  - k. In addition to the above Standing Committees, the RAB may establish additional Ad Hoc Committees as needed.
  - l. RAB Membership Terminations: Regular attendance of RAB meetings is necessary to ensure ongoing, consistent involvement by community members. The unexcused absence of a community member or their designated alternate from three (3) consecutive meetings may be considered cause for termination by the RAB. Notification of a planned absence provided to either Co-Chair shall constitute an excused absence. Terminations for reasons other than absences require a three-quarters vote of the RAB. A termination action must be noticed as an agenda item and the member being terminated must be given notice at least fifteen (15) days prior to the vote by Certified Mail or other equivalent means. If the RAB terminates a member, a "Notice of Termination" shall be prepared and signed by both Co-Chairs and mailed Certified Mail, Return Receipt to the terminated member. A terminated member may appeal to the RAB for reinstatement. A two-thirds majority of the RAB must approve their reinstatement.
6. **Election of Community Co-Chair:**
- a. **Bi-Annual Community Co-Chair elections:** An election will be held during fourth quarter of the last year of the Community Co-Chair's term to select a Community Co-Chair for the following two year term of office. The Membership Committee will begin soliciting RAB members to run for Community Co-chair in August. Should a member of the Membership Committee be a candidate for Community Co-Chair, they must resign their Membership Committee position prior to the election. The Co-Chair election, including the list of candidates, shall be noticed at least one meeting prior to the annual vote. Other Community RAB members may be nominated (including self-nomination) from the floor up until the election. Once all nominations have been received, each candidate will have up to 5 minutes to make a presentation to the RAB as to why they should be elected Community Co-Chair. The new Community Co-Chair will be elected by a majority vote of the community RAB members, by a secret written ballot. If there are more than two candidates, and no candidate receives a majority vote of the Community RAB members, a runoff election will be held between the two candidates with the most votes. If a runoff election is held, each of the candidates will have an additional 5 minutes to address the RAB. The new Community Co-Chair will assume their position immediately following certification of the vote by the Membership Committee.
  - b. The RAB community membership is responsible for removing the Community Co-Chair. Co-Chair removal is determined by a majority vote of the RAB community members present at the meeting where removal is voted on. The motion for removal of the Co-Chair must be noticed to all RAB members ten (10) days prior to the vote.
  - c. **Special Community Co-Chair Elections:** Should the elected Community Co-Chair resign or be removed during their term, the Membership Committee shall follow the same procedures as outlined in 6(a) above.

7. **RAB Member Responsibilities:**

a. Responsibilities of the FUDS Co-Chair are as follows:

- (1) Attend RAB meetings as required by the RAB operating procedures and maintain a list of RAB members and their alternates.
- (2) Coordinate with the Community Co-Chair to prepare and distribute an agenda prior to each RAB meeting. The distribution shall include (at a minimum) all RAB members and their alternates.
- (3) Communicate with all RAB members regarding environmental restoration activities at the Former Hamilton Air Force Base.
- (4) Ensure that USACE participates in an open and constructive manner.
- (5) Ensure RAB members are educated and trained regarding their responsibilities.
- (6) Ensure that the RAB is provided access to documents for its review and comment, that an adequate review period is given, and that documents distributed to the RAB are also made available to the public.
- (7) Maintain a mailing list of interested and affected parties in the Environmental restoration activities at the Former Hamilton Air Force Base.
- (8) Ensure that adequate administrative and technical support is provided to the RAB.
- (9) Ensure that community issues and concerns related to environmental restoration activities are addressed when raised.
- (10) Ensure that the RAB is fully informed during all phases of the environmental restoration process and that it has opportunities to participate in advising decision-makers before final decisions are made.
- (11) Provide all relevant guidance documents to the RAB to enhance the operations of the RAB.
- (12) Assist with the dissemination of information to the general public and ensure that documents distributed to the RAB are also accessible to the public at a designated location (e.g. the public library/libraries).
- (13) Report back to the USACE district and refer issues not related environmental restoration to appropriate officials for actions.
- (14) The RAB members will vote only on procedural issues including but not limited to Co-Chairs, committee members, meeting dates and locations, rather than any technical policies.
- (15) The RAB has the right to put into writing and get a response from the regulatory agencies on issues where the members cannot agree.

b. Responsibilities of the Community Co-Chair are as follows:

- (1) Preside over RAB Meetings.
- (2) Attend RAB meetings as stipulated in the RAB operating procedures.

- (3) In conjunction with the USACE Co-Chair, prepare and distribute an agenda prior to each RAB meeting.
    - (a) Co-Chairs will establish the next meeting's agenda directly following the current RAB meeting.
    - (b) If changes must be made to the established agenda due to unforeseen circumstances, they will be made by the Co-Chairs no later than ten (10) days prior to the next RAB meeting.
  - (4) Encourage community members to participate in the RAB in an open and constructive manner.
  - (5) Strive to ensure that community issues and concerns related to restoration of the project are raised.
  - (6) Work to ensure that the RAB has access to pertinent documents for review and comment and that an adequate review period is provided.
  - (7) Assist with the dissemination of information to the general public.
  - (8) Help to maintain a mailing list of interested and affected parties in the environmental restoration activities at the Former Hamilton Air Force Base.
  - (9) Chair (of Community Co-Chair) may serve as chair of Community Relations Committee.
  - (10) Appoint a Recording Secretary for each meeting.
  - (11) Serve without compensation.
- c. Responsibilities of RAB community members are as follows:
- (1) Attend RAB meetings as required by the RAB operating procedures.
  - (2) Provide feedback on environmental restoration activities to decision-makers.
  - (3) Communicate community interests and concerns to the RAB.
  - (4) Serve as a conduit for information exchange among the community, the USACE district, and other involved federal, state and local agencies regarding the environmental restoration issues at the Former Hamilton Air Force Base.
  - (5) Review, evaluate and provide comments on documents related to environmental restoration activities.
  - (6) Serve as the Motion Secretary/Recording Secretary when asked.
  - (7) Serve without compensation.
- d. Responsibilities of state and county regulatory agency member(s) are as follows:
- (1) Attend RAB meetings as required by the RAB operating procedures.

- (2) Serve as an information, referral, and resource bank for the community, the USACE district, and other involved federal, state and local agencies regarding environmental restoration activities at the Former Hamilton Air Force Base.
  - (3) Review and provide comments on documents and other material related to environmental restoration activities.
  - (4) Ensure that state environmental standards and regulations are identified and addressed by USACE.
  - (5) Facilitate flexible and innovative resolutions of environmental issues and concerns.
  - (6) Assist in the training of RAB members.
- e . Responsibilities of the federal member(s) are as follows:
- (1) Attend RAB meetings as required by the RAB operating procedures.
  - (2) Serve as an information, referral, and resource bank for the community, the USACE district, and other involved federal, state and local agencies regarding environmental restoration activities at Former Hamilton Air Force Base.
  - (3) Facilitate flexible and innovative resolutions of environmental issues and concerns.
  - (4) Ensure that state and federal environmental standards and regulations are identified and addressed by the USACE.
  - (5) Assist in the training of RAB members.

**8. Amendments to the RAB Operating Procedures:**

Amendments to the RAB operating procedures may be made with a three-fourths vote of the Community RAB members present. Prior to the RAB taking action on any proposed amendments, they must be referred to the Procedures Committee for evaluation and recommendation *to the RAB*. These recommendations will be provided to the RAB members at least 20 days prior to the meeting in which the proposed amendments will be addressed for a vote of the RAB.

**9. Effective Date:**

These operating procedures shall be effective on the date on which a majority of the community members present enacts a motion approving them.

**10. Termination of the RAB:**

The Former Hamilton Air Force Base RAB will terminate upon the completion of all restoration activities.

**11. Signatories to the Former Hamilton Air Force Base RAB Operating Procedures:**

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Restoration Advisory Board U.S. Army Corps of Engineers, Co-Chair

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Restoration Advisory Board Community Co-Chair