



TMI-2 Guide No. TMI2-RA-G-002

Revision No. 0

Effective Date: 4/25/2022

TMI-2 Decommissioning Project Community Advisory Panel Charter

TMI-2 Solutions Decommissioning Project

Policy Applicability

TMI-2 Solutions Activities Only

Entire Site

Responsible Manager (Signature): Timothy Devik Digitally signed by Timothy Devik, DN: cn=Timothy Devik, o=EnergySolutions, ou=EnergySolutions, email=timothy.devik@energysolutions.com, c=US, Reason: Charter Approval, Date: 2022.04.21 14:44:35, Field: Pkcs7Signature, Version: 0.4.1 **Date:** _____

Approved By (Signature): Frank J. Helin Digitally signed by Frank J. Helin, DN: cn=Frank J. Helin, o=EnergySolutions, ou=EnergySolutions, email=frank.helin@energysolutions.com, c=US, Reason: I am the author of this document, Location: Fox, Date: 2022.04.21 15:02:50, Field: Pkcs7Signature, Version: 0.4.1 **Date:** _____

TMI-2 Solutions Project Director

**TMI-2 Decommissioning Project
Community Advisory Panel
Charter**

TMI2-RA-G-002

Contents

Purpose	3
Organizational Structure	3
Members	3
Membership Terms	3
Officers	4
Officer Duties.....	4
Meetings	5
CAP Meeting Guidelines	5
CAP Meeting Agenda Guidelines.....	5
Committees	6
Quorum/Majority Vote	6
CAP Initial Term.....	6
Charter Amendments	6

Purpose

The Three Mile Island Unit 2 (TMI-2) Community Advisory Panel (CAP) is a volunteer, non-regulatory organization established to engage the local community and to facilitate communications regarding the decommissioning of TMI-2. The focus of the CAP is geared toward education and matters of interest regarding TMI-2 decommissioning to the local communities.

The CAP is not a legislative council or a decision-making body; rather, it is a two-way conduit through which community stakeholders may express their interests and concerns, which provides TMI-2 project leadership with an opportunity to respond in a timely manner.

Organizational Structure

Members

TMI-2 CAP will be comprised of members representing a broad base of the local community and various viewpoints and interests. Representatives will be nominated by local community organizations and appointed to the panel by the EnergySolutions VP of D&D Operations. Examples of organizations or offices who can nominate candidates include local and state officials, business organizations, educational institutions, environmental groups, first response organizations, and concerned citizens. One TMI-2 Solutions representative will serve on the panel.

Members are encouraged to be engaged and willing to serve as representatives in the community to serve as resources to their constituents and neighbors regarding TMI-2 decommissioning.

Membership Terms

CAP members are responsible for keeping their constituents and neighbors informed of decommissioning-related activities and information provided by TMI-2 Solutions. CAP members are strongly encouraged to reach out, ask questions, and corroborate data and other information received from the project.

As volunteers, members shall not be compensated for their time, travel, and lodging, or for incidentals incurred that may be associated with serving on the CAP.

CAP members initially serve two-year renewable terms. At the end of a CAP member's two-year term, a simple majority vote is required for term renewal. Any vacancy created by the expiration of a member's term will be filled by the appointing authority.

Termination of an individual will automatically occur in the event that three (3) consecutive CAP meetings are missed without prior notification to the Chairperson. The appointing authority identified in Section B will be notified by the Chairperson and/or TMI-2 Community Relations Associate/Manager and be responsible for designating a replacement.

Individual members may resign, in writing, to the CAP Chairperson. Membership of a participating group may resign in writing to the Chairperson and TMI-2 Community Relations Associate/Manager.

Officers

The CAP shall have a Chairperson. The inaugural Chairperson will serve a two-year renewable term subject to the conditions outlined in Section B.2.C. Subsequent chairpersons will be elected by a majority vote of the CAP.

The CAP shall have a Vice Chairperson. The inaugural Vice Chairperson will serve a two-year renewable term. Subsequent vice chairpersons will be elected by a majority vote of the CAP.

The CAP shall have a Secretary. The Secretary will be appointed by the Chairperson and serve a two-year term at the discretion of the Chairperson. The TMI-2 representative on the CAP may serve as the Secretary but cannot serve as either the Chairperson or Vice Chairperson.

Officer Duties

Chairperson shall perform the following duties:

- Call meetings of the CAP
- Approve meeting agendas
- Preside over CAP meetings
- Certify the accuracy of meeting minutes after approval by the CAP
- Submit recommendations, concerns, or matters of interest adopted by the CAP to the TMI-2 Community Relations Associate/Manager
- Forward member resignation letters to the TMI-2 Community Relations Associate/Manager
- Coordinate with designated TMI-2 support personnel to ensure seamless flow of information to the CAP and public

Vice Chairperson will perform all duties of the Chairperson in his/her absence. In the absence of both the Chairperson and Vice Chairperson, a Chairperson Pro-Tem will be selected by a simple majority vote of the members present.

Secretary shall perform the following duties:

- Develop meeting agendas in consultation of CAP Chairperson/CAP members and approval of the TMI-2 Community Relations Associate/Manager
- Distribute meeting agendas to the CAP members and TMI-2 Community Relations Associate/Manager
- Record CAP meeting attendance and determine whether a quorum is present
- Record minutes of CAP meetings and prepare minutes for CAP approval
- Support meeting logistics as needed

- Maintain CAP documents and meeting materials, and ensure document availability to the public by providing copies to the Senior Vice President of Marketing and Communications for inclusion on the project website
- Provide administrative support to the CAP as needed

TMI-2 Community Relations Associate/Manager shall perform the following duties:

- Management and oversight of the CAP, serving as a liaison and the conduit of information flow between the TMI-2 decommissioning project and CAP
- Coordinate the arrangements for meeting venues and audiovisual logistics.
- Provide support to the CAP, as requested, and will coordinate efforts with the Chairperson to ensure that accurate information is delivered to the CAP members and public.

Meetings

CAP Meeting Guidelines

The CAP will meet quarterly, or on an as-needed basis, but no fewer than two (2) times per year. Additional meetings may be called by the Chairperson. The chairman and other members of the CAP will follow Roberts Rules of Order in the conduct of the meetings. The CAP should make an effort to ensure that at least half of the members are present at all Regular Meetings to foster a high level of participation and quality of input.

TMI-2 CAP meetings will be open to the public. Information shared with the CAP shall be considered public information and will be made available on the TMI-2 Solutions website. The Senior Vice President of Marketing and Communications will ensure that public meeting notices are issued to the news media and published on the TMI-2 website with assistance from the TMI-2 Community Relations Associate/Manager.

TMI-2 Solutions will arrange for a meeting venue if needed. CAP meetings may also be held virtually, and TMI-2 Solutions will coordinate the necessary technological logistics.

CAP Meeting Agenda Guidelines

The meeting agenda, previous meeting's draft minutes, and any pertinent information requiring review prior to the upcoming meeting will be provided to members a minimum of one week before the scheduled meeting. Whenever possible, electronic mail is the preferred method of transmitting documents and communicating information among the CAP members. CAP meeting minutes and upcoming meeting agendas will be posted to the TMI-2 Solutions website.

There will be a standing agenda item for public input. Any member of the public who attends the meetings will have an opportunity to make remarks and/or ask questions.

Committees

Subcommittees of the panel may be formed by the Chairperson as needed to carry out the objectives of the CAP. The Chairperson will appoint members to subcommittees established by the CAP.

Quorum/Majority Vote

A quorum for a meeting of the CAP shall be established. In the absence of a quorum, the CAP may convene and adjourn the meeting until such time as a quorum is present or conduct the meeting without taking any official action for the purpose of disseminating information to the public and CAP members.

A majority vote constitutes a simple majority of those members present, provided that a quorum is present.

CAP Initial Term

The continuation of the CAP will be evaluated every two (2) years. Continuation of the CAP beyond its initial term shall be determined by the CAP.

Charter Amendments

Amendments to this Charter may be adopted by the CAP members in consultation with the TMI-2 Community Relations Associate/Manager as necessary.