



TMI-2 Decommissioning Project Community Advisory Panel Charter

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Record of Revisions

Revision	Date Effective	Summary of Changes
0	April 2021	New Charter for establishment of the TMI-2 Community Advisory Panel.
1	May 2023	Added Record of Revisions. Appointment of new members responsibility updated to TMI-2 CAP Chairperson. Revised new member nomination process. Replaced TMI-2 Solutions Community Relations Associate/Manager duties with a locally based TMI-2 Solutions CAP Representative. Updated Purpose section to emphasize independence of the CAP. Updated guidelines with requirement that all meetings will include a virtual option and TMI-2 Solutions will provide funding for any necessary logistics. Reference section added. Added standing agenda item for external oversight and regulatory agency participation. Updated “CAP Initial Term” to “CAP Evaluation” to include annual reviews of the Charter. Various editorial changes.

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 TMI-2 CAP was formally established in April 2021.

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. It is important that the CAP maintains independence in order to fully understand and objectively explore the decommissioning process.

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 can be nominated by local community organizations and appointed to the panel by the TMI-2 CAP Chairperson. 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 based locally at the TMI-2 facility 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 as described above.

Termination of membership will automatically occur in the event that three (3) consecutive CAP meetings are missed without prior notification to the Chairperson. The Chairperson and TMI-2 Solutions CAP Representative will coordinate on identifying and appointing a replacement if there are no pending nominations from local organizations or offices. Individual members may resign, in writing, to the CAP Chairperson. Membership of a participating group may resign in writing to the Chairperson and the TMI-2 Solutions CAP Representative.

Officers

The CAP shall have a **Chairperson**. The inaugural Chairperson will serve a two-year renewable term. 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 include one **TMI-2 Solutions CAP Representative**. The TMI-2 Solutions representative shall be appointed by the TMI-2 Solutions Project Director and will serve a renewable term at the discretion of the Chairperson and/or TMI-2 Solutions Project Director.

The CAP shall have a **Secretary**. The Secretary will be appointed by the Chairperson and serve a 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/draft minutes
- 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 Solutions CAP Representative
- Forward member resignation letters to the TMI-2 Solutions CAP Representative
- 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 Solutions CAP Representative
- Distribute meeting agendas to the CAP members
- 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 Solutions CAP Representative shall perform the following duties:

- 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
- Ensure that timely, 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 Chairperson 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 at least one week before the next scheduled CAP meeting and published on the TMI-2 website.

TMI-2 Solutions will arrange for a meeting venue if the CAP elects for a hybrid meeting. All CAP meetings will include the option to attend virtually, and TMI-2 Solutions will coordinate the necessary technological logistics. TMI-2 Solutions will provide funds to support CAP operations and activities, such as administrative costs, meeting advertisements, and general logistics for in-person meetings, as needed.

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.

There will be a standing agenda item for external oversight groups and regulatory agencies. The

Pennsylvania Department of Environmental Protection Bureau of Radiation Protection, Nuclear Regulatory Commission, and Decommissioning Nuclear Safety Review Board should be invited to participate in the meetings and provide updates.

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 Evaluation

Performance and operations of the CAP will be continuously evaluated. The CAP Charter will be reviewed annually against the Nuclear Regulatory Commission report, “Best Practices for Establishment and Operation of Local Community Advisory Boards Associated with Decommissioning Activities at Nuclear Power Plants” (Reference 1) to ensure the recommendations and lessons learned are considered in this Charter.

Charter Amendments

Amendments to this Charter may be adopted by the CAP members in consultation with the TMI-2 Solutions CAP Representative as necessary.

References

1. U.S. Nuclear Regulatory Commission, “Best Practices for Establishment and Operation of Local Community Advisory Boards Associated with Decommissioning Activities at Nuclear Power Plants: A Report for the Senate Committee on Environment and Public Works and the House Committee on Energy and Commerce,” dated 1 July 2020 ([ML20113E857](#)).