

## **STANDARD OPERATING PROCEDURES**

### **FORMER PINECASTLE JEEP RANGE RESTORATION ADVISORY BOARD**

#### **I. PURPOSE**

The standard operating procedures for the Pinecastle Jeep Range Restoration Advisory Board (RAB) establish the procedures under which the RAB will conduct its activities.

#### **II. MEMBERSHIP AND ORGANIZATION**

A. Membership, roles and responsibilities are outlined in the RAB Charter. RAB membership will typically not exceed 20 members. Current RAB membership may be expanded, if doing so would aid the RAB in meeting its stated purpose. Interested community members may express their interest by submitting a community interest form to the Corps co-chair. Additional RAB members may also be nominated by any member of the RAB and will be granted membership subject to the finding of the majority, and if consistent with the goal of diverse community representation. Placement will be granted first to those who live/work in the affected area. Replacement members for those members who resign or otherwise leave the RAB will be subject to the same guidelines.

B. A community co-chair shall be elected by a majority vote of the community RAB members, by written ballot. A community vice-chair will be elected at the same time with the one receiving the most votes being the co-chair and the one receiving the second most votes being the vice co-chair. Once elected, the community co-chair and vice co-chair shall serve a term of two years, unless an emergency situation prevents the community co-chair from continuing service. The community co-chair and vice co-chair may be reelected for a subsequent two-year term upon majority vote of the RAB members. If the community co-chair or vice co-chair does not wish to serve a second term, a Nomination Committee consisting of three RAB members will be appointed to recommend a nominee for the position for the upcoming year. The election of the community co-chair or vice co-chair will take place at the meeting immediately preceding the expiration of the current term. Other members may be nominated from the floor, and write-in candidates and self-nomination may also be used. The Nomination Committee will count the ballots and announce the results, and the co-chair elect and vice co-chair elect will assume the position at the next scheduled RAB meeting.

C. Any community member may resign at any time by giving written notice to the community co-chair. Acceptance of such resignation shall not be necessary to make it effective unless the notice so provides. Community members may be removed from the RAB for "cause" by a majority vote of the remaining community members then in office. "Cause" shall mean conduct found to be ineffective or detrimental to the conduct of the RAB. In the event of the resignation of the community co-chair, an election shall be held at the next meeting following the resignation to elect a new community co-chair.

D. All expenses incurred by any member/organization incident to travel, and all administrative expenses incurred while preparing for or participating in meetings, will be borne by the members/organization. Members and support staffs will serve without compensation.

E. Conflict of Interest: Individuals who have a conflict of interest shall not participate on the RAB. Conflict of interest is defined as follows.

1. Standing to make a direct gain from an unfair competitive edge.
2. Resulting from decisions made in the area of environmental restoration, waste management or research and development.

### **III. MEETINGS**

A. A quorum of RAB members must be present in order to hold a RAB meeting. A quorum is defined as the government co-chair or his designee and the community co-chair or vice co-chair, one regulatory agency member, and 51 percent of the remaining RAB members.

B. All meetings shall be facilitated in an orderly manner, utilizing the procedures of Roberts Rules of Order. The RAB may elect to have a facilitator serve as parliamentarian.

C. RAB members' attendance at meetings is required. Except for emergencies or other compelling circumstances (as determined by the co-chairs), a member who misses three (3) meetings in a twelve (12) month period or three (3) consecutive meetings without prior justification shall be deemed to have resigned. Attendance ordinarily means the entire length of a meeting.

D. Each voting member of the RAB will have one vote. The voting members of the RAB are the community members who have volunteered to serve on the RAB and have signed this charter. Ex-officio members assigned to the RAB shall not have voting privileges. The ex-officio members include representatives from the Corps (including RAB co-chair) and may include representatives of the Florida Department of Environmental Protection, Orange County and the City of Orlando. If a voting member is unable to be present at a meeting where a vote is taken, he/she may provide their vote proxy to the community co-chair in advance of the meeting.

E. Meetings will be held annually or as determined by a majority vote of the RAB. During the meetings, Corps representatives will provide progress reports on cleanup activities and respond to requests for information from RAB members.

F. Meetings will be held as close to the Pinecastle Jeep Range as is logistically feasible. Such meetings shall be open to the public and scheduled at convenient times to provide an opportunity for public comment on actions and proposed activities taken by the Corps and other involved government agencies.

G. The co-chairs will coordinate to develop an agenda for each meeting and distribute it to the RAB members no later than two weeks prior to each meeting. Any RAB member may request specific items to be added to the agenda at the appropriate time during the meeting.

H. Each meeting agenda will include a scheduled time for a public question and answer period and to hear public comments relative to the material presented or to the project in general. Public and media representatives, if any, will be asked to limit participation to these scheduled times, and they will not have voting authority.

#### **IV. ADMINISTRATIVE SUPPORT**

A. The Corps will provide administrative support, to include the following.

1. Logistical arrangements (meeting location, audiovisual equipment if needed, notifying members of scheduled meetings, reproduction and dissemination of materials, etc.)
2. Distributing public notices of RAB meetings through appropriate venues
3. Preparing and distributing meeting minutes

B. The Corps will provide prior meeting minutes to all RAB members within two weeks of the next meeting. The RAB members will approve the meeting minutes by a majority vote at their next scheduled meeting. Approved minutes will be placed in the Information Repository.

#### **V. REVIEW OF DOCUMENTS**

A. The Corps' project manager will provide copies of relevant documents for review. The project manager will ensure that a responsiveness summary is provided in a timely manner to comments received from the members. Members are responsible for assuring that comments reflect the position of their community.

B. The community co-chair is responsible for compiling and formalizing comments on review of documents and other RAB recommendations and forwarding them to the Corps project manager.

C. RAB members' comments on technical documents will become part of the Information Repository and the Administrative Record, for public review.

#### **VI. TECHNICAL ASSISTANCE**

A. RAB community members may request technical assistance from the private sector to assist with their understanding of the scientific and engineering issues underlying eligible DoD environmental restoration activities. Technical assistance may be made available to community members of the RAB in accordance with 10 U.S.C. 2705(e) and the Technical Assistance for Public Participation (TAPP) regulations found at 32 CFR part 203. RABs may submit TAPP requests to the Corps project manager. The DoD installation may also provide in-house assistance to discuss technical issues.

**VII. EFFECTIVE DATE, MODIFICATION, TERMINATION**

A. The effective date of the operating procedures is the date of the last signature in Section VIII.

B. These operating procedures shall be amended as required by changes in federal and/or state laws and regulations. Amendments may also be proposed by any member and will be adopted by majority vote of the community RAB members. The community co-chair will decide in the event of a tie vote.

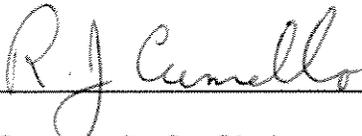
**VIII. SIGNATURES**

  
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Co-Chair, U.S. Army Corps of Engineers

  
\_\_\_\_\_

Date

  
\_\_\_\_\_

Community Co-Chair

  
\_\_\_\_\_

Date

**VIII. ADJOURNMENT OF THE RAB**

The commander of the U.S. Army Corps of Engineers, Jacksonville District may adjourn the RAB with input from the community when there is no longer a need for a RAB or when community interest in the RAB no longer exists. The adjournment shall adhere by the requirements set forth 132 CFR 202.10, 27 July 2005 and EP 1110-3-8, 9 April 2004.

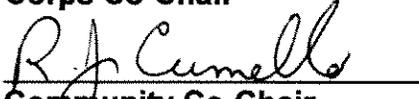
**IX. DISSOLUTION OF THE RAB**

The Commander of the U.S. Army Corps of Engineers, Jacksonville District may dissolve the RAB when the RAB is no longer fulfilling the intended purpose of advising and providing community input to the district commander and decision makers on the project as described in this Charter. The dissolution process shall adhere by the requirements set forth 132 CFR 202.10, 27 July 2005 and EP 1110-3-8, 9 April 2004.

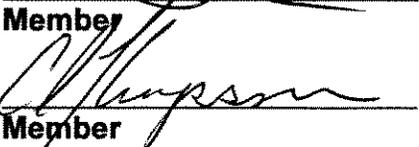
**IT IS SO AGREED**

**SIGNATURE OF THE MEMBERS AS OF July 8, 2008.**

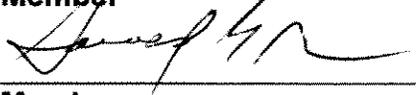
  
Corps Co-Chair

  
Community Co-Chair

Member  


Member  


Brethe Tracy for Mary Ann Kraus  
Member

  
Member

  
Member

  
Member

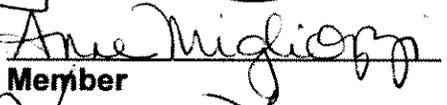
Member

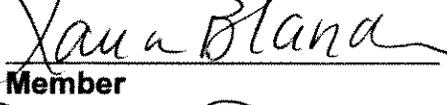
  
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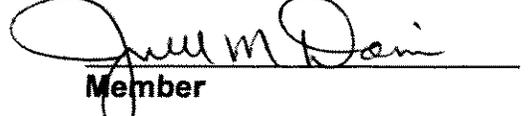
  
Member

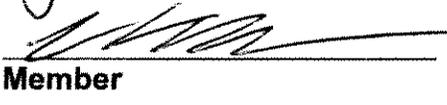
  
Member

  
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