

SHAW AIR FORCE BASE RESTORATION ADVISORY BOARD (RAB) CHARTER

SUMTER COUNTY, SOUTH CAROLINA

JULY 2011

I. NAME/AUTHORITY

This organization shall be known as the Shaw Air Force Base (AFB) Restoration Advisory Board. The RAB will work in partnership with Shaw AFB and the community on environmental cleanup issues and related matters.

This RAB charter follows guidelines of the May 2006 RAB Rule (32 Code of Federal Regulations (C.F.R.), Part 202). To the extent any of the provisions of this charter are inconsistent with 32 C.F.R. 202, the applicable provisions of 32 C.F.R. 202, or its successor, shall apply.

II. MISSION STATEMENT/PURPOSE

The mission of the RAB is to establish and maintain open and interactive dialogue between the U.S. Air Force, state regulatory agencies, and the local community concerning the Environmental Restoration Program (ERP) at Shaw AFB.

The purpose of the RAB is to promote community awareness and obtain constructive community review, comment, and input on current and proposed environmental remediation actions in association with Shaw AFB.

III. GENERAL FUNCTIONS AND RESPONSIBILITIES

A. The RAB represents stakeholder groups including:

- Local community residents
- Local residents living and working on Shaw Air Force Base and in neighborhoods in the immediate vicinity of the installation. More generally, the community of Sumter County, South Carolina.
- The government agency with a supervising role in the cleanup of restoration sites at Shaw AFB—the South Carolina Department of Health and Environmental Control.
- Local governments to include the City of Sumter and Sumter County
- Local quasi-governmental organizations such as economic development entities
- Local school boards

- The Air Force as the responsible party and the party accountable for the environmental restoration of the areas affected by military activities.
- B. The RAB will consist of no more than 20 local community members who are primarily residents from surrounding communities committed to facilitating progress in the environmental restoration process.
1. Community RAB membership terms can be held for three years from the time of RAB membership acceptance and are renewable based on a majority vote from the community RAB members. Votes against membership renewal will require public explanation. Membership records will be reviewed at the end of each meeting. Membership will be voted on for each RAB member whose term will expire before the next scheduled RAB meeting. If a scheduled RAB meeting is postponed and causes a membership vote to be missed, any expiring memberships will be extended and a vote made at the next RAB meeting.
 2. The RAB will be co-chaired by a representative appointed by Shaw AFB and a community member elected by community RAB members.
 - a. The Community Co-Chair will be elected by a majority vote from the RAB community members. The Community Co-Chair will serve a three-year term and may serve more than one term if re-elected by a majority of the community RAB members.
 - b. The Community Co-Chair may be removed as Co-Chair if it is determined that the Co-Chair is unable to perform required duties for the RAB. Community Co-Chair removal is determined by a majority vote from the community RAB members.
 3. RAB community members and community co-chairs serve without compensation.
 4. All RAB members are expected to attend all regularly scheduled RAB meetings or to send an alternate if they are unable to attend a meeting.
 - a. To designate an alternate, community RAB members will notify the Community Co-Chair in advance.
 - b. In the case that an alternate attends, the alternate has the same rights of participation as the member.
 - c. The alternate shall not be someone who has been removed as a RAB member.

5. In the case of a community member who does not attend and does not send an alternate in his or her place for two consecutive meetings, the other RAB community members may require the member to resign.
6. Regardless of attendance, a RAB community member can be asked to resign for actions that are determined to be detrimental to the working process*. This requires a motion to be made during a RAB meeting by one RAB member, seconded by another member, and a confirming vote by at least a majority of the community RAB members. Detrimental actions could include:
 - a. Consistently unwilling or unable to participate constructively in RAB meetings.
 - b. Conflict of interest (e.g., stands to gain monetarily from remediation decisions).

(* Note: Should a RAB community member be asked to resign and a majority vote by the RAB cannot be achieved, the USAF RAB Co-Chair has the authority to remove that member for cause on the basis that continued participation is no longer beneficial to the RAB.)

7. When a community member resigns or the RAB decides to expand membership, the vacancies will be filled by requesting applications. These will be made available to all who are interested. In addition, an individual may submit an application to join the RAB at any time.
8. RAB community members should live and/or work in the community or have an otherwise direct tie to the area affected by the environmental restoration work being conducted by the Air Force in Sumter County. In selecting new members, the RAB should seek to ensure that the overall makeup of the RAB is balanced, diverse and representative of the affected community as a whole.
9. Community RAB members will vote on prospective members during RAB meetings. RAB members will be notified prior to the meeting that a vote will be taken.
10. Nominations for new community RAB members will be selected based on a majority vote of the community RAB members in attendance at the meeting. If there are more candidates for membership than there are openings, the candidate receiving the most votes will be nominated. Additional rounds of voting will occur until all vacancies are filled with a nominee. The nominations will be forwarded to the Installation Commander for appointment in accordance with 32 C.F.R. 202.4 paragraph ii.

IV. DETAILED RESPONSIBILITIES OF THE CO-CHAIRS AND OTHER RAB MEMBERS

A. Responsibilities of the Community Co-Chair include:

1. Ensuring membership participation is open and constructive.
2. Ensuring that community issues and concerns related to cleanup are fully addressed.
3. Discussing the meeting agenda with the Air Force Installation Co-Chair prior to each RAB meeting to ensure that RAB community members' input is considered.
4. Providing review and comment on Draft RAB meeting minutes along with other RAB community members.
5. Reporting communications with Air Force Installation Co-Chair that occur outside of RAB meetings back to the other RAB community members.
6. Assisting in the dissemination of information to the general public.

B. Responsibilities of the RAB Air Force Installation Co-Chair include (but are not limited to):

1. Ensuring RAB participation is open and constructive.
2. Ensuring that the purpose of the RAB is to inform of efforts to cleanup contamination.
3. Discussing the meeting agenda with the RAB Community Co-Chair prior to each meeting to ensure that community input is considered in developing the agenda.
4. Assisting with the dissemination of information to the general public.
5. Ensuring there is adequate administrative and logistical support for the RAB in accordance with the DoD RAB Rule.
6. Meeting facilitation.
7. Developing and maintaining attendance records and a mailing list of RAB and other interested parties.
8. Maintaining and updating the information repository.
9. Creating, maintaining and updating any websites that may be developed to provide public information related to environmental restoration activities at Shaw AFB.

C. Responsibilities of RAB Community Members are to:

1. Review all documents related to environmental restoration activities at Shaw AFB that have been provided to the RAB for review and provide timely comments as appropriate.
2. Provide advice and feedback about community concerns at RAB meetings.
3. Communicate with the local community about clean up issues.
4. Serve without compensation for time or transportation.

V. RAB OPERATING PROCEDURES

- A. The RAB will meet at least twice a year unless it is agreed by a majority vote of the RAB that meeting frequency should change. Meetings will be jointly run by the Air Force Installation Co-Chair and the Community Co-Chair.
- B. All RAB meetings are open to the general public. RAB members are encouraged to invite interested non-members to visit and ask questions.
- C. The two Co-Chairs will schedule RAB meetings. Advance notice of meeting dates will be communicated to the remaining RAB members and the community. A reminder will be sent at least one week prior to the meeting to all RAB members and interested public that have attended previous meetings and/or signed up for the mailing/email list. The Air Force will make notifications in the event meetings need to be cancelled or rescheduled due to inclement weather or other reasons.
- D. Each meeting will follow an agenda that will be distributed one week or more prior to the RAB meeting.
- E. A quorum will consist of a majority of the RAB community members. Any membership issues that require voting will be determined by a simple majority vote of the RAB community members who are present.
- F. Voting or polling RAB members may facilitate RAB discussions. Such votes are advisory only and are not binding on agency decision makers. Group consensus is not required for RAB input; each member of the RAB may provide advice as an individual.
- G. Consensus is not a prerequisite for the advice the RAB provides to the military and the regulatory agencies. RAB members should provide advice as individuals, not as a group. All topics discussed and opinions expressed will be noted in the meeting minutes.

VI. ADJOURNMENT OR DISSOLUTION OF THE RAB

- A. The Shaw AFB RAB may be adjourned by the Installation Commander if:
- All required remedial actions have been implemented,
 - All property has been transferred out of DoD control (as in the case of closed installations),
 - 75% of members agree in writing to adjourn the RAB, or
 - There is no longer sufficient, sustained community interest, as determined by Shaw AFB and the RAB, to sustain the RAB.
- B. If the RAB is terminated, Shaw AFB will be responsible for reassessing community interest that could warrant reactivation or reestablishing the RAB. The DoD RAB Rule recommends reassessing community interest at least every two years at restoration sites that do not have a RAB.
- C. The Installation Commander may recommend dissolving the RAB in accordance with the procedures of 32 C.F.R. 202.10 paragraph (b) if the RAB is no longer fulfilling its intended purpose. Only the Deputy Assistant Secretary of the Air Force (Environment, Safety and Occupational Health) may dissolve the RAB.
- D. If the RAB is adjourned or dissolved, the rationale for termination will be documented in a memorandum in the Administrative Record. The public will be notified of the decision through written notice to the RAB members and through publication of a notice in the local newspaper. Information will also be provided about other ongoing public involvement opportunities that are available.

VII. EFFECTIVE DATE AND MODIFICATION

The effective date of this charter is the date on which it is approved by a simple majority of the community RAB membership and signed by the RAB members present at that meeting.

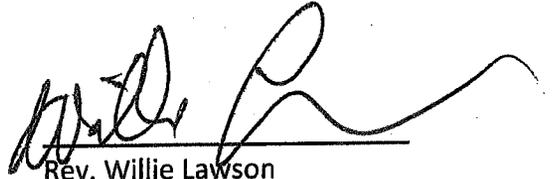
This charter may be amended by a simple majority of the community RAB membership. All amendments must be in writing and placed on the meeting agenda for consideration.

VIII. Signatories to the RAB Charter

IN WITNESS WHEREOF, we have set our hands this 15th day of Sep 2011.



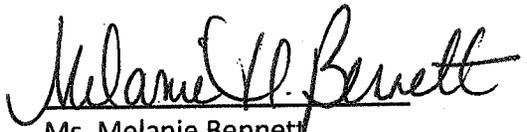
Colonel Donavan E. Godier
USAF RAB Co-Chair



Rev. Willie Lawson
RAB Community Member



Mr. Eddie Newman
Sumter County Representative



Ms. Melanie Bennett
RAB Community Member



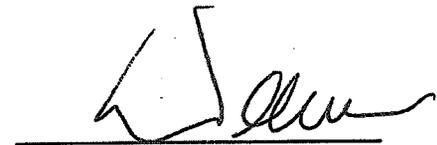
Mr. Bill Rozier
City of Sumter Representative



Mr. Daniel Burkett
RAB Community Member



Rachel D. Poole
SCDHEC Representative



Dr. Wendell Levi, Jr.
RAB Community Member



Keith Lane
SCDHEC Representative