

US EPA ARCHIVE DOCUMENT

**Puget Sound Naval Shipyard
Project ENVVEST
Community Working Group
Bylaws**

MISSION STATEMENT

The mission of this Community Working Group (CWG) is to provide a forum for communication between Puget Sound Naval Shipyard, Washington State Department of Ecology (WSDOE), U.S. Environmental Protection Agency (EPA), and members of the community. These bylaws have been established to guide members and to maximize the effectiveness of the CWG. Membership and procedures must facilitate open and effective communication, and adapt to changing conditions. The purpose of the CWG is to provide informed recommendations and advice to Puget Sound Naval Shipyard, EPA and WSDOE, to promote community awareness, and to obtain constructive community review and comment on Project ENVVEST related issues.

A. NAME. This organization shall be known as the **Puget Sound Naval Shipyard Project ENVVEST Community Working Group.**

B. AUTHORITY. The Project ENVVEST Phase I Final Project Agreement (FPA) signed by Puget Sound Naval Shipyard, U. S. Environmental Protection Agency and Washington State Department of Ecology.

C. GENERAL MEMBERSHIP AND DUTIES. Membership of the CWG is expected to be diverse and balanced and reflect a wide variety of concerns and interests in the community. CWG member participation ensures consistent involvement.

1. Members of the CWG should be representatives from federal, tribal, state, and local government organizations, private citizens, and community groups within the watershed of Sinclair and Dyes Inlets.

2. Members are expected to participate in CWG meetings for a minimum of 2 years.

3. Members will review and comment on technical documents and plans associated with ongoing Project ENVVEST activities for the Puget Sound Naval Shipyard.

4. CWG members are expected to attend all CWG meetings or send an alternate, if applicable. The alternate must represent the same group represented by the member. The alternate has the member's proxy.

5. Members unable to continue to fully participate shall notify the CWG by writing or emailing the Shipyard POC.

6. One member will be permitted for each government or community organization. The Navy member will serve as Co-chair.

7. To facilitate the exchange of information and/or concerns between the community and the CWG, members are expected to report to the groups that they represent and serve as a conduit for information to and from the CWG.

8. CWG members will serve without compensation. All expenses incident to travel and/or attendance at CWG meetings and related events, and for providing review and input on technical documents, shall be borne by the respective members or their organization.

9. Applicants for CWG membership may apply at any time; new applicants will always be considered.

D. CWG STRUCTURE. CWG leadership is a joint responsibility.

1. The CWG will be co-chaired by a representative of the Navy (Navy Co-Chair) and by a community member (Community Co-Chair) elected by the community membership of the CWG. The Community Co-Chair will preside over each meeting.

2. The Community Co-Chair will be elected by a majority vote of the community members of the CWG. The CWG Community Co-Chair term will run for 1 year. A Co-Chair may serve more than one term, if elected by the CWG members.

3. The Community Co-Chair may be removed as a Co-Chair if it is determined that the Co-Chair is unable to perform required duties, is ineffective, or is detrimental to the CWG. Community Co-Chair removal is accomplished by a majority vote of the CWG community members present at the meeting, and CWG Community members will select a new Community Co-Chair. The Navy Co-Chair must be present at such a meeting.

4. Duties of the Community Co-Chair include but are not limited to:

- a. ensuring membership participation in an open and constructive manner
- b. ensuring that community issues and concerns related to the PSNS Project ENVVEST are brought to the table;
- c. coordinating and preparing the meeting agenda with the Navy Co-Chair; and
- d. assisting in the dissemination of information.

5. Duties of the Navy Co-Chair include but are not limited to the same duties as the Community Co-Chair, as well as:

- a. ensuring adequate administrative support to the CWG;
- b. developing and maintaining attendance records;
- c. ensuring adequate creation, distribution, and retention of all pertinent documents;
- d. ensuring that the Navy considers and responds to comments made at CWG meetings;
- e. providing relevant policies and guidance documents to enhance operation of the CWG;
- f. referring questions and concerns regarding issues that are not part of PSNS Project ENVVEST, to the appropriate officials; and
- g. publicizing all CWG meetings to the community.

6. The Navy Co-Chair will work with the Community Co-Chair and the CWG members to establish a process for public review and comment on documents, plans, and other pertinent information. The Co-Chairs will ensure that a process is in place so that advice and comments from individual CWG members are considered and responded to in a timely manner.

7. Subcommittees and/or Steering Committees may be formed in the CWG to facilitate participation, or to address specific issues or other items pertinent to the CWG. A committee may be formed and its members selected by a majority vote of the CWG membership at the meeting the issue of committee is raised.

8. Although the CWG is not a decision-making body, the CWG will vote on procedural and other issues by having a motion made and seconded. The CWG will strive to reach consensus and for voting purposes, a quorum of CWG members must be present. A quorum is made up of the majority of CWG members in good standing. All positions on issues of concern will be noted along with the majority position and will be presented in the CWG meeting minutes. When a controversy arises regarding the procedural motions, the CWG will settle these with a simple majority vote.

9. The frequency of the CWG meetings will be determined as events and issues dictate. Meetings will be held at locations convenient to the CWG membership.

10. CWG meeting notices and agendas will be mailed to CWG members a minimum of two weeks prior to the meeting.

11. Amendments to this document can be made as allowed by the CWG.

12. The Navy will maintain a file of final documents, member comments, and meeting minutes for future use.