

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

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A. 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, concerns and provides TMI-2 project leadership with an opportunity to respond in a timely manner.

B. Organizational Structure

1. Members

- a. 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 Energy Solutions VP of D&D Operations. In addition, one TMI-2 representative will serve on the panel. Examples of organizations or offices who can nominate candidates include local and state officials, business organizations, educational institutions, environmental groups, first response organizations, concerned citizens, etc...
- b. 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.

2. Membership Terms

- a. 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.
- b. CAP members are responsible for keeping their constituents and neighbors informed of decommissioning-related activities and information provided by TMI-2. CAP members are strongly encouraged to reach out, ask questions and corroborate data and other information received from the project.
- c. CAP members initially serve two-year renewable terms.
- d. The CAP will vote to renew the terms of its existing member representatives at the end of their two-year terms. 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 designated in Section B.1.
- e. 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 Communications Manager and be responsible for designating a replacement.

- f. Individual members may resign, in writing, to the CAP Chairperson. Membership of a participating group (Section B) may resign in writing to the Chairperson and TMI-2 Communications Manager.
3. Officers
 - a. 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.
 - b. 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.
 - c. The Secretary will be appointed by the Chairperson and serve a two-year term at the discretion of the Chairperson.
 4. Officer Duties
 - a. 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 Communications Manager
 - Forward member resignation letters to the TMI-2 Communications Manager
 - Coordinate with designated TMI-2 support personnel to ensure seamless flow of information to the CAP and public
 - b. Vice Chairperson will perform all duties of the Chairperson in his/her absence.
 - c. In the absence of both the Chairperson and Vice Chairperson, a Chairperson Pro-Tem will be selected by the members present.
 - d. Secretary shall perform the following duties:
 - Develop meeting agendas in consultation of CAP Chairperson/CAP members and approval of the TMI-2 Communications Manager
 - Distribute meeting agendas to the CAP members and TMI-2 Communications Manager
 - Record CAP meeting attendance and determine whether a quorum is present
 - Record minutes of CAP meetings and prepare minutes for CAP approval
 - Transcribe notes, copy documents, compile, mail and/or email CAP documents, support meeting logistics, maintain CAP documents and meeting materials and ensure document availability to the public by providing copies of meeting-related materials to the TMI-2 Communications Manager for inclusion on the project website
 - Provide administrative support to the CAP as needed

5. TMI-2 Communications Manager

- a. TMI-2 Communications Manager is responsible for the overall management and oversight of the CAP, serving as a liaison and the conduit of information flow between the project and CAP.
- b. 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.
- c. Coordinate the arrangements for meeting venues and logistics, such as audiovisual requirements.

C. Meetings

1. 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.
2. The chairman and other members of the CAP will follow Roberts Rules of Order in the conduct of the meetings.
3. TMI-2 Solutions will arrange for a meeting venue.
4. 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.
5. Information shared with the CAP shall be considered public information.
6. 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 web site.
- 5 TMI-2 CAP meetings will be open to the public. The TMI-2 Communications Manager will ensure that public meeting notices are issued to the news media and published on the TMI-2 website.
- 6 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.

D. Committees

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

E. Quorum/Majority Vote

1. 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.
2. A majority vote constitutes a simple majority of those members present, provided that a quorum is present.

F. CAP Initial Term

1. 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.

G. Charter Amendments

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