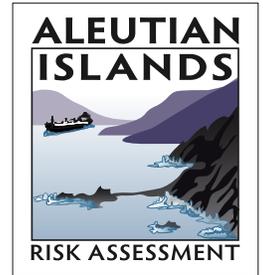


# ALEUTIAN ISLAND RISK ASSESSMENT ADVISORY PANEL

## ORGANIZATIONAL PROTOCOLS



### **Public Announcements:**

While members are expected and encouraged to discuss the risk assessment project within the community and among their stakeholder group, members shall not report opinions expressed in meetings, nor shall they report independently on committee action.

### **Quorum**

A quorum for the conduct of business at each meeting shall be a simple majority of the committee members. Decisions will be consensus based and require a two thirds majority vote of the quorum to pass.

### **Proxies**

During meetings of the Advisory Panel, each member shall have one vote. A quorum both for face-to-face meetings and for email or phone meetings shall be a majority (greater than 50%) of the number of members of the Panel.

### **Meetings:**

The Advisory Panel will meet approximately eight (8) times during Phase A (first year) of the risk assessment and four (4) of those meetings may be conducted using web/teleconference methods. During Phase B (second year) of the risk assessment the Panel is anticipated to meet (3) times. Meeting dates will be scheduled at the first meeting and posted on the AIRA website and updated by the Facilitator.

If necessary, interim meetings can be called by the Management Team, Facilitator or by a simple majority of the panel members and can also be held by teleconference, electronic mail or by other means.

Advisory Panel members are expected to attend each Panel meeting. If the primary member of the stakeholder interest group is unable to attend they're responsible for notifying the Facilitator and their alternate. Primary members who miss three consecutive meetings without sufficient cause will be considered withdrawn subject to review by the Advisory Panel. The Management team, through the Facilitator, will fill the position.

With the advice and consent of the Management Team and the Advisory Panel, the Facilitator will publish, on the AIRA website and other appropriate outlets, an agenda listing the issues to be discussed, whether it will be a public or private meeting, the time, date, and place or method of communication to be used. The Facilitator will put the meeting date and agenda notice on the AIRA website thirty (30) days prior. A Management Team or Advisory Team member who wishes to put something on the agenda must have that information to the Facilitator before the thirty day window.

### **Attendance:**

The Facilitator will keep a record of attendance for all meetings, including teleconferences. This information will be used to determine travel and per-diem

reimbursement in accordance with the AIRA Travel Policy (see internal website). Attendance will be published with the meeting minutes.

**Alternates:**

Each Panel position will be allowed one alternate. Although both the principle and the alternate may attend meetings, only one vote per Panel position will be counted. Only one per-diem and travel allowance will be allowed for each Advisory Panel position.

**Rules of Order**

The Facilitator will proctor all meetings, either in person or by electronic means. An agenda of issues to be dealt with during the meeting will be listed on the meeting announcement. The agenda will be adhered to unless a 2/3 majority of the attending panel members or their alternates vote to add or delete or table an issue on the agenda.

Rotation of speakers will be determined by the order in which each panel member signed in to the meeting or teleconference. Unless the attending Management Team and Advisory Panel members agree upon special dispensation in advance, introduction-speaking time on any topic will be limited to 3 minutes. One (1) question and a follow up question will be allowed each panel member in rotation until all panel members have had a chance to speak. An open discussion period may follow, if needed, but should be limited to 10 minutes duration. Unfinished business may be tabled until a later meeting, with the above rules being observed. In the interest of brevity, only panel conclusions or decisions will be published in the minutes.

**Records:**

The Facilitator will prepare meeting summaries. Draft summaries will be provided to Advisory Panel member and their alternates shortly after the meetings for review. The Facilitator will maintain and post on the website agendas, handouts, and meeting summaries.

**Recommendations and Reports:**

Panel recommendations and reports will be submitted in writing to the Management Team. Documents will include both suggested action and justification for suggestions. The Management Team shall respond/react to such recommendations/reports in writing.

**Adjournment:**

After all the items on the agenda and any new or old business have been dealt with, the date of the next meeting and the last day to submit issues for the agenda will be decided. The Facilitator will then make a motion to close the meeting and ask for a second. If there is a protest the attendees may vote (2/3 majority) to continue the meeting until the protested issue is resolved.