

**Maine Yankee
Community Advisory Panel on
Spent Nuclear Fuel Storage & Removal
Charter, October 16, 2018**

Introduction

The Maine Yankee Community Advisory Panel on Spent Nuclear Fuel Storage and Removal (CAP) was established in February 2005 to enhance open communication, public involvement and education on the interim storage of spent nuclear fuel at Maine Yankee and to advocate for its prompt removal from Maine Yankee by the federal government as required by contract and the Nuclear Waste Policy Act.

Charter

I. **Purpose**

- A. The purpose of the CAP is to enhance open communication, public involvement and education on spent nuclear fuel storage at Maine Yankee and to advocate for its prompt removal from Maine Yankee by the federal government as required by contract and the Nuclear Waste Policy Act.
- B. The CAP will evaluate and comment upon data and other information provided by Maine Yankee and other reliable sources.
- C. The CAP will function as an advisory panel. Maine Yankee will consider the advice or recommendations made by the CAP. Although not obligated to follow such advice or recommendations, Maine Yankee will, in cases of disagreement, provide the CAP with an appropriate rationale for the Company's approach to the issue.

II. **Organization and Membership**

A. Membership

1. The CAP will consist of at least seven members including a representative of the Lincoln County legislative delegation invited to serve on the CAP by the CAP Chair who may delegate this task to CAP staff, a representative appointed by the Governor, a representative appointed by Wiscasset Selectmen, and Maine Yankee's representative. Other members may have been members of the Decommissioning CAP, but are not limited by that requirement.
2. Members may resign by writing to the Chairperson of the CAP. The Chairperson shall forward a copy of such resignation to the President of Maine Yankee and, if applicable, to the selecting body. In the event the CAP Chair resigns, he or she will notify the President of Maine Yankee in writing.
3. Replacement of the Governor's representative, the Wiscasset representative, and the Maine Yankee representative, shall be by the selecting body. In the event the legislator from Lincoln County resigns or is no longer a Lincoln County legislator, the CAP Chair will invite another member of the Lincoln County Legislative Delegation to serve on the CAP and may delegate this task to CAP staff. In the event a CAP member resigns who is not one of the four representative categories described above, the CAP will make a good faith effort to replace the member who resigned. Selecting a replacement shall be by a majority vote of the CAP approving the new member. The CAP will do its best to maintain its membership at at least seven. The CAP may also add members at its discretion by a majority vote whether or not a member has resigned.

B. Officers

1. The CAP shall have a Chairperson and Vice-Chairperson

elected by a majority vote of the CAP.

2. The term for the Chairperson and Vice-Chairperson will be two years.

C. Committees

1. Committees, sub-committees or similar working groups will be designated by the Chairperson as needed to carry out the work of the CAP. Such committees, subcommittees or working groups will serve at the discretion of the Chairperson.

D. Duties

1. Chairperson shall perform the following duties:
 - a. Call meetings of the CAP;
 - b. Prepare and/or approve agendas for meetings;
 - c. Preside at CAP meetings;
 - d. Submit to the Maine Yankee President all recommendations adopted by the CAP;
 - e. Forward member resignation letters to the Maine Yankee President and the selecting body where applicable;
 - f. Work with Maine Yankee administrative support to ensure the smooth flow of information to the CAP and public.
2. Vice-Chairperson shall perform all the duties of the Chairperson in her/his absence or in the event of her/his resignation.
3. Maine Yankee Support
 - a. Maine Yankee will provide administrative support to the CAP and will work with the Chairperson to ensure the smooth flow of CAP information to panel members and the public. Whenever feasible electronic mail will be the preferred method of communicating with and among CAP members.

- b. Administrative support will include but not be limited to taking minutes, typing, copying, compiling, and mailing CAP documents, assisting with meeting arrangements, maintaining CAP records, and ensuring their availability to the public at the Maine State Library.

III. Meetings

- A. Frequency - The CAP will meet a minimum of once a year at a time convenient to the members, though additional meetings can be called at the Chair's discretion.
- B. Prior to the annual CAP meeting, Maine Yankee will issue a report to the CAP of key activities associated with the operation of the ISFSI for the preceding year and activities the Company has been engaged in relative to removing spent nuclear fuel from the site.
- C. During the year between CAP meetings Maine Yankee will also periodically update the CAP on any noteworthy developments related either to spent nuclear fuel storage or its removal.
- D. Open Meetings - All CAP meetings will be open to the public.
 - 1. All meetings will have a public comment period.
 - 2. Issues brought before the CAP that are not on the meeting agenda will only be added to that meeting's agenda following an affirmative vote of two-thirds of the CAP members present.
 - 3. The CAP may go into executive session at the request of a member that is followed by a majority vote of the CAP. The CAP may not vote in executive session.
 - 4. Meetings will be announced a minimum of two weeks in advance.
- C. Reimbursement - Members of the CAP will not be reimbursed for travel or other expenses incurred by them in the performance of their duties as members. However, Maine Yankee will provide a meal for CAP members at every meeting.

- D. Quorum - A majority of members will constitute a quorum for a meeting of the CAP at which a vote or other official action is to be taken. In the absence of a quorum, the CAP may convene the meeting and adjourn until such time as a quorum is present. No official action may be undertaken by the CAP at a meeting which lacks a quorum.
- E. Majority Vote - Wherever this Charter refers to a “majority vote” it means a simple majority of those members present and voting, providing a quorum is present at the meeting. If no quorum is present, the CAP cannot vote on any matter, except adjournment, or take any official action of any kind. Minority reports will be part of the CAP record.
- F. Rules - Roberts Rules of Order will govern all CAP meetings.
- G. Minutes - Minutes shall be kept of all CAP meetings and will include a record of members present, a complete and accurate description of matters discussed and conclusions reached, and a copy of all reports received, issued or approved by the CAP.
- H. Records - The records of the CAP consist of this Charter, meeting agendas, meeting minutes, reports submitted to or drafted by the CAP, studies made available to or prepared by the CAP, correspondence to or from the CAP. All such records shall be made available to the public at the Maine State Library.

IV. Term

- A. The CAP shall exist and operate until the 2020 meeting at which time the CAP will review its continuation.