

PALISADES COMMUNITY ADVISORY PANEL CHARTER

I. PURPOSE

- A. The Community Advisory Panel (CAP) is established to provide for open communication, public involvement, and education on decommissioning issues for the Palisades Power Plant in Covert Township, Van Buren County, Michigan. The CAP will serve as a channel of community involvement with Palisades.
- B. The CAP will evaluate and comment upon data and other information provided by Palisades and other reliable official sources. Information provided by Palisades may include (1) publicly available information regarding the balance of the Palisades nuclear decommissioning trust fund; (2) the status of decommissioning activities (including spent nuclear fuel management and site restoration work); and (3) filings submitted to the U.S. Nuclear Regulatory Commission (NRC).
- C. The NRC has exclusive jurisdiction over the radiological decommissioning of nuclear facilities. Therefore, the CAP will function in an advisory capacity and shall have no role in directing the decommissioning or related work at Palisades. Palisades will consider advice or recommendations made by the CAP, but it has no obligation to act on such advice or recommendations.

II. ORGANIZATION AND MEMBERSHIP

- A. Membership
 - 1. The CAP will reflect the diverse viewpoints of residents within the Palisades primary Emergency Planning Zone (EPZ), which includes portions of Allegan, Berrien, and Van Buren counties.
 - 2. The CAP will consist of thirty-three (33) members as follows:
 - i. Three (3) members of the Van Buren County Board of Commissioners, to be selected by the Van Buren County Boards of Commissioners;
 - ii. The Supervisor of Covert Township, or his or her designee;
 - iii. The Supervisor of South Haven Township, or his or her designee;
 - iv. The Mayor of the City of South Haven, or his or her designee;
 - v. The Tribal Council Chairman of the Pokagon Band of Potawatomi, or his or her designee;
 - vi. The Van Buren County Drain Commissioner, or his or her designee;
 - vii. The Superintendent of Covert Public Schools, or his or her designee;
 - viii. The County Health Officer/Administrator for the Van Buren-Cass District Health Department, or his or her designee;
 - ix. Three (3) members representing law enforcement/emergency preparedness agencies for the Palisades 10-mile EPZ, including one (1) representative from each Allegan, Berrien, and Van Buren Counties;

- x. One (1) representative of the Michigan Department of Environment, Great Lakes, and Energy – Radiological Emergency Preparedness Unit;
 - xi. One (1) representative of the Michigan Department of Natural Resources – Saugatuck Dunes and Van Buren State Park;
 - xii. One (1) representative of the Michigan Public Service Commission;
 - xiii. One (1) representative of the Utility Workers Union of America (UWUA) who is a present employee at Palisades;
 - xiv. One (1) representative of the United Government Security Officers of America (UGSOA) who is a present employee at Palisades;
 - xv. One (1) representative of the Laborers International Union of North America (LiUNA), to be selected by the Business Manager of the Local 355;
 - xvi. Two (2) representatives of the licensee and owner of Palisades;
 - xvii. One (1) representatives from a Southwest Michigan-based conservation/environmental organizations, to be selected by the Van Buren County Board of Commissioners;
 - xviii. One (1) representative of the Southwest Michigan based planning commission, to be selected by the Van Buren County Board of Commissioners;
 - xix. Two (2) representatives organizations representing the local business community, to be selected by the Van Buren County Board of Commissioners;
 - xx. Seven (7) citizen representatives, from Covert Township, South Haven Township, the City of South Haven, Lake Michigan Homeowners Association, and the County-At-Large to be selected by the Van Buren County Boards of Commissioners.
3. For the members identified in paragraphs (i) through (viii), above, membership on the CAP extends to them for the duration of their time serving in their official position. Membership on the CAP is conferred on the basis of their election or appointment to the position listed and not to any of them in their individual or personal capacity. Where, as stated, said membership may be delegated, assigned, or otherwise transferred to another person.
 4. For the members identified in paragraphs (ix) through (xvi), above, membership on the CAP shall be conferred by the organization named, with the understanding that a CAP member(s) so appointed should serve on the panel for at least two (2) years.
 5. For the members identified in paragraphs (xvii) through (xx), above, membership on the CAP shall be for a minimum two (2) year term. Said membership cannot be delegated, assigned, or transferred to another person.
 6. Termination of membership will automatically occur in the event that three (3) consecutive CAP meetings have been missed without prior notification to and approval by the Chairperson.
 7. Membership shall be resigned by writing to the Chairperson of the CAP. The Chairperson shall immediately forward a copy of such resignation letter to the Palisades Government Affairs Department and the represented body.

8. Member vacancies will be filled by the same way they were originally filled. All vacancies must be filled consistent with the criteria for membership stated above. The term of a member filling a vacancy will end at the same time as it would have for the member being replaced. Vacancies created by the expiration of a member's term will be filled as stated in this section.
- B. OFFICERS - A Chairperson and Vice-Chairperson shall be selected by the Van Buren County of Board of Commissioners.
 - C. COMMITTEES - Committees, sub-committees, or similar working groups may be designated by the Chairperson as needed to carry out the work of the CAP. Such committees, subcommittees, or working groups serve at the discretion of the Chairperson.
 - D. DUTIES
 1. Chairperson shall perform the following duties:
 - i. Call meetings of the CAP.
 - ii. Prepare and/or approve agenda for meetings.
 - iii. Preside at CAP meetings.
 - iv. Appoint Secretary of CAP and provide for the keeping of meeting minutes in the Secretary's absence.
 - v. Certify the accuracy of meeting minutes after approval by CAP membership.
 - vi. Submit to the Palisades Government Affairs Department all recommendations adopted by the CAP.
 - vii. Forward member resignation letters to the Palisades Government Affairs Department and the selecting body.
 2. Vice-Chairperson shall perform all the duties of the Chairperson in his/ her absence.
 3. Secretary shall perform the following duties:
 - i. Keep minutes of all CAP meetings including a record of members present and a complete and accurate description of matters discussed, and conclusions reached.
 - ii. Provide the originals of all CAP records to the Palisades Government Affairs Department for retention and public inspection.
 - iii. Work with Palisades to ensure the smooth flow of information to the CAP and public.

III. MEETINGS

- A. Frequency - The CAP will meet on an as-needed basis, but no more than four (4) times per calendar year or as called by the Chairperson.
- B. 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 all CAP members. If the vote falls short of the two-thirds majority, the issue will be placed on the agenda of the next CAP meeting.
 3. Meetings will be announced a minimum of one (1) week in advance. Meeting agendas and other materials sent to CAP members prior to meetings will be available to the public one (1) week in advance at a designated webpage.
- 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.
 - D. Quorum – Seventeen (17) 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 seventeen (17) members of the CAP. “Majority vote” does not mean a majority of the CAP members present and voting at a particular 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 copies 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. As appropriate, records may also be available on a web site (or portion of a web site) dedicated to the Palisades decommissioning project.

IV. TERM

- A. The CAP shall exist and operate for an initial term of six (6) years, beginning June 1, 2021, and ending May 31, 2027. The continuation of the CAP beyond its initial term shall be determined by the CAP at a public meeting convened no earlier than December 31, 2026.