

MARINE CORPS AIR STATION EL TORO
Installation Restoration Program
Restoration Advisory Board Mission Statement and Operating Procedures

JUL 31 1996

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MCAS EL TORO
SSIC # 5090.3

Community Co-Chair Responsibilities

- a. Assure that community issues and concerns related to the environmental restoration/cleanup program are brought to the table.
 - b. Assist the USMC in assuring that technical information is communicated in understandable terms.
 - c. Coordinate with the BEC to prepare and distribute an agenda prior to each RAB meeting, and for the review and distribution of meeting minutes.
 - d. Assist subcommittees in coordinating and establishing meeting times/locations.
 - e. The community co-chair may be replaced by a majority vote of the RAB community members present at the meeting in which a vote is undertaken.
3. The RAB shall meet quarterly. More frequent meetings may be held if deemed necessary by the RAB co-chairs. The BEC will facilitate in the arrangement of the meetings and notify members of the time and location.
4. Agenda items will be compiled by the RAB co-chairs. Suggested topics should be given to the BEC or community co-chair not later than two (2) weeks prior to the meeting. The BEC shall be responsible for providing written notification to all RAB members of the upcoming agenda and supporting documents, at least two (2) weeks prior to the date, time, and place of scheduled RAB meeting.
5. The BEC shall be responsible for recording and distribution of meeting minutes. Also, the BEC shall collect a written list of attendees at each meeting, which will be incorporated into the meeting minutes. For quarterly meetings, the minutes will be distributed 30 days prior to the following meeting. For more frequent meetings, the minutes will be distributed as soon as possible.
6. A copy of the RAB meeting minutes will be sent to all RAB members. Supporting documents will be available for public review in the information repository and other repositories as identified.
7. RAB members will be asked to review and comment on various environmental restoration documents. Written comments may be submitted individually by a member, or by the RAB as a whole. Written comments will be submitted to the community co-chair on the subject documents within the schedule as provided for regulatory agency comments. The community co-chair will consolidate comments from RAB members and provide all comments received to the BEC. The BEC will ensure that a written response is provided to the RAB in a timely manner.