



Omaha Lead Site
Community Advisory Group
P.O. Box 12282
Omaha, NE 68112

Prepared as Handout
Omaha Lead Site Community Advisory Group
Meeting on September 29, 2004

Omaha Lead Site Community Advisory Group Operating Procedures

- 1) Membership is by organization, except where a person has been asked to serve on the CAG, such as a resident of the superfund site.
- 2) Organizations will designate a representative from their organization.
- 3) Organizations can send substitutes for their representatives to CAG meetings.
- 4) The quorum for official voting is $\frac{1}{4}$ of voting members.
- 5) Proxy voting is permitted. A written form must be carried to proxy.
- 6) Roll call votes of members attending will be taken for votes on issues where letters or other documents will be sent or distributed on CAG letterhead.
- 7) A simple majority of those members voting (see #4 for voting quorum) is required to pass a motion; the minimum number of yes votes is $\frac{1}{4}$ of the voting members. For example, if there were 32 CAG voting members, to pass a motion would require at least 8 votes.
- 8) The facilitator will set the agenda.
- 9) Reports will be given as listed on the agenda. A suggested discussion time for each item will be listed on the agenda for each of those items, however the CAG can decide to allow further discussion. There will not be a mandatory time limit.
- 10) The CAG will not redo committee work. Questions and discussion will be allowed and encouraged on each item, but the CAG will not recreate the work of the subcommittees.
- 11) Items that do not involve official action of the CAG will be voted on by voice vote.
- 12) Electronic voting will be allowed. The method will be a motion will be made via email. The motion will require a second, there will be 3 days for discussion from CAG members, and then there will be 5 days for members to vote.
- 13) Roberts Rules of Order will be used as the standard for issues not addressed in this proposal.