# TMI-2 COMMUNITY ADVISORY PANEL (CAP) CHARTER

## A. PURPOSE

- 1. The TMI-2 Station Community Advisory Panel (CAP) is established as a volunteer, non-regulatory body to enhance open communication, public involvement and education on TMI-2 decommissioning activities. It will serve as a conduit for public information and as a formal channel of community involvement and communication with TMI-2 Solutions.
- 2. TMI-2 Solutions will provide regular decommissioning updates to the CAP. The CAP serves the interests of area communities and will provide community feedback to TMI2 Solutions on decommissioning and used fuel related issues and activities.
- 3. Although not obliged to adopt the advice or recommendations of the CAP, TMI-2 Solutions will, in cases of disagreement, provide the CAP with an appropriate rationale for the Company's approach.

## **B. ORGANIZATION**

The inaugural Chairperson of the CAP represents the community

The remaining membership will be comprised of representatives selected from legislative, business and community groups to broadly reflect diverse stakeholder viewpoints in proximity to Three Mile Island.

## C. MEMBERSHIP TERMS

- 1. CAP members and officers will serve a two-year renewable term if the CAP is extended beyond two years (see Section J below).
- 2. CAP members will be responsible for keeping their participating group informed of decommissioning related activities and information.
- 3. The CAP will vote to renew the terms of its existing member representatives at the end of their two year terms. A majority vote is required for renewal. Any vacancy created by the expiration of a member's term will be filled by the appointing authority defined in Section B.
- 4. Termination of an individual will automatically occur in the event that three (3) consecutive CAP meetings are missed without prior notification to the Chairperson. The appointing authority defined in Section B will be notified by the Chairperson and/or TMI-2 Solutions and be responsible for designating a replacement.
- 5. Individual membership may be resigned in writing to the CAP Chairperson. Membership of a participating group defined in Section B may be resigned in writing to the Chairperson and TMI-2 Solutions Executive Management.

## D. OFFICERS

- 1. The CAP shall have a Chairperson, Deputy Chairperson and Secretary. The inaugural Chairperson and Deputy Chairperson will each serve a two-year renewable term. Subsequent Chairpersons and Deputy Chairpersons will be elected by a majority vote of the CAP.
- 2. The Secretary will be appointed by the Chairperson and serve a two-year term at the discretion of the Chairperson.

## E. OFFICER DUTIES

1. The Chairperson shall perform the following duties:

- a. Call meetings of the CAP.
- b. Prepare and/or approve meeting agendas.
- c. Preside at CAP meetings.
- d. Appoint the CAP Secretary and provide for keeping of the meeting minutes in the Secretary's absence.
- e. Certify the accuracy of meeting minutes after approval by the CAP board.
- f. Submit to the TMI-2 Solutions General Manager all recommendations adopted by the CAP.
- g. Forward member resignation letters to the TMI-2 Solutions General Manager.
- h. Work with TMI-2 Solutions administrative support to ensure the smooth flow of information to the CAP and public.
- 2. The Deputy Chairperson will perform all the duties of the Chairperson in his/her absence.
- 3. The Secretary shall perform the following duties:
- a. Keep the minutes of CAP meetings (or review and approve the minutes if TMI-2 Solutions administrative assistance is utilized for this activity).
- b. Ensure that the minutes include a record of members present, a concise and accurate description of matters discussed, and copies of all reports.
- c. Provide electronic versions of the minutes to the TMI-2 Solutions Community Outreach Manager for retention and posting on the ZionSolutions website.

#### F. MEETINGS

- 1. The CAP will meet quarterly, or on an as-needed basis, but no fewer than two (2) times a year. Additional meetings may be called by the Chairperson.
- 2. TMI-2 Solutions will arrange for a meeting venue and will provide a light meal/refreshments for members prior to the meeting.
- 3. All CAP meetings will be open to the public.
- 4. All meetings will have a public comment period that will be limited to three minutes per person.
- 5. Meetings will be publicly announced a minimum of one week in advance.
- 6. The meeting agenda, previous meeting's draft minutes, and any pertinent information requiring review prior to the upcoming meeting will be provided to members a minimum of one week before the scheduled meeting. Wherever possible, electronic mail will be the preferred method of communicating.
- 7. Issues brought before the CAP that are not on the agenda will only be added to that meeting's agenda following an affirmative simple majority vote of the members present. If the vote fails, the issue will be placed on the next meeting agenda.

### G. COMMITTEES

- 1. Committees, sub-committees, or similar working groups may be designated by the Chairperson as needed to carry out the work of the CAP.
- 2. The Chairperson will appoint members to committees established by the CAP.

## H. QUORUM/MAJORITY VOTE

- 1. Seven (7) 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 ZCAP may convene and adjourn the meeting until such time as a quorum is present or conduct the meeting without taking any official action for the purpose of disseminating information to the public and CAP members.
- 2. A majority vote constitutes a simple majority of those members present, provided that a quorum is present.

## I. TMI-2 Solutions ADMINISTRATIVE SUPPORT

- 1. TMI-2 Solutions will provide administrative support to the CAP as requested and will work with the Chairperson and Secretary to ensure the smooth flow of CAP information to Panel members and the public.
- 2. Administrative support will include but not be limited to typing, copying, compiling, mailing and/or emailing CAP documents, assisting with meeting arrangements, maintaining CAP documents and materials, and ensuring their availability to the public via the TMI-2 Solutions website: <a href="https://www.tmi2solutions.com">www.tmi2solutions.com</a>

## J. CAP INITIAL TERM

1. The continuation of the CAP will be evaluated every two (2) years. Continuation of the CAP beyond its initial term shall be determined by TMI-2 Solutions.