

NORTHEAST HIGH-LEVEL RADIOACTIVE WASTE TRANSPORTATION TASK FORCE
RULES OF PROCEDURE
(ADOPTED ON JANUARY 17, 2007)

1 NAME

The name of this organization shall be the Northeast High-Level Radioactive Waste Transportation Task Force [the "Task Force"]. It is associated with and supported by the Northeast High-Level Radioactive Waste Transportation Project of the Eastern Regional Conference of the Council of State Governments [the "Project"]. The Task Force shall be constituted and shall operate as set out in these Rules. The Task Force shall be staffed and funded by the Project.

2 MISSION

The Mission of the Task Force is to:

- 2.1 assist northeastern states in planning and preparing for the transportation of spent nuclear fuel and high-level radioactive materials with the goal of the safe, secure and uneventful transportation of such materials;
- 2.2 facilitate the two-way communication and discussion of information, comments and policies among the northeastern states and between the northeastern states and relevant offices, sites and programs of the U.S. Department of Energy along with other entities (including other DOE funded regional or national groups, the Nuclear Regulatory Commission, the Departments of Transportation and of Homeland Security, regional associations, nuclear utilities and transporters) currently, or likely to be, involved in the transportation of spent nuclear fuel and high-level radioactive materials with the goal of the safe, secure and uneventful transportation of such materials;
- 2.3 provide opportunities for two-way communication and discussion regarding the transportation of spent nuclear fuel and high-level radioactive materials with the goal of the safe, secure and uneventful transportation of such materials among state legislative liaisons, state administrative personnel and other interested parties or entities;
- 2.4 take appropriate actions (including the preparation of materials and position papers, the adoption of resolutions and the dissemination of information to the public or other interested parties and groups) that would likely further the goal of the safe, secure and uneventful transportation of such materials;
- 2.5 NOTE: The Task Force does not officially speak for, and cannot bind, any of the individual Northeastern States.**

3 MAKEUP

- 3.1 The Task Force shall consist of representatives from the Northeastern States of Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island and Vermont;
- 3.2 Appointees & Alternates: Each of the 10 states may be represented on the Task Force by a state executive agency official appointed by the governor. Each Appointee (or their Alternate) shall serve at the pleasure of their appointing authority and until they resign or are replaced. When a new governor takes office, the appointment shall remain effective (unless prohibited by that state's law) and the Appointee or Alternate and the Project Staff or the Co-chairs of the Task Force shall inform the new governor of the continuing appointment and of the governor's power under these rules to replace the Appointee or Alternate. The governor or the Appointee may designate an Alternate who may attend Task Force meetings and participate in Task Force activities in place of or along with the Appointee;

4 MEETINGS & LEGISLATIVE LIAISONS

- 4.1 The Task Force shall meet semi-annually. The Task Force as a whole may meet at such other times in person or by conference call or other electronic means upon the call of the Co-chairs in consultation with the Director of the Project.
- 4.2 Representatives of the U.S. Department of Energy (including those DOE offices, sites and programs involved with shipping radioactive waste and in training or other emergency preparedness activities relevant to the northeastern states), federal regulatory bodies, national or regional associations and other entities (including the other State Regional Groups, nuclear utilities and railroads) involved in the transportation of spent nuclear fuel and other high-level radioactive waste and materials with the goal of the safe, secure and uneventful transportation of such materials shall be invited to the semi-annual meetings of the Task Force and may be invited to participate on any committee or work group of the Task Force as appropriate.
- 4.3 Current legislators from the Northeastern States (no more than one per state), may be designated as Legislative Liaisons to participate in the work and meetings of the Task Force and its Committees by the legislative Co-chairs of the Council of State Governments' Eastern Regional Conference [the CSG-ERC] Each Legislative Liaison shall serve at the pleasure of those Co-chairs and until they resign, are replaced or are no longer a current legislator.

5 OFFICERS & COMMITTEES

- 5.1 The officers of the Task Force shall consist of two Co-chairs with non-coincident terms of two years elected at the first semi-annual meeting of the year or whenever there is a vacancy. The Co-Chairs must be Appointees or the Alternate of a Appointee. Newly elected officers shall assume their duties immediately following the meeting at which they are elected;
- 5.2 By agreement between them, the Co-chairs shall preside at each session of the semi-annual meetings, or of any special meetings of the whole Task Force.

- 5.3 Either Co-chair, when authorized or when otherwise appropriate, may speak or act on behalf of the Task Force. However, the Co-chairs should, whenever practicable, speak or act together or with the agreement of the other. Project staff, with the authorization of the Co-chairs, may also speak on behalf of the Task Force. Whenever possible, all Appointees Alternates and Liaisons shall be informed by e-mail, phone or fax prior to (or immediately following) the making of statements or the taking of actions on behalf of the Task Force. No other Appointee, Alternate or Liaison may speak or act on behalf of the Task Force unless specifically authorized by the Co-chairs or the Task Force as a whole.
- 5.4 The Task Force as a whole, the Co-chairs, or the Director of the Project in consultation with the Co-Chairs, may establish Committees of the Task Force. Committees may include Appointees, Alternates, Liaisons and other interested persons. Committees may organize themselves as appropriate but should generally designate a person to initiate and facilitate any particular meeting or conference call and should designate a person to be principally responsible for note-taking; Staff of the Project can perform either or both of these functions. Committees shall not issue statements or take actions on behalf of the Task Force unless specifically authorized by the Co-chairs or by the Task Force as a whole.

6 DECISION MAKING

- 6.1 After appropriate notice and opportunity for participation by all Appointees, Alternates and Liaisons of the Task Force (or all persons on a Committee making a decision), decisions may be made at regular or special meetings of the Task Force or Committee or may be made at any time via conference call or e-mail or other electronic conferencing or messaging system.
- 6.2 Every reasonable effort will be made to reach consensus in decision-making – particularly by Committees. While voting can be appropriate for a Committee, it is generally preferable for a committee to take action or conclude its work with a report reflecting the differing opinions held by its participants. Consensus in decision-making for the Task Force means obtaining the agreement of all Appointees, Alternates and Liaisons (or, for a Committee, the agreement of all persons on the Committee) who are present or involved in the issue at hand.
- 6.3 A Formal Vote of the Task Force may be called for at the discretion of and when determined necessary by both Co-chairs (or at a Task Force meeting, by a single Co-chair if only one Co-chair is in attendance at the meeting).
- 6.4 Except as otherwise provided in these rules, a Formal Vote for action on motions, resolutions, or other business of the Task Force shall be by vote of the States present as cast by the Appointee or his or her Alternate with seven of the ten states necessary for approval.
- 6.5 In the rare instance when a vote of a Committee is necessary, as determined by consensus or by the person facilitating the Committee, all persons on the Committee who are present or involved in the issue at hand shall have a vote and the matter shall be decided by a simple majority. If a vote is taken in a Committee the co-chairs shall be informed of the vote
- 6.6 If, after an appropriate opportunity for participation and discussion by all Appointees, Alternates and Liaisons of the Task Force (or all persons on a Committee), a matter is being decided outside of a face-to-face or telephonic meeting, the matter shall be considered as decided by the Task Force when a co-chair or the Project staff has received concurring votes from seven states (or, by a Committee, when a majority of votes are received).

7 STAFFING & FUNDING

7.1 The Northeast High-level Radioactive Waste Transportation Project shall serve as staff to the Task Force.

7.2 the Project shall, to the extent consistent with its other responsibilities and to the extent provided for by its funding arrangements with DOE or other sources, pay for all costs of such meetings including appropriate re-imburement of the expenses of attending meetings by Task Force Appointees and, to the extent funds are available, Alternates, Liaisons, or other specially invited guests.

8 RULES: ADOPTION, AMENDMENT AND REPEAL

8.1 After at least 30 days notice and after an opportunity for participation and discussion by all Appointees, Alternates and Liaisons, these rules may be adopted and, subsequently, amended, or repealed at any Task Force semi-annual meeting by a Formal Vote with at least eight states approving.