



# Conference of Radiation Control Program Directors, Inc.

Office of Executive Director ♦ 205 Capital Avenue ♦ Frankfort, KY 40601  
Phone: 502/227-4543 ♦ Fax: 502/227-7862 ♦ Web Site: www.crcpd.org  
Central E-mail: staff@crcpd.org

## MEMORANDUM

**TO:** Director Coordinators for Multi-Member States  
Thor Strong, MI  
Barbara Youngberg, NY  
Richard Ratliff, TX

**FROM:** Thomas A. Kerr, Executive Director *TAK*

**SUBJECT:** Special Called Business Meeting for Proposed Amendments to CRCPD Bylaws

**DATE:** September 14, 2005

05 SEP 20 AM 10:58  
STP

### Board of Directors

#### Chairperson

Debra McBaugh  
<debra.mcbaugh@doh.wa.gov>  
Washington

#### Chairperson-Elect

Pearce O'Kelley  
South Carolina

#### Past Chairperson

Edgar D. Bailey  
California

#### Treasurer

John P. Winston  
Pennsylvania

#### Members-at-Large

Thomas Cardwell  
Texas

#### Jay C. Hyland

Maine

#### Kathleen A. McAllister

Massachusetts

### Office of Executive Director

Kentucky

#### Executive Director

Thomas A. Kerr  
Tele: Ext. 2222  
<tkerr@crcpd.org>

On behalf of the Board of Directors, please find attached the proposed amendments to the CRCPD Bylaws including the rationale. Please review the attached proposed amendment that includes the ballot and a colored self-addressed envelope for casting your state's mail ballot vote. The proposed changes are shown using bold and brackets for new language and strikethroughs for deleted language.

Please note that the Director Members/proxies were advised during the 2005 annual business meeting that a vote would need to be handled at a special called business meeting that would be held in conjunction with the 2005 fall Board meeting.

**Notice of Special Called Business Meeting** – In keeping with the CRCPD Constitution (Article VI), this is to notify you that the Board of Directors has called a special business meeting for October 19, 2005 at 1:00 p.m., Pacific Time, at the U. S. Environmental Protection Agency Laboratory, 4220 S. Maryland Parkway, Building C, Las Vegas, Nevada. This special called business meeting is being held in conjunction with the October 18-19, 2005 Board of Directors meeting for the sole purpose of acting on the above referenced proposed amendments to the CRCPD Bylaws. You are invited to attend, however, CRCPD is unable to defray your expenses.

The Director Members of the Corporation have the authority to vote by written proxy. *The physical presence of a Director Member is not necessary for a quorum. The Director Member may be present by written proxy.* The CRCPD Bylaws, under Article VI, Section 2, require a quorum before any issue can be voted upon, either by actual presence of the Director or his/her presence by written proxy.

*SISP Review Complete*

*STP-006 Template  
RIBS: SPO2*

Memorandum  
September 14, 2005  
Page 2

A copy of this memo and the proposed amendments are being sent to the other Director Member(s) in your state, specifically, Bruce Matkovich (MI-Department of Community Health), Gene Miskin (NY City) and Adela Salame-Alfie (NY Health), and Susan Jablonski (TX Environmental Quality). For clarification, you are the only member to receive a ballot and return envelope for voting. Once you have discussed the vote with the other Director Member(s), please fill out the confirmation sheet and return with your state's vote.

*If you can attend this special called business meeting at your own expense, please notify Sue Smith at the Office of Executive Director (OED) of your intent to attend by Friday, October 14<sup>th</sup>.*

If you cannot attend, you may give your proxy to one of the six Board members (see list below) who will be attending this meeting by completing the attached Director Member ballot. You can choose to cast your "yes" or "no" vote (option 1) or you may choose to allow the Board member to cast his/her best judgment (option 2). Deadline for receipt of information is Friday, October 14, 2005. For clarification, you must mail the original signed ballot to Sue Smith at the OED (205 Capital Avenue, Frankfort, KY 40601) in the self-addressed colored envelope. Please sign your name and your state affiliation in the upper left hand corner of the envelope prior to mailing to Sue at OED. You may wish to also fax Sue a copy of your ballot (502/227-7862) and include a note with the date that the original ballot was mailed.

#### **CRCPD Board Directors Information**

Debra McBaugh, Chair;  
Pearce O'Kelley, Chair-Elect;  
Edgar D. Bailey, Past Chair;  
John P. Winston, Treasurer;  
Kathleen McAllister, Member-at-Large;  
\*Jay Hyland, Member-at-Large; and  
Tommy Cardwell, Member-at-Large.

*\*Note: Due to travel restrictions Mr. Hyland will not be attending the Special Called Business Meeting. Please do not provide your proxy to him.*

Memorandum  
September 14, 2005  
Page 3

In keeping with the CRCPD Bylaws (Article VI, Section 1.b), you are encouraged to caucus with your Associate Members prior to casting your vote. A copy of this memo and the proposed amendments are being forwarded to them for their information via e-mail.

Thank you for responding in a timely manner to this important request.

TAK/ss

Enclosure(s): *Memo, Proposed Bylaws, and ballot/self-addressed envelope*

cc: Bruce Matkovich (MI) (Memo and Proposed Bylaws only)  
Susan Jablonski (TX) (Memo and Proposed Bylaws only)  
Gene Miskin (NY) (Memo and Proposed Bylaws only)  
Adela Salame-Alfie (NY) (Memo and Proposed Bylaws only)  
CRCPD Board of Directors (Memo only)



# Conference of Radiation Control Program Directors, Inc.

Office of Executive Director ♦ 205 Capital Avenue ♦ Frankfort, KY 40601  
Phone: 502/227-4543 ♦ Fax: 502/227-7862 ♦ Web Site: www.crcpd.org  
Central E-mail: staff@crcpd.org

## MEMORANDUM

### Board of Directors

#### Chairperson

Debra McBaugh  
<debra.mcbaugh@  
doh.wa.gov>  
Washington

#### Chairperson-Elect

Pearce O'Kelley  
South Carolina

#### Past Chairperson

Edgar D. Bailey  
California

#### Treasurer

John P. Winston  
Pennsylvania

#### Members-at-Large

Thomas Cardwell  
Texas

Jay C. Hyland  
Maine

Kathleen A. McAllister  
Massachusetts

### Office of Executive Director

Kentucky

#### Executive Director

Thomas A. Kerr  
Tele: Ext. 2222  
<tkerr@crcpd.org>

**TO: Director Members**

**FROM: Thomas A. Kerr, Executive Director** *gmk*

**SUBJECT: Special Called Business Meeting for Proposed Amendments to CRCPD Bylaws**

**DATE: September 14, 2005**

On behalf of the Board of Directors, please find attached the proposed amendments to the CRCPD Bylaws including the rationale. Please review the attached proposed amendment that includes the ballot and a colored self-addressed envelope for casting your state's mail ballot vote. The proposed changes are shown using bold and brackets for new language and strikethroughs for deleted language.

Please note that the Director Members/proxies were advised during the 2005 annual business meeting that a vote would need to be handled at a special called business meeting that would be held in conjunction with the 2005 fall Board meeting.

**Notice of Special Called Business Meeting** – In keeping with the CRCPD Constitution (Article VI), this is to notify you that the Board of Directors has called a special business meeting for October 19, 2005 at 1:00 p.m., Pacific Time, at the U. S. Environmental Protection Agency Laboratory, 4220 S. Maryland Parkway, Building C, Las Vegas, Nevada. The special called business meeting is being held in conjunction with the October 18-19, 2005 Board of Directors meeting for the sole purpose of acting on the above referenced proposed amendments to the CRCPD Bylaws. You are invited to attend, however, CRCPD is unable to defray your expenses.

The Director Members of the Corporation have the authority to vote by written proxy. *The physical presence of a Director Member is not necessary for a quorum. The Director Member may be present by written proxy.* The CRCPD Bylaws, under Article VI, Section 2, require a quorum before any issue can be voted upon, either by actual presence of the Director or his/her presence by written proxy.

Memorandum  
September 14, 2005  
Page 2

*If you can attend this special called business meeting at your own expense, please notify Sue Smith at the Office of Executive Director (OED) of your intent to attend by Friday, October 14<sup>th</sup>.*

If you cannot attend, you may give your proxy to one of the six Board members (see list below) who will be attending this meeting by completing the attached Director Member ballot. You can choose to cast your "yes" or "no" vote (option 1) or you may choose to allow the Board member to cast his/her best judgment (option 2). Deadline for receipt of information is Friday, October 14, 2005. For clarification, you must mail the original signed ballot to Sue Smith at the OED (205 Capital Avenue, Frankfort, KY 40601) in the self-addressed colored envelope. Please sign your name and your state affiliation in the upper left hand corner of the envelope prior to mailing to Sue at OED. You may wish to also fax Sue a copy of your ballot (502/227-7862) and include a note with the date that the original ballot was mailed.

**CRCPD Board Directors Information**

Debra McBaugh, Chair;  
Pearce O'Kelley, Chair-Elect;  
Edgar D. Bailey, Past Chair;  
John P. Winston, Treasurer;  
Kathleen McAllister, Member-at-Large;  
\*Jay Hyland, Member-at-Large; and  
Tommy Cardwell, Member-at-Large.

*\*Note: Due to travel restrictions Mr. Hyland will not be attending the Special Called Business meeting. Please do not provide your proxy to him.*

Memorandum  
September 14, 2005  
Page 3

In keeping with the CRCPD Bylaws (Article VI, Section 1.b), you are encouraged to caucus with your Associate Members prior to casting your vote. A copy of this memo and the proposed amendments are being forwarded to them for information via e-mail.

Thank you for responding in a timely manner to this important request.

TAK/ss

Enclosure(s): *Memo, Proposed Bylaws, and ballot/self-addressed envelope*

cc: Associate Members (Memo and Proposed Bylaws)  
Board of Directors/Liaisons (Memo and Proposed Bylaws)

# Conference of Radiation Control Program Directors, Inc. Proposed Bylaws

## Article I. Officers

The officers of the CRCPD shall be:

- a. the Chairperson,
- b. the Chairperson-Elect,
- c. the Past Chairperson,
- d. the Treasurer, and
- e. three (3) Members-at-Large.

## Article II Board of Directors

Section 1. The affairs of the CRCPD shall be managed by a Board of Directors (hereinafter called the Board).

Section 2. Each of the officers of the CRCPD shall be ex officio members of the Board.

Section 3. The Board shall establish the policy and administrative procedures under which the CRCPD shall function.

Section 4. The Board may schedule meetings when the interests and business of the CRCPD indicate the necessity thereof, provided the members of the Board can make suitable arrangements to attend such meetings. Any official action taken by the Board shall be based on a majority vote of the members of the Board.

Section 5. The Board, upon recommendation from the Chairperson, shall have the authority to appoint a replacement for any officer who resigns, dies, becomes ineligible or becomes incapacitated during a term of office. Such appointment shall be valid until the next regular election of officers at which time the vacancy will be filled by regular election of the membership.

Section 6. The Board may authorize the formation of such working groups\* as may be advantageous to the purposes of the CRCPD. [\*The term "working group" refers to a committee, task force, commission, etc.]

Section 7. The Board shall approve the budget for the CRCPD.

## Article III Membership

Section 1. There shall be eight (8) classes of membership. These classes shall be:

- a. Director Members,
- b. Associate Members,
- c. Emeritus Members,
- d. International Members,
- e. Affiliate Members,
- f. Honorary Members,
- g. State/Local Agency Members, and
- h. Life Members.

Section 2. Eligibility of a governmental entity to have a "Director Member Class" shall be determined by a vote of the Director Members. The "Director Member Class," as of January 1, 1990, which has been extended to a governmental entity is considered to be effective and valid. A determination of eligibility shall be conducted prior to the admission of any new governmental entity desiring to have a "Director Member Class" within that entity, and prior to the termination of any existing governmental entity having a "Director Member Class."

Recommendation for eligibility to have a "Director Member Class" within a governmental entity shall not be arbitrary, but shall be based on established written criteria. To be eligible, all established criteria shall be met.

Section 3. Eligibility [Approval] of an individual who has applied for membership into any class of membership shall be determined by a majority vote of the Board.

Section 4. The classes of membership shall have the following qualifications and privileges:

a. Director Members shall:

1. be the director of the radiation control program of a state, the District of Columbia, Puerto Rico or an entity satisfying the requirement established in Article III, Section 2;
2. be eligible to serve as an officer of the CRCPD,
3. be eligible to vote, subject to the provisions of Article VI,
4. be eligible to serve on CRCPD working groups [as a working group member, advisor, or resource individual],
5. receive the CRCPD Newsbrief, and
6. for any issue requiring the vote of the membership, may delegate to another Director Member or an Associate Member, by written proxy, all of the Director Member's rights and privileges.

b. Associate Members shall:

1. be employed in a radiation control program of a state, the District of Columbia, Puerto Rico or an entity satisfying the requirement established in Article III, Section 2;
2. be eligible to vote for election of officers, subject to the provisions of Article VI and VII,
3. be eligible to serve as an officer of the CRCPD,
4. be eligible to serve on CRCPD working groups [as a working group member, advisor, or resource individual],
5. receive the CRCPD Newsbrief, and
6. participate in CRCPD business through caucuses with the Director Member and other program staff, if practical, and be eligible to vote as written proxy for a Director Member.

c. Emeritus Members shall:

1. having been at one time a member in any other membership class of the CRCPD and upon being nominated by any member of the CRCPD for Emeritus membership, and upon approval by the Board, be so designated for outstanding service in the field of radiation protection,
2. be eligible to serve on CRCPD working groups [as a working group member, advisor, or resource individual],
3. receive the CRCPD Newsbrief,
4. not be eligible to vote, and
5. not be eligible to serve as an officer of the CRCPD. (*Grandfathering Clause*) - All persons having Emeritus membership prior to May 1, 1990 shall retain their status as Emeritus Members.

d. International Members shall:

1. upon making application be designated International Membership status upon approval by the Board, if employed in a radiation control



- program which lies outside the United States of America, or a United States territory,
2. receive the CRCPD Newsbrief,
  3. be eligible to serve on CRCPD working groups [as a working group advisor or resource individual],
  4. not be eligible to vote, and
  5. not be eligible to serve as an officer of the CRCPD.
- e. Affiliate Members shall:
1. be any person associated with the business of CRCPD and desiring to belong to the CRCPD. Examples of members in this class are: former members, employees of federal agency radiation programs, employees of Indian Tribe radiation programs, employees of licensed facilities, and employees of non-Commonwealth territory radiation programs, etc.,
  2. be eligible to serve on CRCPD working groups [as a working group advisor or resource individual],
  3. receive the CRCPD Newsbrief,
  4. not be eligible to vote, and
  5. not be eligible to serve as an officer of the CRCPD.
- f. Honorary Members shall:
1. having distinguished themselves in the field of radiation protection and given honor to that profession, and upon being nominated for Honorary membership and approved by the Board, be so designated as an Honorary Member for outstanding service,
  2. be eligible to serve on CRCPD working groups [as a working group advisor or resource individual],
  3. receive the CRCPD Newsbrief,
  4. not be eligible to vote, and
  5. not be eligible to serve as an officer of the CRCPD.
- g. State/Local Agency Members shall:
1. be from those agencies that meet the criteria as specified in Article III, Section 2; and
  2. have, for all radiation control staff, the qualifications and privileges as specified by Article III, Sections 4a. and 4b.
- h. Life Members shall:
1. having been a Director, Associate or Emeritus Member of the CRCPD for at least 10 years, and upon being nominated for Life Member and approved by the Board, be so designated for having made significant long-term contributions to the field of radiation protection and to the support of CRCPD in the achievement of its goals through career service on CRCPD working groups, Board of Directors, or provision of administrative leadership or advancement of radiation protection,
  2. be limited to a maximum of two per year,
  3. be eligible to serve on CRCPD working groups [as a working group member, advisor, or resource individual],
  4. receive the CRCPD Newsbrief,
  5. not be eligible to vote, and
  6. not be eligible to serve as an officer of the CRCPD.

## Article IV Terms of Office and Duties of Officers

### Section 1. Terms of Office

- a. The Chairperson shall serve a term of one (1) year.
- b. The Chairperson-Elect shall serve a term of one (1) year.
- c. The Past Chairperson shall serve a term of one (1) year.
- d. The Treasurer shall serve a term of three (3) years.

- e. The Members-at-Large shall serve a term of three (3) years. The terms of office of Members-at-Large shall be staggered so that the term of one Member-at-Large shall expire each year.

## Section 2.

## Duties

- a. The Chairperson shall:
1. be the chief executive officer of the CRCPD,
  2. preside at all meetings of the CRCPD,
  3. be Chairperson of the Board,
  4. under emergency situations, authorize non-budgeted general operation expenditures up to \$5,000 without Board approval,
  5. upon approval by the Board, appoint such working groups as are authorized or necessary, whose appointment or election is not otherwise provided,
  6. become Past Chairperson upon expiration of the term of office,
  7. serve on the Annual Meeting Program Committee and,
  8. on behalf of the Board of Directors, negotiate the Executive Director agreement.
- b. The Chairperson-Elect shall:
1. become Chairperson at the expiration of the term of office,
  2. preside at all meetings of the CRCPD or of the Board in the absence of or at the direction of the Chairperson, and carry out the duties of the Chairperson when the Chairperson becomes ineligible to serve or otherwise is unable to act,
  3. serve on the Finance Committee,
  4. serve on the Membership Committee, and
  5. serve on the Nominating Committee.
- c. The Past Chairperson shall:
1. chair the Annual Meeting Program Committee,
  2. chair the Membership Committee,
  3. serve on the Finance Committee, and
  4. accept such other duties as may be assigned.
- d. The Treasurer, through the assistance of the CRCPD Executive Director, shall be responsible for ensuring proper management of CRCPD financial resources (reference the signed agreement between the Executive Director and the CRCPD Board for details). The Treasurer shall:
1. provide for the accomplishment of the Fiscal Officer's **[Business and Financial Officer's]** responsibilities,
  2. in the absence of a Fiscal Officer-**[Business and Financial Officer]**, provide for the Fiscal Officer **[Business and Financial Officer]** responsibilities,
  3. furnish bond to the CRCPD for an amount determined by the Board, the expense of such bond to be paid by the CRCPD,
  4. submit annually the financial record of the CRCPD for audit to a firm designated by the Board,
  5. submit a detailed report of the financial condition of the CRCPD at the Annual Meeting,
  6. submit an accounting of receipts and disbursements at each Board meeting and on the date of retirement as Treasurer,
  7. be Chairperson of the Finance Committee,
  8. be responsible for preparing minutes of the directors' and members' meetings and authenticating records of the corporation, and
  9. be responsible for maintaining a written history of the CRCPD and provide a written report to the Board annually.
- e. The Members-at-Large shall accept such duties as may be assigned by the Chairperson.

- f. Upon approval of the Board, the Chairperson may delegate duties specified in this Section to other Board members, or the Executive Director. The Executive Director may further delegate these duties to his/her staff.

## **Article V Executive Director**

- Section 1. The Board may appoint an Executive Director pursuant to the terms of a written agreement and a Board approved job description.
- Section 2. The agreement shall be for a term of three (3) years. The agreement shall be reviewed each year and modified upon mutual agreement of both parties.
- Section 3. The Board of Directors shall conduct at least one performance evaluation each year based on a written agreement.
- Section 4. The Executive Director shall:
- a. carry out duties contained in a written agreement,
  - b. provide current job descriptions for CRCPD staff,
  - c. furnish bond to the CRCPD for an amount determined by the Board, expense of such bond to be paid by the CRCPD,
  - d. perform such other duties as may be requested by the officers of the CRCPD or as may be assigned by the Chairperson,
  - e. serve as ex officio member to the Finance Committee, and
  - f. serve as ex officio member of the Annual Meeting Program Committee.

## **Article VI Voting**

- Section 1. Except as provided in Section 2 below, the vote of the CRCPD shall lie with the individuals in the class of membership called Director Members.
- a. Each state, the District of Columbia, and Puerto Rico shall be eligible to cast a single vote on each question or motion placed before the CRCPD.
  - b. Director Members and Associate Members within a given state, the District of Columbia and Puerto Rico should, if it is practical, caucus to determine whether or not a vote shall be cast, and if a vote is to be cast, what that vote shall be. In any case, the final vote shall lie with the Director Member
  - c. If the responsibility for radiation control is shared by more than one governmental entity within a state, the District of Columbia, or Puerto Rico, such entities shall, if practical, confer or caucus and determine whether or not a vote shall be cast and, if a vote is to be cast, what the vote shall be.
  - d. Fractional votes shall not be permitted.
  - e. With the exception of election of officers, all questions and motions presented at any Annual Business Meeting or Special Meeting, shall be determined by a majority of the votes cast by Director Members eligible to vote, subject to the conditions of the above Subsections a, b, c, and d, and Section 3 of Article VI of the Constitution.
- Section 2. Both Director Members and Associate Members shall be entitled to vote for election of officers.

- Section 3. Quorum\* [\*The Articles of Incorporation/Kentucky Revised Statutes allow for the election of officers by mail ballot, and does not require a quorum of the membership.]
- a. Except for election of officers, no question, nor action of any kind, which requires the vote of the Director Members, either at the Annual Business Meeting or a Special Meeting, shall be voted upon unless fifty-one (51) percent of those Director Members eligible to vote, or their proxies, are present.
  - b. Notwithstanding the foregoing, the election of officers shall be determined by a majority of the votes cast by Director Members and Associate Members eligible to vote, subject to the above conditions of Section 1, Subsections a through e.

## **Article VII Elections of Officers**

- Section 1. Prior to each Annual Meeting there shall be elected a Chairperson-Elect and a Member-at-Large.
- Section 2. Prior to every third Annual Meeting, beginning with the Annual Meeting held in 1986, a Treasurer shall be elected. The term shall begin on July 1 following his/her election.
- Section 3. Election shall be by mail ballot or other means capable of ensuring integrity of the ballot process.
- Section 4. Not later than thirty (30) days prior to the Annual Business Meeting, the Executive Director shall make available to each Director Member and Associate Member a ballot with the list of offices to be filled and the list of candidates for each office.
- Section 5. Those elected to office shall not assume the prerogatives of office until the close of the Annual Meeting at which they are elected except for the Treasurer, whose term is specified in Section 2.
- Section 6. Officers may not serve successive full terms in the same office.

## **Article VIII CRCPD Working Groups**

- Section 1. Notwithstanding the standing committees required under these Bylaws, the Chairperson may establish other CRCPD committees as may be necessary to expedite the work of the CRCPD.
- Section 2. Upon approval by the Board, the Chairperson shall appoint members and chairpersons of all CRCPD working groups whose appointment is not otherwise specified in these Bylaws.
- Section 3. All members of working groups shall hold membership in the CRCPD.
- Section 4. The following shall be standing committees of the CRCPD:
- a. Nominating Committee
    1. The Nominating Committee shall consist of the Past Chairperson, the Chairperson-Elect, and the most immediate former Chairperson. The Past Chairperson shall chair the Nominating Committee.
    2. The Nominating Committee shall, no later than three (3) months preceding the next Annual Meeting, submit at least two (2) nominees for each office to be filled to the Board.
    3. No member shall be nominated for office without his/her consent.
  - b. Annual Meeting Program Committee

1. The Annual Meeting Program Committee shall consist of the Chairperson, the Past Chairperson, and other persons who may be appointed by the Chairperson. The Executive Director, or his/her designee, shall serve as an ex officio member of this committee. The Past Chairperson of the CRCPD shall chair the Annual Meeting Program Committee.
  2. The Committee shall prepare the program for the Annual Meeting.
- c. Membership Committee.
1. The Membership Committee shall consist of the Past Chairperson, the Chairperson-Elect, and a Member-at-Large, who shall be appointed by the current Chairperson. The Past Chairperson of the CRCPD shall chair the Membership Committee.
  2. The Membership Committee shall determine the eligibility of any prospective member.
- d. Finance Committee
1. The Finance Committee shall consist of the Past Chairperson, the Chairperson-Elect, and the Treasurer. The Executive Director and the Fiscal Officer [Business and Financial Officer] shall serve as ex officio members of this committee. The Treasurer shall chair the Finance Committee.
  2. The Executive Director shall prepare the proposed annual budget for submission to the Finance Committee.
  3. The Finance Committee shall review, and amend if appropriate, the proposed annual budget, for final submission to the Board.
- e. The Board, by resolution, may establish other standing committees as may be necessary to expedite the work of CRCPD, each of which shall have at least two members from the Board.

## Article IX Dues

- Section 1. The Board shall determine the amount of the annual membership dues for each class of membership.
- Section 2. Members of any class who have not renewed their dues prior to February 1 shall be stricken from the membership list of the CRCPD.

## Article X Meetings

- Section 1. The CRCPD shall hold an Annual Business Meeting for all Director Members eligible to vote at a time and place to be determined by the Board. The Annual Business Meeting may be held in or out of the State of Kentucky. Regardless of the location, all Director Members eligible to vote shall be notified, in writing, of the place, day and hour of such meetings not less than thirty (30) days prior to the date of the meeting.
- Special Meetings of the Director Members may be called by the Chairperson or by the Board. Special Meetings may also be called by a written petition to the Chairperson signed by ten Director Members eligible to vote. Any Special Meeting, may be held in or out of the State of Kentucky.
- Section 2. No business shall be conducted at any Annual Business Meeting or Special Meeting unless a majority of the Director Members eligible to vote, or represented by written proxy, are present.
- Section 3. The meetings of the CRCPD shall be conducted in accordance with the latest edition of Robert's Rules of Order or such other rules of procedure as may be adopted by the CRCPD. The Chairperson shall appoint one of the Board members as the

parliamentarian for the CRCPD, who shall serve in this capacity for all business and board meetings.

Section 4. All official meetings, including meetings of CRCPD working groups, that are solely under the sponsorship of the CRCPD, shall be open meetings. However, if it has been determined that regulatory enforcement matters or other sensitive issues are to be discussed at a meeting sponsored by the CRCPD, and that restricted attendance to such meetings would be in the best interest of the organization, then the CRCPD may hold closed meetings. It shall be the responsibility of the Board of Directors to determine when restricted attendance to meetings should be applied.

## **Article XI Amendments**

Section 1. These Bylaws may be amended from time to time to better serve the purposes of CRCPD. Amendments may be proposed upon the initiative of the Board or by a petition signed by five Director Members who are eligible to vote.

Section 2. All provisions of these Bylaws shall be subject to amendment by the affirmative vote of a majority of those Director Members eligible to vote, given at the Annual Business Meeting or at any Special Meeting, provided that notice of the proposed amendment is included in the notice of such meeting, subject to the conditions stated in Article X, Section 1.

**Bylaws Attachment**

**CRITERIA FOR DETERMINATION OF  
"DIRECTOR MEMBER CLASS" INTO THE CRCPD, WITH VOTING PRIVILEGES**

**Criteria #1:**

Be designated directly by state statute, or Executive Order through appropriate legislative authority (or by authority of the District of Columbia or Puerto Rico), as a primary governmental entity having responsibility for radiation health and safety. In the event that such legislative authority allows the primary governmental entity to delegate radiation health and safety responsibility to sub-entities, such sub-entities shall not have voting privileges within the CRCPD. Only the primary governmental entity shall have voting privileges.

**Criteria #2:**

Have authority, responsibility, and an active program in two or more of the following areas:

1. X-Ray registration/licensing and control.
2. Radioactive materials registration/licensing and control.
3. Environmental radiation monitoring.
4. Indoor radon contamination control.
5. Radiation emergency planning and response.
6. Nonionizing radiation control.
7. Low-level radioactive waste regulatory authority.
8. Radiologic Technologist licensure and certification.
9. Mammography.

**Criteria #3:**

In the event that a primary governmental entity has legislative authority and responsibility for two or more radiation control areas, as identified under Criteria #2, but which has assigned primary responsibility to different sub-entities of the governmental entity, then the primary governmental entity shall determine which sub-entity it desires to have voting privileges within the CRCPD.

**RATIONALE**  
**Proposed Amendments to the CRCPD Bylaws**  
**October 2005**

**Article III (Membership)**

- Section 3. – reworded for clarification – the Board approves membership based on the recommendations of Membership Committee. The Membership Committee determines the eligibility of an individual who applies for CRCPD membership.
- Section 4. a. 4. – Clarified the capacity Director Members can serve on CRCPD working groups.
- Section 4.b. 4. - Clarified the capacity Associate Members can serve on CRCPD working groups.
- Section 4.c. 4. - Clarified the capacity Emeritus Members can serve on CRCPD working groups.
- Section 4.d. 4. – Clarified the capacity International Members can serve on CRCPD working groups.
- Section 4.e. 4 - Clarified the capacity Affiliate Members can serve on CRCPD working groups.
- Section 4.f. 4. – Clarified the capacity Honorary Members can serve on CRCPD working groups.
- Section 4.h. 4. – Clarified the capacity Life Members can serve on CRCPD working groups.

**Article IV (Terms of Office and Duties of Officers)**

- Section 2.d. 1. & 2. – cleanup changes to reflect the new title of the Fiscal Officer--title changed to Business and Financial Officer.

**Article VIII (CRCPD Working Groups)**

- Section 4.d.1. – cleanup changes to reflect the new title of the Fiscal Officer--title changed to Business and Financial Officer.