

Advisory Committee on Reactor Safeguards (ACRS)

Bylaws

PREAMBLE

These Bylaws describe the procedures to be used by the Advisory Committee on Reactor Safeguards (ACRS) in performing its duties, and the responsibilities of the members. The functions of the Committee are described in the relevant statutes and in the Code of Federal Regulations (CFR). For parliamentary matters not explicitly addressed in these Bylaws, Robert's Rules of Order shall govern, with the Member-at-Large of the Planning and Procedures Subcommittee serving as parliamentarian.

All the following has as its purpose fulfillment of the Committee's statutory responsibility to provide objective and independent advice to the Commission and to the Congress on matters affecting nuclear safety, and the procedures are intended to make certain that the inputs to that advice are fairly and adequately obtained and considered, that the members and the affected parties have an adequate chance to be heard, and that the resulting reports represent, to the extent possible, the best of which the Committee is capable. Any ambiguities in the following should be resolved in such a way as to support those objectives. Any internal conflicts of interpretation shall be decided by majority vote of the current membership of the Committee.

1. MEETINGS

- 1.1 Regular meetings of the Committee will normally be scheduled for the last three days (Thursday, Friday, and Saturday) of the first week of the first pay period of the month, except for June, July, and September during which the meeting will be scheduled for Wednesday, Thursday, and Friday. There will be no full Committee meetings in January and August unless notified otherwise. Scheduling conflicts may sometimes require deviations from this schedule and such changes must be approved by the Committee.
- 1.2 In unusual circumstances, special meetings may be scheduled on call of the Chairman or, in his absence, the Vice Chairman. Also, a majority of the members of the Committee may direct the Executive Director to schedule a special meeting, for the purpose of discussing a particular subject or class of related subjects.
- 1.3 ACRS meetings will be open to public attendance, except for those portions in which matters are to be discussed that are exempt from public disclosure under the Federal Advisory Committee Act (FACA) or other appropriate rules or statutes. Active participation in the meeting is normally confined to:
 - Members of the Committee
 - ACRS staff members, as needed
 - ACRS consultants, or others assisting the Committee, as needed
 - NRC staff and its consultants and contractors, as needed
 - Licensees and applicants, and their consultants and contractors, as needed
 - Members of the public and other Stakeholders in accordance with FACA, or as needed.
- 1.4 The Chairman has both the authority and the responsibility to maintain order and decorum and may, at his option, recess the meeting until a later time if these are threatened. He may also request the ejection of any person who ignores warnings and continues to address subjects not under discussion by the Committee, or who otherwise interferes with the orderly conduct of the Committee business.
- 1.5 During those portions of a meeting that are open to the public, electronic recording of the proceedings is permitted to the extent it does not interfere with the proper conduct of Committee business.
- 1.6 Television recording of the meeting will be permitted when the Committee has had prior notification and to the extent that it does not interfere with the proper conduct of Committee business, or with the rights of the attending public.
- 1.7 The Chairman, or in his absence the Vice Chairman, shall preside over the meeting. At his discretion, the Chairman can delegate the responsibility to preside over the meeting to another meeting.

2. MEETING AGENDA

- 2.1 The meeting agenda is determined based on the Committee discussion of items included in the Future ACRS Activities List. Potential agenda items will normally be identified by the NRC staff, the Commission or individual Commissioners, Stakeholders, and by individual Committee members. The final agenda will be prepared by the ACRS Executive Director or his designee and approved by the ACRS Chairman for publication in the Federal Register.
- 2.2 Items that require Committee review and comments and Commission requests will receive high priority to the agenda. To the extent feasible, all review items that require a Committee report should be scheduled for the first day of the meeting so as to allow adequate time for the cognizant Subcommittee Chairman or member to prepare and/or revise a proposed ACRS report. Information items, and items of general interest, may be placed on the agenda subject to the availability of time.
- 2.3 Subcommittee meeting agenda is prepared by the cognizant staff engineer in consultation with the Subcommittee Chairman, NRC staff, industry groups, and other meeting participants, and the final agenda is approved by the Subcommittee Chairman.
- 2.4 Except in unusual and pressing circumstances, the full Committee/Subcommittees will not review matters brought to it by the NRC staff unless documentation adequate to support a responsible review is provided to the members in a timely fashion.
- 2.5 An urgent staff item requiring speedier review than contemplated above will be placed on the agenda only if the Planning and Procedures Subcommittee agrees, after consultation with the relevant Subcommittee Chairman.
- 2.6 Issues may come to the attention of the Committee through a variety of mechanisms, including self-generation. Whatever the source, review may be through any appropriate mechanism, including but not limited to, placement on a meeting agenda, referral to a Subcommittee, or creation of a Working Group.

3. CONDUCT OF MEETINGS

The scheduling and conduct of ACRS meetings, including Subcommittee meetings, will be in accordance with FACA, as amended, implementing NRC Rules and Regulations, and other relevant Federal Regulations.

- 3.1 A quorum for a meeting of the full Committee consists of a minimum of half the current membership. Decisions shall be made by a majority of the members present at the meeting, except that major decisions shall only be made by a majority of the current membership. Should one or more members be unavailable for compelling reasons (such as extended incapacity or recusal), the current membership shall be regarded as reduced accordingly. Any member can propose that the matter under discussion is a major decision. If there is doubt whether a decision is major, the Chairman shall rule, subject to reversal by the Committee. Such reversal shall be treated as a major decision.
- 3.2 The Chairman may take part in the discussion of any subject before the Committee, and may vote. He should not use the power of the Chair to bias or otherwise limit the discussion, but should use that power to keep the meeting focused and approximately on schedule. If the Chairman is a strong advocate of one side of a controversial item, he should ask the Vice Chairman to preside over that part of the meeting. Any dispute over the Chairman's level of advocacy shall be resolved by a majority vote of those members present and voting, with a tie supporting the Chairman's position.
- 3.3 It should be emphasized that no Committee position is final or binding until it has been formally documented in a written report and approved by the Committee.

4. REPORTS

- 4.1 For those matters in which an ACRS report is required before Commission action, the industry groups and other Stakeholders will normally be provided the opportunity to discuss the matter with the Committee before the report is issued.
- 4.2 Unless matters coming under the FACA exemptions are involved, Committee reports will be prepared in public session. Transcripts are kept at the Committee's discretion.
- 4.3 Preparation of proposed ACRS reports should be a function of the Subcommittee rather than that of the Cognizant Subcommittee Chairman or member. The Cognizant Subcommittee Chairman or member should, if possible, distribute the proposed report to the ACRS members and incorporate or note their comments for deliberation by the full Committee.
- 4.4 Once a report is approved final by the Committee, it shall be issued as expeditiously as possible, after the following actions:
 - 4.4-1 The ACRS staff shall review the reports for technical accuracy, grammatical correctness, and clarity and propose changes, as appropriate, without altering the intent of the Committee. The author(s) and the full Committee Chairman will review the appropriateness of the changes proposed by the ACRS staff and approve or disapprove them, as warranted. In the event of a disagreement between the author(s) and the ACRS staff on a particular change, the full Committee Chairman's ruling will prevail.
 - 4.4-2 The author(s) should also review the reports for clarity and grammatical correctness but should not make changes that alter the intent of the Committee. If the author(s) has/have doubts regarding a proposed change, he/they should check with the Committee Chairman before making the change.
 - 4.4-3 If, in the judgment of any member, a report contains a serious misstatement or factual error, and that possible error was not addressed by the Committee before final approval, he can propose that the Chairman recommend deferral of the matter until the next meeting. The Chairman can also recommend deferral of a report if he feels that it contains ambiguity regarding ACRS position and needs clarity. The Committee staff will then conduct a telephone poll of as many as possible of the members who participated in the preparation of the report, explaining the issue as fairly as they can. If a majority of those participants agree, the report shall be so deferred.
 - 4.4-4 In cases of time urgency, a rewording may be accomplished through collegial interaction, as for example, through a conference call.
- 4.5 When, owing to restrictions such as possible conflict of interest, any Committee member has recused himself from participation in a matter, this circumstance should be noted in the final ACRS report.
- 4.6 A factual summary report of Committee activities at any scheduled meeting will be prepared by the ACRS staff. After review and approval by the ACRS Chairman, it will be sent to the Chairman of the Commission in a timely manner.

5. ADDITIONAL COMMENTS TO ACRS REPORTS/ INDIVIDUAL VIEWS

- 5.1 Committee reports will normally reflect collegial views, and unanimity will often be achieved. Nonetheless, there will be occasions in which the majority is unconvinced by a minority argument, viewed as important by those who espouse it. The minority is then free to express its view through comments added to the report, subject to the following conditions.
- 5.1-1 Before deciding to attach additional comments, the proponent(s) shall make a good-faith effort to persuade the Committee to adjust the main report to accommodate the minority view.
 - 5.1-2 The author(s) of additional comments shall be named.
 - 5.1-3 The additional comments shall be made available to the Committee as early as possible in the deliberations, both as part of the good-faith effort described above, and to provide an opportunity for others so inclined to join the original author(s).
 - 5.1-4 There will be times in which the report is generated so late in the meeting that full discussion of the proposed additional remarks is precluded by time constraints. The author must then announce to the Committee his intent to submit additional remarks, indicate to the Committee the nature of the remarks, and must have the text to the Committee office by noon (Washington time) on the Wednesday following the meeting, whether through e-mail, fax, or other means.
 - 5.1-5 Any member may ask at that time to see or hear the exact wording of the additional remarks as soon as they are available, and has until noon (Washington time) on the Thursday following the meeting to add his name to the remarks.
- 5.2 There will be occasions on which a member feels a subject is of safety significance, but is unable to persuade the majority of the Committee that it warrants a Committee report. In such cases, the vehicle for dissent that is provided above is of no value, yet a subject deemed of safety significance to a member of the Committee ought not to be left unaddressed. In such cases, the member should make a good-faith effort to persuade the Committee to take action, whether by writing a report on the subject, or by requesting the Committee to direct a Subcommittee to conduct an exploration. If the Committee decides to do neither, or if the member involved feels that the importance of the subject warrants prompt action, he is then free to write an individual report on the subject. Such a report should clearly state, up front, that the member is not speaking for the Committee, and that the Committee has declined to act to his satisfaction on the subject. A member using this mechanism should make every effort to apply the same professional standards to his individual communication as is fair to expect from the Committee as a whole. At the discretion of the original author, any member can add his name to the report.
- 5.3 When ACRS comments are requested by the NRC staff on specific safety-related matters, and the full Committee does not plan to take action, comments of individual members may be transmitted to the appropriate NRC offices by a forwarding memo from the ACRS Executive Director. Any comments to be transmitted in this manner are to be provided to the full Committee for information.

6. SUBCOMMITTEES

- 6.1 The Committee is organized around a number of topical Subcommittees whose purpose is to obtain, analyze, and organize information for the consideration of the full Committee. A Subcommittee may also recommend a particular course of action to the full Committee.
- 6.2 In addition, a standing Subcommittee on Planning and Procedures shall have the responsibility to evaluate the priorities in the ACRS workload, to distribute resources appropriately, and to recommend to the Committee both long-term and short-term goals and Committee practices and procedures. The membership of this Subcommittee will be:
- The current ACRS Chairman
 - The current ACRS Vice Chairman
 - A Member-at-Large, elected to serve concurrently with the ACRS Chairman

The ACRS Chairman shall serve as Chairman of this Subcommittee. If the Member-at-Large becomes unavailable for an extended period (typically more than two months), the Committee will elect a replacement at its next regular meeting.

[Note: Procedures for replacement in the event of vacancies in the ex officio billets are covered elsewhere in these Bylaws.]

- 6.3 Major reform of the Subcommittee structure is normally the responsibility of the Planning and Procedures Subcommittee, subject to full Committee approval.
- 6.4 Changes to the Subcommittee membership and tasks, and establishment of Working Groups to review specific issues are the responsibility of the ACRS Chairman.
- 6.5 Each Chairman shall, within three months of taking office, review the number, responsibilities, and membership of the ACRS Subcommittees, and the workload balance among the members. In this task, he shall consult as needed, the affected members, the outgoing Chairman, and the Executive Director. He shall provide the Committee with a list of his proposed changes, if any, before the end of that period.
- 6.6 All Subcommittee meetings, except those which can be closed completely or partially under a FACA exemption will be open to public attendance. The Committee has the responsibility to make available to the public, consistent with the requirements of FACA and Freedom of Information Act (FOIA), the information on which its final decisions and reports are based.
- 6.7 Any two members of the full Committee will constitute a quorum for any Subcommittee meeting, whether or not they are currently listed as members of the Subcommittee. No single member shall function as a Subcommittee, although individual members may often collect information on behalf of either a Subcommittee or the full Committee.
- 6.8 The Subcommittee Chairman has both the authority and the responsibility to maintain order and decorum and may, at his option, recess the meeting until a later time if these are threatened. He may also request the ejection of any person who ignores warnings and continues to address subjects not under discussion by the Subcommittee, or who otherwise interferes with the orderly conduct of the Subcommittee basis.

7. APPOINTMENT OF MEMBERS

7.1 The members of the Committee are appointed by the Commission. In accordance with Section 29 of the Atomic Energy Act, the term of an appointment to the Committee is four years. Although the Act does not specify the maximum number of terms, the Commission has ruled (with some grandfathering at the time) that no member may serve more than three consecutive terms.

7.2 Appointment of New Members

The Committee will adopt the Commission procedures delineated in the May 4, 1994, Staff Requirements Memorandum, "COMIS-94-003 – Expanded Input in Advisory Committee Selections," for selecting new members. A summary of these procedures is as follows:

- 7.2-1 A draft *Federal Register* notice and a press release, indicating what specific expertise/skills are being sought for the vacancy, along with professional societies/technical organizations for the solicitation of nominations will be provided to the Commission for review and approval. Subsequent to Commission approval, these documents will be published.
- 7.2-2 A Screening Panel will be established to review the qualifications of candidates. This Panel will be composed of:
- A representative of the Commission
 - A representative (full-time Federal employee) of the ACRS
 - An individual (full-time Federal employee) identified by the Commission, preferably from outside the NRC, who possesses the expertise/skills being sought.
- 7.2-3 Based on its review of the qualifications of candidates, the Panel will develop a list of best-qualified candidates.
- 7.2-4 Although not specified in the Commission procedures, the Panel and the ACRS will interview the best-qualified candidates, as needed.
- 7.2-5 The Panel will prepare a report to the Commission recommending a slate of candidates and provide a copy of that report to the ACRS. The ACRS should submit its selection recommendations to the Screening Panel and/or the Commission as they see fit.
- 7.3 The criteria used by the Committee to evaluate candidates include education and experience, demonstrated skill in nuclear safety matters, the balance of the Committee in relation to the tasks that lie ahead, availability to serve, and possible conflicts of interest. Extraneous factors, such as race, sex, religion, color, national origin, political affiliation, age, marital status, or irrelevant physical handicap will not be considered.

8. ELECTION OF OFFICERS

- 8.1 The Committee Chairman and Vice Chairman shall be elected to serve for one year, commencing on January 1 and ending on December 31 or until their successors are elected. Either or both may be reelected to serve no more than one additional consecutive one-year term. Either or both are subject to recall by a vote of two-thirds of the Committee members. Any motion for recall shall be made, seconded and discussed during one meeting, and voted upon at the next meeting.
- 8.2 In the event the Chairman is unable or unavailable to carry out his duties for a limited period, the Vice Chairman shall act as Chairman. In the event the Vice Chairman is unable or unavailable to carry out his duties for a limited period, the Chairman may appoint another member to act as Vice Chairman. A "limited period" is generally considered to be two months or less.
- 8.3 The line of succession for Committee officers is Chairman, Vice Chairman, and Member-at-Large of the Planning and Procedures Subcommittee. If either of the first two is no longer available to continue to serve, those next in line will move up in the succession. A special election will then be held to fill the resulting vacancy, using the procedure described below.
- 8.4 Election of Chairman and Vice Chairman

The Committee Chairman and Vice Chairman for the following year shall be elected during the last regularly scheduled meeting of each year.

The Chairman shall be elected by a numerical majority of the current membership using a secret ballot, with all members as candidates. A member may withdraw his name from consideration by written notice to the Executive Director, no later than two weeks before the scheduled election. A current Chairman in his second consecutive one-year term shall be ineligible. If no candidate receives a numerical majority on the first ballot, a second ballot shall be taken using the three candidates (or more in case of a tie) receiving the most votes on the first ballot. If needed, additional ballots shall be taken using the two candidates (or more in case of a tie) receiving the most votes on the previous ballot, until one candidate is favored by a numerical majority of the current membership. If the Committee agrees that no agreement is possible at the meeting, a Chairman shall be chosen by lot from the most recent list of candidates.

Following the election of the Chairman, the Vice Chairman shall be elected using the same process.

Absentee votes naming one member for Chairman and one for Vice Chairman shall be accepted and applied to each respective ballot taken. If they name a member eliminated from consideration by the foregoing procedure, they shall be discarded.

8. ELECTION OF OFFICERS (continued)

8.5 Election of a Member-at-Large

Following election of the Chairman and Vice Chairman, the nomination and election of a Member-at-Large to fill the vacancy on the Planning and Procedures Subcommittee will also occur. Nominations will be made from the floor and seconded by the Committee members. Subsequent to the nominations, the Member-at-Large shall be elected by a numerical majority of the members attending the meeting using a secret ballot. If no candidate receives a numerical majority on the first ballot, the process for electing Chairman and Vice Chairman shall be following until one candidate is favored by a numerical majority of the members attending the meeting.

8.6 Special Election

In the event that a special election is required under the terms of 8.3 above, it shall be held at the earliest regularly scheduled meeting following the announced need to fill the position(s). The election shall be conducted in accordance with the terms in 8.4 above.

9. CONDUCT OF MEMBERS

- 9.1 Though not explicitly constrained to do so by the enabling legislation, the Committee has historically functioned as a collegial body, focusing the members' disparate views into a common position. For this reason, it is inappropriate for an individual member to attempt to interpret Committee reports, recommendations, or actions, except as authorized by the Committee.

Individual members are always free, as individuals, to interact and communicate with individual Commissioners. This channel will normally, but not always, be opened by the relevant Commissioner seeking information, and it should always be clear that the member is not representing the Committee, but is functioning as an independent expert. Such contacts, where substantive, should be noted to the Chairman or to the Executive Director.

It is inappropriate for a member to use the latitude provided in the previous paragraph to undermine a declared Committee position.

- 9.2 Where requests for interpretation of ACRS positions are received from outside agencies, judgment should be used. Requests from the Congress should normally be honored by referral to the Executive Director. Where an individual member is asked for his views, he should respond, but with emphasis on the fact that he does not speak for the Committee. Requests from the media require more circumspection. The guiding principle is that a member should not undermine or reinterpret a Committee position, but is under no obligation to pretend that he agrees, if he does not. The right to disagree does not imply the right to reinterpret.

- 9.3 When an individual member has a safety-related concern that is not being considered by the Committee, he should recommend ACRS action by using the procedures in Section 5.2 of these Bylaws. The ACRS staff will support related activities on the part of the member, such as developing necessary information, consistent with normal staff activities.

If the Committee decides not to take a position on the identified issue, the member is free to air his opinions on the matter, but should make it known that the opinions stated are his own and not those of the ACRS.

A member pursuing a safety matter that is either not currently under review by the Committee, or on which his views differ from those of the majority, is entitled to ACRS staff support, subject to normal office priorities. The Executive Director will arrange for staff support keeping in mind that Committee matters have the highest priority.

If the Committee examines an identified concern and reaches a conclusion with which a member disagrees, the preferred channel to express disagreement with ACRS reports is through additional comments to the Committee report. Members are discouraged from undermining the collegial position taken by the ACRS, but are free to express their professional opinions as they additionally and personally judge the issue, always emphasizing that they speak for themselves. The ACRS staff will provide support to individual members within the context of normal Committee business.

9. CONDUCT OF MEMBERS (continued)

- 9.4 Members performing contractual work for non-Government organizations shall not use the information developed by or for the NRC that is not in the public domain.
- 9.5 In the course of his tenure on the Committee, a member will be sent many documents, and will discard most of them when their burden exceeds their utility. At the end of his tenure on the Committee, he will be expected to discard or return the remaining documents. Though technically government property, few, if any, will have any residual value. Any doubtful cases will be resolved by the Executive Director or his designee.
- 9.6 Members (who are appointed as Special Government Employees) are expected to conform to all Federal regulations applicable thereto, as well as to the relevant NRC Rules and Regulations. They are also expected to meet the highest professional standards of integrity, as well as competence.

10. CONFLICT-OF-INTEREST PROCEDURES

- 10.1 If a member feels that he may have a conflict of interest with regard to a subject to be addressed by the Committee, he should mention it as early as possible, but in any case before he participates in the discussion. The Committee will comply with all applicable laws and NRC regulations.

It should be noted that prior work on a subject under review, even when undertaken for another agency or organization, does not represent a conflict of interest per se, but should be revealed to the Committee, on the record. The degree to which this earlier work compromises the member's impartiality will be determined by the Committee on a case-by-case basis. On the rare occasions in which the Committee's proposed action implies a judgment of the quality of that earlier work, it is a matter of professional ethics that the member not vote.

- 10.2 When a member has a conflict on matters being considered by the Committee, the following procedures should be followed during the discussion of such matters at the Subcommittee/Working Group/full Committee meetings and during the preparation of ACRS reports. These procedures are designed to ensure conflict-of-interest requirements are understood and followed, and to provide guidance for dealing with conflict-of-interest situations consistently by all members. The principles being implemented are that:

10.2-1 Members cannot participate in the Committee's review of their own work.

10.2-2 Members cannot personally and substantially participate in the review of any particular matter (including general matters such as a rulemaking) that could directly and predictably affect their personal financial interest or the financial interest of:

- Their spouse or minor child
- Their general partner or organization in which they serve as an officer, director, trustee, general partner, or employee
- An organization with which they are negotiating or have an arrangement for prospective employment

10.2-3 Members cannot personally and substantially participate in the review of any particular matter involving parties (such as a contract, grant license application or amendment, investigation, or enforcement action) that could directly and predictably affect the financial interests of the following:

- Members of their household
- Anyone with whom they have a financial relationship; or
- Relatives with whom they have a close personal relationship; or
- Anyone they served during the previous year as an employee, officer, director, trustee, general partner, agent, consultant, contractor, or attorney

10.2-4 Based on the specific facts, the ACRS chairman can grant a member a written waiver from these restrictions after consulting the Office of the General Counsel.

10. CONFLICT-OF-INTEREST PROCEDURES (continued)

10.3 ACRS Meetings

During presentation or discussions at the Subcommittee Working Group/full Committee meetings, the member who has a conflict with the particular matter being considered:

- 10.3-1 Can ask questions to obtain clarifications or factual information.
- 10.3-2 Can provide information to correct misinterpretations of facts by other members, or technical insights which may help the members better understand the issues under consideration.
- 10.3-3 Should not engage in discussions which may be perceived by a reasonable person to be a criticism or endorsement of the appropriateness of the scope, direction, or quality of the work, or the adequacy of the methods or processes used to perform the work on the matter in which the member has a conflict of interest.

10.4 Preparation of ACRS Reports

The report preparation part of the ACRS meetings is the most significant part of the meetings where both actual and perceived conflicts of interest should be avoided. Government ethics rules and procedures must be observed to protect the integrity of the committee process, in addition to avoiding violation of ethics regulations. The Committee process should not be perceived as being “biased” as a result of a member’s organizational affiliation or contractual arrangements.

During preparation of ACRS reports, the member who has conflict with the particular matter being considered:

- 10.4-1 Should not participate in the Committee’s deliberations other than providing clarifications, technical insights, or factual information to other members.
- 10.4-2 Should not express opinions that would influence the Committee’s position on the matter.
- 10.4-3 Should not provide oral or written input to the Committee report that relates to the matter.
- 10.4-4 Should not try to influence the Committee directly or indirectly, or suggest changes to the reports that reflect the member’s views on the matter.
- 10.4-5 Should not make, participate, or vote on the “motions” to make changes to the reports on the matter.
- 10.4-6 Should not participate in the voting process for approving the report as long as it contains any advice, position, or comments on the matter.

10. CONFLICT-OF-INTEREST PROCEDURES (continued)

- 10.5 When the ACRS is preparing a report that involves matters for which a member has a conflict of interest, these matters may be intertwined with all of the subjects being discussed. The member will then not be able to participate in any of the discussions related to the report. However, in some instances (such as in the review of a large program such as the RES program) it may be possible for the member to participate in some of the discussions. Guidance will be given to members on a case-by-case basis.

The other members should be informed/cognizant of a particular member's conflict and should not ask the member to provide his views on matters for which the member has conflict.

- 10.6 During Subcommittee/Working Group/full Committee meetings, the respective Chairmen are responsible for ensuring that the above procedures are implemented properly. The Designated Federal Official (DFO) for these meetings should remind the Chairman if these procedures are not complied with properly. If the DFOs believe that their reminders were ignored, they should promptly inform one of the available ACRS managers.

11. MINUTES

- 11.1 The ACRS office will prepare minutes of all ACRS meetings, including Subcommittee meetings.
- 11.2 When factual information with potential archival value is being presented to the Committee or to a Subcommittee, during a meeting that is open to public attendance, the presentation will normally be transcribed. Deliberative sessions will normally not be transcribed.
- 11.3 A working copy of the minutes will be prepared by the cognizant ACRS staff engineers, and made available as soon as practicable to the Chairman of the full Committee or Subcommittee, and to other members. The full Committee or Subcommittee Chairman, will certify the minutes, preferably within two months, subject to receiving the working copy of the minutes within 30 working days after the meeting. By certifying the minutes, the cognizant Chairman attests to the best of his knowledge to the completeness and technical accuracy of the minutes.
- 11.4 Copies of the certified minutes will normally be distributed to the ACRS members and, when appropriate, to Committee consultants. They will then be forwarded to the Public Document Room with only those deletions permitted by law.

12. COMMITTEE STAFF

- 12.1 The ACRS staff shall consist of an Executive Director and those technical, administrative, secretarial, and clerical personnel necessary to effectively support the Committee's activities. The Executive Director, or his delegate, will serve as the Designated Federal Official for all Committee or Subcommittee meetings. The Executive Director is also responsible for the management of the staff.

13. CONSULTANTS

- 13.1 The Committee will occasionally find it necessary to augment its expertise with respect to specific disciplines. It will therefore maintain a list of available consultants, and will call upon them as needed, most often at the Subcommittee level.
- 13.2 In accordance with Handbook 10.6, Part I, the ACRS Executive Director, or his designee, must approve in writing the appointment or renewal of appointment for all consultants. Consultants can be hired as Personal Service Consultants, or through sole source and competitive procurement. It normally takes 90 days to acquire the services of a consultant. Consequently, if an ACRS member would like to recommend a specific individual for appointment to the ACRS as a consultant, he or she should provide all pertinent information in a timely manner (e.g., résumé of the individual, expected contribution of the individual to the ACRS activities, etc.) to the ACRS Executive Director or his designee for consideration and approval. Subsequent to the approval by the ACRS Executive Director or his designee, the process delineated in Part I of Handbook 10.6 (of the Management Directive) will be followed for appointing the individual as an ACRS consultant.
- 13.3 All consultants' appointments are temporary appointments that may not exceed one year. October 1 through September 30 is the "Service Year" for consultants. All Personal Service Consultants must be reappointed at the beginning of each service year. Reappointment of a consultant is based on the contributions made by the consultant to ACRS activities and the continued needs.
- 13.4 The members should exercise caution in assigning tasks to a particular consultant. The members should not ask a consultant to perform certain tasks or attend a meeting without authorization by the ACRS staff management. The cognizant ACRS staff person will assist the members in obtaining authorization by the ACRS staff management for using a specific consultant.
- 13.5 Consultants' written reports to the ACRS office of their activities and views will be distributed to the interested ACRS members. Distribution outside the ACRS will normally be made to the affected NRC staff and to the Public Document Room.
- 13.6 In many fields the number of experts is limited, and the Committee may occasionally make use of consultants already helping the NRC staff. When, conversely, the NRC staff makes use of an ACRS consultant on a matter the Committee has under consideration, further use of him by the ACRS may compromise the Committee's apparent independence. Such matters will be addressed as they occur, using the criteria described in the Preamble.

14. AMENDMENTS

- 14.1 Any member of the Committee may propose an amendment to these Bylaws. The proposed amendment will be distributed to the members by the Executive Director, and scheduled for discussion at the next regular Committee meeting.
- 14.2 The final proposed amendment may be voted on not earlier than the first regular meeting after it has been presented to the full Committee.
- 14.3 A vote of two-thirds of the current ACRS membership shall be required to approve an amendment.

APPENDIX A
FOR INFORMATION ONLY – NOT SUBJECT TO REQUIREMENTS OF BYLAWS

Reappointment of Members

1. In accordance with the September 26, 1996 Staff Requirements Memorandum, COMSECY-96-042, "Procedures for Reappointment of Advisory Committee Members," if a member eligible for reappointment is interested in seeking reappointment for another term, the ACRS Executive Director should make a recommendation to the Commission at least nine months prior to the expiration date of the member's current term. In the letter of recommendation, the Executive Director should address the performance factors listed in the above-mentioned Staff Requirements Memorandum.
2. After reviewing the recommendation and associated basis, the Commission will decide on the reappointment of a particular member. Prior to making a determination, the NRC Chairman may seek input from the ACRS Chairman.

ACRS Reports

1. Each proposed ACRS report to be discussed at the full Committee meeting will be assigned with a priority ranking of A-C. The Cognizant Subcommittee Chairman or the responsible ACRS Member should ensure that drafts of those reports with an "A" priority ranking will be available to the Committee for discussion at the scheduled time. The following procedures shall apply for preparing ACRS reports:
2. Preparation of proposed ACRS reports should be a function of the Subcommittee rather than that of the Cognizant Subcommittee Chairman. Time should be set aside at the end of each Subcommittee meeting to discuss the views of each Subcommittee member and consultant. Subsequent to the meeting, the Subcommittee Chairman will prepare a proposed ACRS report reflecting the views of the Subcommittee members and consultants. If the Subcommittee meeting was held well in advance of the ensuing full Committee meeting, the Subcommittee Chairman should send a copy of the proposed report to the cognizant ACRS staff for distribution to the ACRS members for feedback. The Subcommittee Chairman will then prepare another draft, as needed, incorporating the members' comments as appropriate for deliberation by the full Committee.
 - 2.1 If the Subcommittee meeting is held during the week of the full Committee meeting or if a matter is discussed by the full Committee without the benefit of a Subcommittee meeting, it would be difficult for the Subcommittee Chairman or the responsible Member to prepare a proposed report and have it distributed to ACRS members. Under such circumstances, the Subcommittee chairman or the responsible Member should prepare a proposed draft as soon as possible and ensure that it is available for discussion by the full Committee at the scheduled time.
 - 2.2 During the discussion of a proposed report at the full Committee meeting, the author(s) of the report will first summarize the issues addressed in the report, including conclusions and recommendations. Subsequently, the Chairman will seek general comments from the members to determine whether the report, subject to certain modifications, is acceptable to the Committee. If a majority of the members feel that the report needs major revision, the Committee will provide clear guidance to the author(s) to prepare another draft. This should be done by the Committee as expeditiously as possible. If a report, as written, is acceptable to the Committee, then it should be discussed paragraph by paragraph and completed during the meeting.