

***CONTAINMENT LABORATORY COMMUNITY ADVISORY COMMITTEE
BY-LAWS***

COMMITTEE PURPOSE: The Containment Laboratory Community Advisory Committee (“Committee”) serves to foster and facilitate two-way communication between the Frederick County community and the operators of the high and maximum containment laboratories (Biosafety Level 3 and 4) operating at Fort Detrick and elsewhere in Frederick County. The Committee shall seek information about issues of public concern and ways to address those concerns, including the implications of laboratory operations on the safety and health of the community. The Committee shall advise and make recommendations on behalf of the public regarding opportunities to improve any laboratory-related matters that could impact public safety and health.

MEMBERSHIP: Frederick County, Maryland, and the City of Frederick elected officials jointly appoint Committee members. The Committee is comprised of seven Regular Members and two Alternates, a first Alternate and a Second Alternate. An elected representative from Frederick County and an elected representative from the City of Frederick shall serve as ex officio members, without the right to vote. Membership is considered upon written application to the Frederick County Executive and the City of Frederick, in compliance with announced procedures and is open to residents who are registered voters in Frederick County. Members and alternates serve three-year staggered terms. Alternates may be appointed to Member positions at the same meeting in which a Member notifies the Committee of their resignation. Members may request to be reappointed for an additional sequential term of service. Terms expire on June 30th of the designated ending year. Members who have served two sequential terms in good standing may re-apply for membership.

Committee members and alternates who do not attend at least half of scheduled official meetings in a calendar year shall not continue to serve as members in good standing, unless extenuating circumstances are determined to exist. Should any member or alternate be absent from one-half or more of all meetings held during the year, the Committee may recommend that a member’s resignation be requested. If a member or alternate does not contact anyone for three consecutive meetings, the Committee may then upon a majority vote of the membership in attendance, provided that a quorum (reference 1) is present, recommend to the County Executive and the City of Frederick that the appointment of the member be terminated.

Vacancies shall be filled by appointment by a subcommittee comprised of elected officials from the City of Frederick and Frederick County. Anyone appointed to fill a vacancy shall complete a three year term regardless of the term end date of the Member they are replacing.

GOVERNANCE: The seven Regular Members comprise the voting members of the Committee. Alternate Members may vote when replacing a Regular Member at a meeting or for the

remainder of a term if a new appointment of a Regular Member is not made. When one Regular member is absent, or is otherwise unable to serve, the first Alternate shall serve and be authorized to vote. When two Regular members are absent, both Alternates shall serve. Questions put to a vote are decided by a majority of the voting members present, provided that there is a quorum.

Official meetings shall require a quorum. After discussions and interpretation of Robert's Rules of Order on April 10, 2018, the committee elected to define a quorum as follows: More than 50 percent of appointed members present at a meeting would constitute a quorum.

The Regular Members shall elect a Chair, Vice-Chair, and Secretary, to serve one-year terms.

The Chair shall:

- Coordinate, schedule and conduct regular and special meetings of the Committee
- Oversee the execution of Committee actions
- Prepare and distribute reports, media announcements, notices about upcoming meetings, other events and planned agendas (in coordination with the Secretary). Distribution shall include, as appropriate, elected officials, relevant County and City staff, the public, the media and laboratory officials.

The Chair shall be the sole and official spokesperson and point of contact representing the Committee and its positions with the media, the public or entities external to the Committee. All official information representing the Committee shall be approved by a majority vote of Committee members present and voting. Only information so approved may be communicated as representing the Committee. A Member shall not appear to speak for the Committee except as authorized by the Committee. In any public or private statement concerning Committee affairs, Members shall clearly indicate whether they are speaking for the Committee or for themselves. In the absence of the Chair, the Vice-Chair shall assume all duties of the Chair. Working with the resources provided by the City of Frederick and Frederick County Government, **The**

Secretary shall:

- Create and distribute meeting agendas (in coordination with the Chair)
- Send reminders to Committee members regarding upcoming meetings
- Create and distribute draft and final meeting minutes
- Maintain Committee e-mail lists
 - ✓ Committee members, Alternates and Elected Representatives
 - ✓ Laboratory, Fort Detrick, and media contacts
 - ✓ General distribution list for interested members of the community
- Archive and maintain records of communication including all correspondence, announcements, reports, and scheduled events
- Serve as the Point of Contact for members of the Committee for scheduling and coordination of laboratory tours, briefings, or other activities
- Maintain approved information on the Committee website. The Secretary may recommend and designate an individual to serve as a Webmaster (reference 2), upon approval by the Committee. The Webmaster will serve to design, maintain and administer the Committee

Website by managing public comments received in meetings or electronically and for distributing announcements of upcoming meetings or events to the public email list.

- Assemble the Annual Report (in coordination with Committee members)

The Secretary shall ensure that minutes of Committee meetings are maintained and available for public inspection, as required by the Maryland Open Meetings Act (reference 3).

The Committee shall operate under Robert's Rules of Order (reference 4). Meetings shall be open to the public, except as permitted by the Open Meetings Act. Any closed sessions will be held in accordance with the Open Meetings Act. The Committee may adopt reasonable rules to govern public participation in its meetings. Committee Meetings are to be televised whenever feasible and are to be made available for public viewing online via the City of Frederick or Frederick County website.

The Committee shall decide upon its schedule, priorities and topics under consideration with input from Committee members and by majority vote of a quorum of Committee members present and voting. The Committee shall review its priorities on at least an annual basis, or as required by events and circumstances.

The Committee shall operate under the requirements of the Frederick County and Frederick City Ethics ordinances. The Committee shall also operate under the provisions of the Maryland Open Meetings Act.

SCOPE OF WORK: The Committee is accountable to the public, and to Frederick County and City of Frederick elected officials. The Committee operates independently of all containment laboratories. The Committee has no control or authority over any containment laboratory functions.

The Committee will address matters that could impact the community's health and safety associated with the planning, design, construction, operation, and disposition of all Biosafety Level-3 (BSL-3) and Biosafety Level-4 (BSL-4) containment laboratories in Frederick County. These laboratories include those associated with the National Interagency Biodefense Campus (NIBC) as well as any other government or private laboratories operating within Frederick County. Non-laboratory functions performed at Fort Detrick and in the Community that support public safety and health regarding the containment laboratories are included. The scope of this Committee excludes routine daily garrison activities not related to containment laboratories or public safety and health concerns. The cleanup or restoration of Area B is under the purview of the Area B Restoration Advisory Board. The Committee scope excludes the Fort Detrick cancer cluster study initiated in 2010.

GOALS: The Committee shall:

- Identify and review issues of community concern regarding the health and safety implications on the community, of the full life cycle of containment laboratory development, operations, and disposition.

- Work with laboratory, elected and other public officials to find ways to address and resolve public safety, health and other related concerns. For such public safety and health-related matters, advise and make recommendations consistent with the Committee’s scope, to government, containment laboratory and Fort Detrick officials regarding opportunities to implement or improve programs, policies or procedures.
- Expand and sustain communications among the public, high containment laboratories at Fort Detrick and privately operated high containment laboratories in Frederick County by:
 - ✓ Providing an ongoing forum for public input and discussion about laboratory safety and the relationship of laboratory safety to community safety;
 - ✓ Providing a means for the community to learn about the facilities, the biodefense research program and scope of research at the various facilities;
 - ✓ Making recommendations for changes in policies and procedures that may facilitate greater two-way communication, openness and trust between the local public at large and the high and maximum containment laboratories.

RESPONSIBILITIES: The Committee shall be responsible for providing reports and recommendations to laboratory officials, the community, and to City and County Officials, as appropriate, concerning its findings. The Committee shall provide these communications in a transparent and public manner, such as through publication on an internet web site, and shall develop an accessible forum for public comment and communication.

The Committee shall solicit public comment on a regular basis in the course of its work, at its meetings and via other media, and use public input in setting its priorities.

The Committee may consult and cooperate with federal, state, county, city, town or other governmental or public agencies, commissions and committees, citizens, community groups, academic institutions, and other entities on matters relating to its purpose and goals.

AMENDMENTS: These By-laws may be amended by majority vote of Committee members present and voting. The Committee shall review this document annually, at a minimum.

Adopted by: The Containment Laboratory Community Advisory Committee

Date: April 12, 2018

REFERENCES

1. According to Robert's Rules of Order (<http://www.rulesonline.com/rror--00.html>), a quorum is the minimum number of voting members who must be present at a properly called meeting in order to conduct business in the name of the group. If you have a seven-member board, four

must be present for a quorum and at least four must always vote yes for a motion to pass, regardless of whether there are four, five, six or seven members present. After discussions and interpretation of Robert's Rules of Order on April 10, 2018, the committee elected to define a quorum as follows: More than 50 percent of appointed members present at a meeting would constitute a quorum.

2. Proposed Responsibilities for the CLCAC Website Administrator (Design, Maintenance and Administration): The CLCAC website is hosted and maintained by the City of Frederick. However, the content is the responsibility of the committee. For consistency and organizational purposes, one member of the CLCAC will be responsible for notifying the webmaster for the CLCAC sub-site located on the City of Frederick website of all changes, updates, additions and corrections to the CLCAC Website. One CLCAC committee member will be designated CLCAC Web Administrator (CWA) and approved by majority vote of the CLCAC committee. The CWA will be responsible for coordination the organization and content of the CLCAC website and oversee maintenance and additions to the CLCAC website by working with the webmaster for the City of Frederick website. The CWA will submit regular updates to the CLCAC website inclusive of (a) final meeting agendas, (b) approved meeting minutes, (c) CLCAC membership list, (d) CLCAC biographies, (e) presentations by CLCAC members and (f) new releases with discussion or reference to the CLCAC. Committee review of these documents is not required. Links to published federal and state regulations and articles of interest will also be reviewed, posted and maintained by the CWA. Documents or changes prepared by Committee members and the community will be submitted to the CWA prior to posting to the CLCAC website. The CWA will conduct editorial and/or a technical review(s) of material submitted for inclusion to the website from CLCAC members or the community. These documents will be presented to the CLCAC members for review and approval prior to posting to the website. The CWA will annually review the content and links on the CLCAC website for accuracy and functionality.

3. Maryland Open Meetings Act. Available at <http://www.oag.state.md.us/opengov/openmeetings/support.htm>.

4. Robert's Rules of Order. Available at <http://www.rulesonline.com/rror--00.html>.
