

Operational Guidelines
Advisory Board on Radiation and Worker Health

The Board has considered and has adopted the following official procedures:

1. The Board shall implement the HHS/GSA definition of a quorum regarding the minimum number of members required to conduct a formal meeting (physical or teleconferenced) i.e., a quorum shall be comprised of one half the membership, plus one. Every reasonable effort shall be made to ensure all Board meetings are scheduled as to allow highest level of attendance by members.
2. The Board shall issue formal recommendations on specific matters to HHS/NIOSH only after a majority opinion has been reached through voting by "eligible members." Eligible members are defined as those whom;
 - a) have not been required to recuse themselves from participating in discussions regarding the issue at hand,
 - b) those who have not abstained from a specific vote or,
 - c) those who may not be available to participate in a given vote.

All reasonable efforts shall be made by NIOSH/OCAS to obtain the vote (or notification of recusal or abstention from a vote) from any member that may not be able to either be telephonically or physically present for that vote.

3. The Board can form subcommittees and working groups, at the discretion of the Chair and Executive Secretary with the advice of the Board. This may include outside technical experts (consultants) to the extent permitted by HHS/CDC. The Department Committee Management Officer will be notified upon establishment of each subcommittee, and will be provided with its name, membership, functions, and estimated frequency of meetings; subcommittees fall under the same FACA guidelines as the full, or parent, committee. Working groups may be formed for a specific task or purpose.

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