

SONGS Decommissioning Community Engagement Panel (CEP) Charter

I. Purpose

- A. SCE has permanently retired SONGS and is preparing for decommissioning. The SONGS Co-owners recognize the importance of open and transparent dialogue with the local community with respect to decommissioning activities.
- B. The SONGS Community Engagement Panel (CEP) is convened by the SONGS Co-owners as a volunteer, non-regulatory body to enhance and foster open communication, public involvement and education on SONGS decommissioning activities. It is intended to serve as a conduit for public information and encourage community involvement and communication with the SONGS Co-owners on matters related to SONGS decommissioning.
- C. To foster and encourage an open dialogue of issues of interest to the community, the SONGS Co-owners will provide regular decommissioning updates to the CEP. The CEP serves the interests of area communities and will act as a sounding-board for community feedback to the SONGS Co-owners on decommissioning issues and activities.
- D. The CEP will focus on public education and understanding of matters of interest to area communities related to the shutdown and decommissioning of SONGS. The CEP is not intended to be a regulatory body or to substitute for the owners' judgment. Its focus will remain on matters of interest to area communities rather than on changes in national or state policies.

II. Organization and Membership

- A. Membership
 - i. The CEP will be comprised of representatives from legislative, business and community groups to broadly reflect the diverse stakeholder viewpoints in proximity to SONGS.
 - ii. Members should be highly engaged and well-informed leaders in the community who have the network and credibility to serve as resources to their communities regarding SONGS decommissioning.

- iii. SCE will facilitate the recruiting of CEP members in consultation and with the participation of the SONGS Co-owners and/or working with local entities such as city governments that will appoint a representative.
- iv. The CEP will initially consist of 14 to 18 members. Four to six members will be elected officials from local communities and will include, as a minimum, cities and counties within the SONGS 10-mile Emergency Planning Zone, including the Cities of San Clemente, Dana Point, and San Juan Capistrano as well as San Diego and Orange Counties. Members from represented cities will be determined by their respective city councils. Representatives from the counties will be the elected County Supervisors. An additional 10 to 12 members, representative of the local public and key stakeholders, will be selected by the SONGS Co-owners.
- v. Each member of the CEP will serve a two-year renewable term (following the initial staggering of terms) if the CEP is extended beyond two years (see section IV below). The inaugural panel shall have staggered terms as assigned by the SONGS Co-owners. Membership on the panel shall be renewable up to a maximum of six years.
- vi. CEP members shall commit to sharing educational information on SONGS decommissioning with their own networks of contacts.
- vii. Termination of an individual will automatically occur in the event that three (3) consecutive CEP meetings are missed without prior notification to the Chairperson.
- viii. Individual membership may be resigned in writing to the CEP Chairperson.
- ix. Any vacancy, whether created by the expiration of a member's term, termination, or resignation, will be named by the SONGS Co-owners with the review and advice of the CEP and in an effort to maintain representation of a diverse group of stakeholders.

B. Officers

- i. The CEP shall have a Chairperson, Vice Chairperson and Secretary. The inaugural Chairperson and Vice Chairperson will each serve a two-year renewable term. The inaugural Chairperson and Vice Chairperson will be appointed by the SONGS Co-owners. Subsequent Chairpersons and Vice Chairpersons will be selected by the SONGS Co-owners with the advice of the CEP.

- ii. The Secretary will be appointed by the Chairperson and serve a two-year term at the discretion of the Chairperson.

C. Officer Duties

- i. The Chairperson of the CEP shall perform the following duties:
 - 1. Convene quarterly meetings of the CEP and schedule educational workshops, as appropriate.
 - 2. Preside over the CEP and CEP meetings.
 - 3. Appoint the CEP Secretary and provide for keeping of the meeting minutes in the Secretary's absence.
 - 4. Certify the accuracy of meeting minutes after approval by the CEP.
 - 5. Submit to the SONGS Co-owners all recommendations adopted by the CEP.
 - 6. Forward member resignation letters to the SONGS Co-owners.
 - 7. Work with SCE administrative support to ensure the smooth flow of information to the CEP and public.
- ii. The Vice Chairperson will perform all the duties of the Chairperson in his/her absence.
- iii. The Secretary shall perform the following duties:
 - 1. Keep the minutes of CEP meetings (or review and approve the minutes if SCE administrative assistance is utilized for this activity).
 - 2. Ensure that the minutes include a record of members present, a concise and accurate description of matters discussed, and copies of all reports.
 - 3. Provide electronic versions of the minutes to SCE's public outreach staff for retention and posting on the www.SONGScommunity.com website.

D. Committees

- i. Committees, sub-committees, or similar working groups may be designated by the Chairperson as needed to carry out the work of the CEP.
- ii. The Chairperson will appoint members to committees established by the CEP.

III. Meetings

- A. CEP “Regular Meetings,” shall be held once a quarter and shall be open to the public. Special meetings may occur more frequently in the discretion of the Chairperson, with the advice of the other members.
- B. In an effort to maximize public education efforts, the CEP will also periodically convene public educational workshops where detailed information on specific matters may be discussed with the public.
- C. The SONGS Co-owners will arrange for a Regular Meeting venue and will provide a light meal and refreshments for members prior to the meeting.
- D. Compensation and Expenses - As volunteers, members shall not be compensated for their time. However, members may be reimbursed by the SONGS Co-owners for expenses incurred in the course of participating in CEP meetings and educational workshops, such as travel and lodging.
- E. Participation – To ensure quality input from a variety of community leaders, CEP members will make an effort to ensure that at least half of the members are present at all Regular Meetings.
- F. Public Notice – Regular Meetings and Educational Workshops shall be publicly noticed at least 72 hours prior to the scheduled meeting. Public notice shall be provided via the posting of a meeting notice to the www.SONGScommunity.com website.
- G. Public Information – Information shared with CEP members shall be considered public information that is appropriate for dissemination to all external audiences.
- H. Public Comment Period – Regular Meetings shall include a public comment period in accordance with procedures determined in the discretion of the Chairperson. In general, comments will be limited to approximately three minutes per person, and the comment period will not exceed approximately one hour, subject to the discretion of the Chairperson
- I. Meeting Agendas – The SONGS Co-owners shall be responsible for preparing agendas for Regular Meetings in consultation with the Chairperson and such other persons as he or she may designate.
- J. Meeting Materials – The Co-owners will endeavor in good faith to provide to the members the meeting agenda, the previous meeting’s minutes, and any pertinent

information requiring review prior to the upcoming meeting at least five days before a scheduled meeting.

K. Administrative Support

- i. Administration and Logistics – SCE staff will handle meeting logistics such as venues and audio/visual requirements. Administrative support will include but not be limited to typing, photocopying, compiling, mailing and/or e-mailing documents, and managing CEP content on the www.SONGScommunity.com website.
- ii. Document Retention – Documents shall be maintained in a manner consistent with the SONGS Co-owners’ Records Retention Policies.

L. Additional Input from CEP Members

- i. Consultation – In addition to and separate from the quarterly “Regular Meetings,” the SONGS Co-owners may consult, on an as-needed basis, with CEP members by convening conference calls or face-to-face meetings through which CEP members can serve as a sounding board for decommissioning public outreach.

IV. CEP Initial Term

- A. The continuation of the CEP will be evaluated every two (2) years. Continuation of the CEP beyond its initial two-year term shall be determined by the SONGS Co-owners.

V. Charter Amendments

- A. Amendments to this charter will be adopted by the SONGS Co-owners as necessary.