

## **CHARTER - MID-ATLANTIC NUCLEAR TRAINING GROUP**

### **ARTICLE I**

#### **Name**

1. The Mid-Atlantic Nuclear Training Group
  - 1.1 The governing committee shall be titled MANTG Management Committee.
  - 1.2 The standing committees shall be titled MANTG title of committee Sub-Committee.

### **ARTICLE II**

#### **Purpose**

2. The purpose of this training group is to provide regular meetings of utility representatives with a common interest in all phases of nuclear training.
  - 2.1 The MANTG Management Committee addresses the broad nuclear training issues. It also assigns specific actions to sub-committees and issues formal MANTG correspondence to outside agencies; such as INPO, NRC, NEI, etc.
  - 2.2 The MANTG sub-committees address issues in their area of expertise and those issues assigned by MANTG Management Committee.

### **ARTICLE III**

3. MANTG is a vital communications link between utilities at various levels. To ensure the benefits are realized for the cost of attending meetings, the committees must have stable representation from the utilities and worthwhile goals, action plans, and agendas to meet those goals and action plans.

#### **Objectives**

- 3.1 To mentor new training managers.
- 3.2 To discuss common training problems and establish common training goals. Discussion should focus on Objectives 1-6, Training Warning Flags, site AFIs and strengths.
- 3.3 To exchange training-related information for the purpose of improving the effectiveness members' training programs.
- 3.4 To provide methods of standardizing formal training programs.

- 3.5 To provide methods of standardizing documentation and interpretation of regulations and industry guidelines.
- 3.6 To provide assistance in the development, implementation and evaluation of members' training programs.
- 3.7 To provide coordinated comments and opinions on positions, requirements or other actions pertaining to training which are promulgated by any industry or governmental organization.
- 3.8 To conduct focused discussion on lessons learned and industry standards for own utility application.

#### **ARTICLE IV**

##### **Membership**

- 4.1 Any utility engaged in nuclear training, either directly or indirectly, shall have the right to become a voting member of this group.
- 4.2 Representatives of member utilities must be employed by the utility and meet their company's requirements for membership and attendance.
- 4.3 Voting membership shall be granted to a site (i.e., each plant and/or corporate training) following attendance at two general meetings. Each site representative holds one vote.
- 4.4 Voting membership shall be suspended in the event of failure to be represented at half of the regularly scheduled general meetings in any calendar year (previous 12 months).
- 4.5 A utility site shall be considered a member of MANTG when the utility site is a voting member of the Management Committee. Utilities or utility site representatives may become voting members of sub-committees by attending sub-committees (with the same attendance requirements of 4.3 and 4.4), however, this does not make the utility a member of MANTG.

#### **ARTICLE V**

##### **Meetings of the Training Group**

- 5.1 MANTG Management Committee
  - 5.1.1 General meetings of the Management Committee shall be held quarterly at a member's nuclear station, company office, or other convenient location selected by the Chair, Vice-Chair, and Secretary.

5.1.2 Special meetings may be called as deemed necessary by unanimous agreement of the officers.

5.2 MANTG Sub-Committees

5.2.1 Meeting shall be held as approved by the Management Committee.

5.2.2 A Training Manager shall attend some portion of all sub-committees.

5.2.3 Special meetings should only be called to address specific issues and can be called by unanimous agreement of the sub-committee officers.

5.3 Expenses incurred for meeting facilities shall be shared as agreed to among the member utilities. Personal expenses are the responsibility of the member's utility.

5.4 At least thirty (30) days prior to the date of the next general meeting, written notice of the time, place, and purpose of such meeting shall be mailed to each member. If, for any reason, a general meeting cannot be held as scheduled, the officers of the group may cancel or reschedule that meeting.

5.5 The order of business at each general meeting is as follows:

5.5.1 Roll call

5.5.2 Approval of the minutes of the last meeting

5.5.3 Visitor or guest presentation(s) - for the Management Committee this includes MANTG sub-committee reports

5.5.4 Special reports assigned to members

5.5.5 Reports on plant training experiences

5.5.6 Transaction and discussion of the purpose of the meeting

5.5.7 Special assignments for the next meeting

5.5.8 Adjournment

5.6 Provided that there is no objection, the Chair may vary the order of business.

5.7 A quorum shall consist of two-thirds of the voting membership.

5.7.1 A quorum is required to represent MANTG to outside organizations and to approve revisions to the Charter (see Article VIII).

5.8 A simple majority of the voting members present shall be required to pass all measures voted on at any meeting of the group.

## **ARTICLE VI**

### **Elective Officers**

- 6.1 MANTG Management Committee
  - 6.1.1 The elective officers of this group shall be a Chair, Vice-Chair, and Secretary.
  - 6.1.2 The Chair shall oversee the conduct of the group, preside over all meetings, appoint Chairs to special committees, and appoint members to fill any vacancy in an elective office until the next election.
  - 6.1.3 The Vice-Chair shall officiate for the Chair during any absence and assist the Chair in MANTG duties. The Vice-Chair shall coordinate the activities of the sub-committees (see Article X).
  - 6.1.4 The Secretary shall keep the group's record, minutes of all meetings, current and historical voting membership lists, and correspondence. The Secretary shall also distribute the minutes of all group meetings to each member on the current voting membership list.
- 6.2 MANTG-Sub-Committees
  - 6.2.1 The elective officers of this group shall be a Chair, Vice-Chair, and Secretary. The Workshop Subcommittee may elect a Treasurer.
  - 6.2.2 The Chair shall oversee the conduct of the group, preside over all meetings, appoint Chairs to special committees, and appoint members to fill any vacancy in an elective office until the next election.
  - 6.2.3 The Vice-Chair shall officiate for the Chair during any absence and assist the Chair in MANTG duties.
  - 6.2.4 The Secretary shall keep the group's records, minutes of all meetings, membership lists, and correspondence. The Secretary shall also distribute the minutes of all group meetings to each member on the approved membership list, and the Secretary and members of the Management Committee.

## **ARTICLE VII**

### **Nomination and Election of Officers**

- 7.1 Nominations for the elective officers of all groups shall be from the floor of the last general meeting of each year. The officers elected shall be installed at that meeting.
- 7.2 The vote shall be written ballot if more than one member is nominated for any elective position.
- 7.3 No member should hold more than one elective office simultaneously in any group.
- 7.4 The term of office shall be one year.
- 7.5 If the Office of the Chair should become vacant any time during the current year, the Vice-Chair shall succeed to the Office of Chair.
- 7.6 The Chair may appoint other replacements or a special election may be held from the members at large.

## **ARTICLE VIII**

### **Amendment to the Charter**

- 8.1 All amendments to the Charter shall be proposed in writing to the Chair of the Management Committee 45 days prior to the next general meeting and be acted upon at the next general meeting of the group.
- 8.2 A quorum is required to amend the Charter.
- 8.3 Each member of the Management Committee and all Chairs of the sub-committees shall receive a copy of the Charter and its amendments.

## **ARTICLE IX**

### **Guests**

- 9.1 Representatives from non-member utilities or from service companies or vendors are considered guests. Guests may attend any meeting as non-voting participants at the invitation or approval of the Chair.

## **ARTICLE X**

### **Sub-Committees**

- 10.1 By majority vote at a Management Committee general meeting, the group may form or dissolve an AdHoc Committee to exchange detailed information about specific training activities.
- 10.2 An AdHoc Committee after two years of successful activities, by majority vote of the Management Committee, may become a sub-committee.
- 10.3 These sub-committees shall elect officers and conduct business in accordance with this Charter.
- 10.4 Sub-Committee recommendations shall be forwarded to the Chair of the Management Committee.
- 10.5 A list of existing sub-committees and current Chairpersons shall be maintained by the Secretary.
- 10.6 Sub-Committee activities shall be overseen by the Training Manager of sub-committee chair OR by a sponsor appointed by the Management Committee.
- 10.7 Sub-committee reports shall provide a report to the Management Committee annually. The report shall be presented to the chair, by his/her manager, the sponsor, or by sub-committee representative.
- 10.8 Each sub-committee shall send meeting minutes to the Management Committee members.

## **ARTICLE XI**

### **MANTG Website**

- 11.1 The Website is typically maintained (controlled and modified) by the Instructor workshop committee. The Management Committee secretary maintains duplicate password and access information.
- 11.2 Each committee shall maintain current information on the website.
- 11.3 Information on web shall be:
  - 11.3.1 Meeting dates and locations
  - 11.3.2 Committee officers
  - 11.3.3 Participant member list

## Revision History

Approved August 2006 SSES Management Committee Meeting

- Chair Mark Trump
- Vice-Chair Greg Davie
- Secretary Mike Baughman

(Non-formatting changes may be viewed in the Word document using track changes feature)

General – Removed some minor procedural requirements from the charter to reflect the current practices of the organization

### **Article IV** Membership

- Clarified voting membership to a site verses utility level (one vote per site)
- Clarified membership in MANTG (and voting membership in the Management Committee) to be based on attendance at the Management Committee (Site representative attendance at 50% of meetings in the previous 12 months)
- Site voting membership in sub-committees clarified to be the same attendance requirements as for the Management Committee.

### **Article VI** Elective Officers

- Added responsibility to the secretary to maintain current and historic voting membership lists
- Added responsibility to sub-committee secretaries to send meeting minutes to members of the Management Committee

### **Article X** Sub-committees

- Added option to have sub-committee sponsors oversee sub-committees and provide reports to the management committee

### **Article XI** MANTG Website

- Added responsibility to the workshop committee to control the website and responsibility to the Management Committee secretary to maintain duplicate password and access information
- Reduced information required by charter to be on the website