

**CONFERENCE OF RADIATION CONTROL
PROGRAM DIRECTORS, INC. (CRCPD)
BOARD OF DIRECTORS STATEMENTS OF POLICY AND PROCEDURES
November 2009**

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I. ADMINISTRATIVE

1. Documents:

- a. All agreements, contracts, and grants shall be signed and dated by the Executive Director as the responsible officer of CRCPD. (Amended September 1990.)
- b. Working group reports shall be signed by the working group chairperson. Members of the working groups responsible for the preparation of all reports published by CRCPD shall be named on such reports. (Amended October 1999).
- c. Official CRCPD Publication:
 - i. All official CRCPD publications shall meet the requirements of the CRCPD Style Guide and shall be reviewed and edited by OED staff prior to the document being submitted to the Board for approval for publication. The Board's approval is based on the content of the document. (Note: For information regarding exceptions to this policy, please refer to the CRCPD Style Guide). (Amended December 2001).
 - ii. All official CRCPD publications shall have appropriate peer review prior to publication. (Note: For information regarding exceptions to his policy, please refer to the CRCPD Style Guide). All technical documents developed by working groups must be peer reviewed by at least three non-committee persons. The Board of Directors shall approve the list of peer reviewers. CRCPD will accept the FDA peer review on NEXT "data bumps," NEXT protocols, and NET Trifolds. (Amended June 25, 2008) (Editor's note: Additional information contained in I.1.e.)
 - iii. The preparer of an official document shall submit the appropriate publication request form to the OED along with a printout of the document and the file(s) on disk. Following review and editing by OED staff, the staff will then forward the document to the Board for approval. (Amended December 2001).
 - iv. All official CRCPD publications shall have the CRCPD logo and a CRCPD publication number on front cover of the document; all official publications shall contain the appropriate disclaimer. (Amended November 22, 2004).
 - v. The NEXT Trifolds and the NEXT Protocols, companion documents of the NEXT "data dumps," shall be considered official publications and shall contain the logo and a publication number. Trifolds may be available prior to the publication of the "data dumps." (Amended June 25, 2008).
 - vi. All official CRCPD publications shall be made available to the membership, federal agencies, and the general public. An appropriate charge may be made of the recipient for obtaining the document. (Adopted February 8, 1993)
 - vii. All of the Q. A. Collectibles currently available on our Website shall be grandfathered in as official CRCPD Publications. These Q. A. Collectibles underwent scrutiny regarding their continued relevance prior to being made available on the Web. Each Q. A. Collectible shall be assigned a publication number and have the logo added. Potential Q. A. Collectibles now undergo peer review. Proposed Q. A. Collectibles shall be presented to the Board for approval. Q. A. Collectibles shall follow the Q. A. Collectible Style. (Adopted January 22, 2005.)
- d. Nonofficial OED Documents:
 - i. Nonofficial OED documents may be printed by the OED for limited distribution, upon approval of the Board of Directors.

Such documents are not considered to be endorsed by the Board, nor are they considered official CRCPD publications. The preparer of all nonofficial documents must submit the appropriate publication request form to the OED, which is then forwarded to the Board for their consideration. The appropriate disclaimer shall be placed on the document.

- ii. Although nonofficial OED documents are not required to meet the CRCPD Style Guide, peer review requirements and such documents are not required to be edited by OED staff, it is recommended that the preparer follow the CRCPD Style Guide for formatting.
- iii. Nonofficial OED documents shall not have the CRCPD logo, nor a CRCPD publication number placed anywhere on the publication. The publication shall bear the identification of the preparer, and shall contain the following statement: "This document is solely the product of the individual, organization, or working group identified on the cover, and is not considered an official publication of the Conference of Radiation Control Program Directors, Inc. The contents have not been edited by CRCPD, and the views expressed in the document do not necessarily represent the position or views of CRCPD." All technical documents developed by working groups must be peer reviewed by at least three non-committee persons.
- iv. Nonofficial OED documents shall be made available to individuals, organizations, or other entities identified by the Board. An appropriate charge may be made of the recipient to cover publication costs. (Adopted February 8, 1993.)
- e. Distribution of Documents Among Members, Board of Directors, Liaisons and Resources: For any official Peer review of documents under development by CRCPD working groups, the document is to be circulated to the CRCPD Board of Directors and Federal Liaisons to CRCPD. Any information, not for official Peer review, that is being distributed to the state members of a working group for general review and comment, such information is also to be sent to the Resource persons of the working group for their review and comment. (Amended May 3, 1993.)
- f. Advertising in the NEWSBRIEF:
Purposes of Advertisements - The purpose of advertising in the NEWSBRIEF is to allow individuals and companies to inform the readers of the NEWSBRIEF of radiation related services and products that are available. These services and products may be available for a fee or free of charge.

Who May Advertise - Advertising is limited to bonafide companies and enterprises involved in radiation protection. Membership in CRCPD is not a prerequisite to being allowed to place advertisements.

Nexus - The Board of Directors permits advertising in the form of display ads within the NEWSBRIEF providing the topic of the ad is: 1) a manufacturing product or products directly related to radiation control, or 2) a solicitation in the interest of education, training, or research relating to radiation control.

Prohibited Uses - The Board of Directors of CRCPD has the sole discretionary authority in permitting ADVERTISEMENTS. The following is not authorized for publication in the NEWSBRIEF:

- i. Advertisements of a personal nature, such as "personals,"

- ii. except that notices regarding exams, and the like are permitted. Notices recognizing individuals' birthdays, happy faces, St. Jude Novenas, et cetera.
- iii. Advertisements of any type that include offensive language or graphics.

Advertising Rates - The rates set for advertising will be established by OED and approved by the Board of Directors. The rates will be provided to prospective advertising clients upon request in a media kit that will include, in addition to the rate sheet, a sample of the NEWSBRIEF, listing of publications, and the advertising policy.

Limitation - Advertisements in the NEWSBRIEF shall not exceed more than twenty-five percent (25%) of the total contents. An exemption to this policy would be allowed if a commitment had been made to advertisers prior to adequate printed information not being available to fill up the number of pages required to meet the twenty-five percent (25%) requirement. (Amended February 1994.)

- g. Cycle of NEWSBRIEF Distribution:
Beginning January 1, 1996, the NEWSBRIEF will be issued every two months rather than the previous 11 months a year. The issues will be published on the following cycle: February, April, June, August, October, and December. (Effective January 1996).
 - h. The NEWSBRIEF shall contain articles written by Director/Associate members and CRCPD staff. Articles for inclusion by other organizations and/or individuals who are not CRCPD members will be at the discretionary approval of the CRCPD Executive Director. (Amended May 20, 2004).
 - i. Beginning January 1, 2000, all adopted parts of SSRCR's are to be placed on the CRCPD web page for open access to all. The draft parts of the SSRCR's will only be available under the "Members Only" section of the CRCPD web page. (Adopted November 1999.)
2. **Credit Card:**
The CRCPD shall obtain a telephone credit card, which may be used for official business only by members of the Board of Directors (Board), the Executive Director, the Administrative Officer, or by committee chairpersons. Such persons authorized to use the credit card shall not delegate the use of the card to any other person without prior approval of the CRCPD chairperson. All such requests to delegate the use of the CRCPD credit card shall be through the Office of Executive Director (OED). All persons using the credit card shall record the telephone call on a form provided by OED, and shall submit the completed form on a monthly basis to the OED.
 3. **Meeting Rooms:**
The CRCPD may pay for special meeting rooms required for the conduct of CRCPD business; however, prior authorization is required from the OED.
 4. **Assistance:**
The CRCPD shall offer assistance, within available resources, to states requesting such assistance in setting up a Licensing State Program.
 5. **Financial:**
All funds, federal or otherwise, accepted by CRCPD, shall be received only by the OED or Treasurer, on behalf of the Board.
 6. **Refreshments:**
Dues, contract or grant funds shall not be used to purchase refreshments.. Monies collected from exhibitors at the annual meeting or other sources other than federal funds may be used to purchase refreshments as deemed

- necessary by the CRCPD Chairperson or designee. (Amended November 1999)
7. **Counting of Ballots** Including the Ballots Pertaining to Election of Officers: The Executive Director is given the authority to count the ballots, in concert with a Member of CRCPD, tabulate the results, and notify the membership of such results within 30 days of the count. For clarification, with the passage of the Bylaws amendment on 4/4/90, this policy includes the counting of the officer ballots. (Amended April 4, 1990.)
 8. **CRCPD Directory of Personnel Responsible for Radiological Health Programs** (Directory):
 - a. OED will make available to each state radiation control program (RCPs) director member, and other entities listed in the *Directory*, one free printed copy of the *Directory* on an annual basis. One complimentary printed copy of the *Directory* will be made available to each Associate, Emeritus, and International Member upon payment of their dues for the year. One complimentary printed copy of the *Directory* will be made available to each Life and Honorary member. Beginning in 2005, one complimentary CD version of the *Directory* will be made available to each Affiliate Member upon payment of their dues for the year. (Amended October 2004.)
 - b. In addition to the free bound copy, OED will make available, upon request, to state RCP Director Members only one free electronic copy of the *Directory* in Word or pdf format. The electronic copy will be the same information as contained in the bound edition. Updates regarding contact information may be obtained through *NEWSBRIEF*. (Amended January 2003).
 - c. OED will honor the provisions stipulated in the FDA Cooperative Agreement regarding the distribution of *Directory* disk and printed copies to the supporting federal agency liaisons. (Amended January 2003)
 - d. Advertising in the *Directory*:

The Board of Directors permits advertising in the form of display ads within the CRCPD *Directory* of Personnel providing the topic of the ad is: 1) a manufacturing product or products directly related to radiation, or 2) a solicitation in the interest of education, training, or research relating to radiation. *Directory* advertisements shall be approved by the Executive Director and contain the appropriate disclaimer. At the discretion of the Executive Director any controversial ads shall be referred to the Board of Directors for review and approval. (Approved May 2007).
 9. **Lease for Office Space:**

The Executive Director is authorized to negotiate and sign an appropriate lease with the landlord for rental of office space. Should conditions of the lease change, the Executive Director is to seek approval of the Board. (Amended January 9, 2009.)
 10. **Financial Support/Commercial Firms:**

The Board approves the acceptance of financial support from commercial firms for activities associated with CRCPD. (Effective February 1, 1993.) In as much as CRCPD is a non-profit organization, any company hosting a social event for CRCPD may claim such expenditure as a business expense, but not as a contribution. Any company hosting a social event for CRCPD shall be advised that the expenditure can only be claimed as a business expense (Amended February 8, 1993.)
 11. **Radiation Protection Advisory Council:**

The Board of Directors of the Conference of Radiation Control Program Directors, Inc. (CRCPD) has established the Radiation Protection Advisory Council (RPAC). This Council was established to provide a formal mechanism for outside input to the CRCPD Board of Directors. The Council will have the following functions:

- a. Provide recommendations to the CRCPD Board of Directors on technical issues and special projects that should be considered by the CRCPD.
- b. Present such recommendations to the CRCPD Board of Directors during scheduled Board meetings in order to provide further discussion on the recommendations, if necessary.
- c. It is the policy of the Executive Board of the Conference of Radiation Control Program Directors, Inc., that any member of the Radiation Protection Advisory Council be invited to participate and make recommendations to the Past Chair and Chair in the technical planning of the agenda for the CRCPD's National Annual Meeting. *(Approved 9/22/06)*

The RPAC may meet to consolidate their recommendations to the CRCPD Board of Directors. Travel support for council members to one such meeting may be supported by the CRCPD. The RPAC is open to any individual, firm, association, or organization having interest in the mission of the CRCPD. However, if a firm, association or organization desires membership on the RPAC, only one individual from the firm, association or organization shall be so designated. However, he or she may represent the views of the entity for which they represent.

The CRCPD Board of Directors must approve any entity to the RPAC. Eligible for consideration by the CRCPD Board of Directors are those individuals, firms, associations, or organizations that have contributed \$10,000 or more, as a gift, to the CRCPD. Since the CRCPD has been recognized by the IRS as a 501C(3) organization, gifts to the organization are tax deductible. Individuals interested in being a member of the RPAC must submit a letter to the CRCPD Board of Directors expressing their interest, and identifying their experience that may apply to the goals and objectives of the CRCPD.

This letter must also pledge \$10,000, or more, as a gift to the CRCPD, upon acceptance as a member to the RPAC. Upon approval by the CRCPD Board of Directors, and the receipt of the pledged gift, the applying individual, firm, association or organization will be notified of their appointment to the RPAC. Membership in the RPAC shall be for a period of one year, starting on the date when first appointed. Renewal shall be confirmed by the Board of Directors of the CRCPD upon receipt of an annual renewal gift of \$10,000, or more, to the organization. *(Adopted April 1998)*

12. **Levels of Opportunities for Contributing to the CRCPD** • Certain benefits should be offered to those individuals who contribute to the CRCPD. The following outlines such benefits: *(Adopted May 1998) (Amended December 2008)*

- \$10,000 or more (Platinum Class) – One free CRCPD membership, Listing in Annual Meeting Program, Complimentary exhibit booth package at annual meeting, Recognition Plaque, Free Newsbrief Free copy of SSRCR, and member of Radiation Protection Advisory Committee.
- \$5,000 - \$9,999 (Gold Class) – One free CRCPD membership, Listing in Annual Meeting Program, Complimentary exhibit booth package at annual meeting, Free Newsbrief, Free CRCPD Directory, and Free copy of SSRCR.
- \$1,000 - \$4,999 (Silver Class) – One free CRCPD Membership, Listing in Annual Meeting Program, Free Newsbrief, and Free CRCPD Directory.

- \$100 - \$999 (Bronze Class) - Listing in Annual Meeting Program, and Free Newsbrief, Free CRCPD Directory.
- a. Contributions for Specific Non-Annual Activities - CRCPD will acknowledge the contributors in the annual meeting program.
 - i. Annual Meeting:
For contributions of \$5,000 or more to a specific annual meeting, CRCPD will offer the contributor a complimentary exhibit booth package. *(Adopted May 2002).*
 13. **Position Announcements** - Upon request, OED will disseminate state and federal announcements for radiation protection related positions via email to Director and Associate Members. The Executive Director is authorized to approve, on a case-by-case basis, requests for non-governmental entities following consultation with the CRCPD Chairperson. *(Adopted November 22, 2004)*
 14. **Whistleblower** - This Whistleblower Policy of CRCPD: (1) encourages staff and members to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization; (2) specifies that CRCPD will protect the person from retaliation; and (3) identifies where such information can be reported. *(Approved December 23, 2008)*
 1. **Encouragement of reporting:**
CRCPD encourages complaints, reports or inquiries about illegal practices or serious violations of CRCPD's policies, including illegal or improper conduct by CRCPD itself, by its leadership, or by others on its behalf. Appropriate subjects to report under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects for which CRCPD has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via CRCPD's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
 2. **Protection from retaliation:**
CRCPD prohibits retaliation by or on behalf of CRCPD against staff or members for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. CRCPD reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
 3. **Where to report:** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to CRCPD's Executive Director or Chairperson of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Chairperson-Elect of the Board of Directors. CRCPD will conduct a prompt, discreet, and objective review or investigation. Staff or members must recognize that CRCPD may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

II. ANNUAL MEETING

1. **Announcements:**

The OED shall be responsible for the issuance of announcements and special invitations for the annual meeting. Such announcements and special invitations shall be sent to persons from a list provided by the Federal Liaisons, members of the Board and local hosts. Special invitations shall be signed by the chairperson or local hosts, as appropriate.
2. **Papers:**

Papers will not be accepted for presentation at the annual meeting from state or local radiation control individuals unless such individuals are members of CRCPD, or are invited by CRCPD to make such presentation. (Amended September 1986.)
3. **Financial Support/Hospitality Room:**
 - a. The CRCPD has no jurisdiction in the matter of an industry holding an open house hospitality room (Reference Policy 10 under Administrative). (Amended February 1993.)
 - b. Only Director Members (maximum of 52), or their designee, will be supported to annual meetings. The voting Member designee shall have membership status in CRCPD to receive financial support to annual meetings. (Amended February 1988.)

In addition, the Director Member or their designee shall attend the CRCPD Business Meeting, and the designee shall have proxy to vote for his/her governmental entity. Exceptions shall be approved by the CRCPD chairperson. (Amended February 1988.)
 - c. To be eligible to receive CRCPD support for travel to the annual meeting, the candidate for travel must have been approved for CRCPD membership at least 30 days prior to the annual meeting. An exception will only be granted if due to organizational changes occurring within the agency during this 30-day period prior to the annual meeting. (Amended May 1994.)
 - d. Regarding committee meetings held in conjunction with the annual meetings, the committee chairperson shall (1) contact the council chairperson and obtain approval to hold such meeting, provided funding is available, (2) notify the OED at least 60 days prior to travel date so that travel authorizations may be issued and flight arrangements made in accordance with Policy 7 under Travel. Exceptions may be approved by the CRCPD chairperson or designee. (Amended November 1999). (Note: Policy reaffirmed January 1992 that the practice of holding working group meetings in conjunction with the Annual Meeting is an acceptable practice).
 - e. Anyone funded to attend the annual meetings for purposes of gaining information from the technical sessions provided shall attend such technical sessions. (Effective September 13, 1990.)
 - f. Annual Meeting:
 - i. Only Director Members or their Associate Members who are as proxy will be financially supported to the entire Annual Meeting.
 - ii. CRCPD may financially support members in other classes of membership.
 - iii. Members who have been solicited to give a paper during a plenary session will be paid for the time necessary to present the paper.
 - iv. Working group chairpersons who have been approved to attend the meeting for purposes of providing a training session, a

paper or poster on their working group activities may be financially supported to attend the entire annual meeting. The working group chairperson is required to pay the appropriate registration fee. (Amended July 22, 2004.)

- g. CRCPD financially sponsored persons shall submit a critique of the annual meeting prior to release of their reimbursement of expenses. Notice of such requirement will be included with the travel authorization. (Amended July 22, 2004.)
- h. It is the general policy of the Board that it is an acceptable practice for CRCPD to receive independent financial support of social events associated with the CRCPD annual meeting, or other CRCPD sponsored meetings. Specifically, financial support of social events from individuals, industrial firms, or professional organizations is acceptable and does not conflict with CRCPD Bylaws nor Board policy. Should any general recognition be given to any entity that has financially supported a social event, such general recognition shall be consistent for all supporters of CRCPD social events with no one entity being recognized greater than another. (Amended November 22, 2004)
- i. A working group chairperson will only be considered for financial support to attend the annual meeting for the purpose of presenting a poster if the working group has: demonstrated by February 1 prior to each annual meeting that significant progress has been made in addressing the assigned charges. (Note: This decision is to be made by the full Board of Directors by February 15 as recommended by the respective Council Chairperson.) (Adopted November 1999.) (Refer to II., 16 for more information)

4. **Table Clinics:**

It is the general policy of the Board to accept and encourage the exhibiting of commercial products directly relating to radiation health and safety at the CRCPD annual meeting. The acceptability and scheduling of commercial exhibits shall be the responsibility of the OED. (Amended January 1992.)

The OED shall establish a special vendor's registration fee. This registration fee shall be handled, in regard to accounting purposes, in the same manner as other registration fees. (Effective January 1992.)

5. **Bids:**

The final cut-off date for submitting bids to host the annual meeting is the end of the calendar year. Effective May 16, 1992, bids will apply for five years prior to the proposed hosting year. In the event that there are no bids received by the cut-off date, the meeting will be held in Kentucky or another backup state. Every attempt will be made to get the Kentucky Radiation Control Program to host the meeting, however if such is not obtained, the OED staff will assume that responsibility. (Amended February 1994.) (Clarification was given that the policy does not preclude a state from bidding further out provided that adequate facilities could not be obtained within the five years prior to the proposed hosting year. Adopted July 1999).

- a. In the event that a hotel contract within a given state has to be canceled due to the inability of the hotel to fulfill their contract with CRCPD, and provided that no other facility can be secured within the given state, the Board will reopen bids for that year. Should an emergency situation occur whereby there is not at least a year's notice, the OED will proceed with hosting the meeting in Kentucky. (Adopted November 1999)

6. **Educational Exhibits:**

It is the general policy of the Board to encourage educational exhibits at the annual meeting that do not promote products or services. The Executive Director and the Chairperson, based upon available space, shall make the determination whether a proposed educational exhibit is acceptable or not. (Effective January 1992.) (Refer to II., 14. for more information)

7. **Proceedings:**
 - a. Effective with the 1993 Annual Meeting, speakers will be required to list SI units first followed by conventional units in parenthesis. The proceedings will contain a statement indicating it is the responsibility of the author to provide such according to the Board's policy. For clarification, OED is not responsible for ensuring units are used properly. (Adopted January 26, 1992.)
 - b. **Manuscript:**

Presenters will be advised prior to the Annual Meeting that their manuscripts are required to be received at the OED within 60 days following the meeting. The presenter will also be notified that if the manuscript is not received within this time frame that a statement will be placed in the proceedings indicating that the paper was not received by the time of publication and further that the presenter's name, address, and title of the paper will be provided. (Adopted May 1998).
8. **Program:**
 - a. In order to determine more closely the space requirements needed for the annual meeting, the Program Committee will establish the structure of the annual meeting one year prior to the year in which the annual meeting is held. (Effective May 16, 1992.)
 - b. Beginning with the 2002 annual meeting technical program, the council chairpersons will review the accomplishments of their respective working groups over the previous year and recommend to the Technical Planning Committee any working groups that should be highlighted on the technical program. Upon final approval of the Technical Planning Committee, the working group chairperson will be invited to present a paper or a poster. The working group may also be invited to coordinate or actually conduct a training session. The working group chairpersons will be financially supported by the CRCPD to attend the entire meeting. (Note: The Planning Committee is to request this information from the Council Chairpersons.) (Amended November 2000.)
9. **Commercial Material:**

Any printed material of a commercial firm that is designed and intended for advertisement purposes may be included in any official handout, program, or packet of CRCPD at the discretion of the Executive Director. (Amended November 22, 2004.)
10. **Visual Aids:**

OED is instructed to establish a procedure to review all visual aids prepared by presenters at the CRCPD Annual Meeting prior to such visual aids being used by the presenter. Any visual aids that are deemed unacceptable for viewing by the audience will be rejected from the presentation. Should the speaker wish to appeal the decision, the final decision will lie with the Program Planning Committee Chairperson. (Amended January 2000.)
11. **Special Interest Meetings at the Annual Meeting:**

Following are the steps necessary to hold a special interest meeting at the annual meeting:

 - a. Contact the OED Annual Meeting Coordinator and request a room;
 - b. The OED Annual Meeting Coordinator will request approval of the CRCPD chairperson to hold the meeting; and
 - c. The person requesting the meeting will provide adequate announcement verbally at the appropriate time during a plenary session and in writing on posters.

No approval will be given for special interest meetings to occur during plenary sessions. A time frame of two hours will be provided at future annual meetings for special interest meetings. (Intent: This policy will affect

all meetings involving state representatives beginning with the 1995 annual meeting).
(Amended November 1999.)

12. **Public Relations:**
Public relations activities for the annual meeting will be handled by a CRCPD member as a function of OED, rather than such being handled through the working group structure. Activities will be coordinated with a designated staff person of OED. (Effective September 1994).
13. **Training at Annual Meetings:**
The Program Planning Committee will be responsible for scheduling training in association with the annual meeting. This policy becomes effective beginning with the 1996 annual meeting. (Amended December 1995.)
14. **Dates for Annual Meetings:**
Beginning with the 2001 annual meeting and with all due efforts, no further meetings of the Conference will be held over Mothers' Day weekend. (Adopted by the membership May 1999).
15. **Posters:**
For the available space allotted by the annual meeting hotel for exhibits/posters, and up until February 15 prior to the annual meeting, approximately 3/4 of such space shall be allotted for commercial exhibits and 1/4 for educational posters. After that date, in event that all exhibit space has not been taken, priority shall be given to posters for the remaining available space; however, within 30 days of the annual meeting if poster presenters do not utilize all of the allotted space, the balance may be rented to commercial exhibitors. In addition, additional posters may be in areas, hallways, adjacent to the exhibit area. Having different posters on different days of the week may also be an option. (Adopted November 1999.)
16. **Poster Review Committee:**
It is the policy of the Board that the concept, ideas and structure layout of all proposed posters to be presented at the CRCPD annual meeting must be presented to the poster review committee in the following time frame:
 - a. For members receiving CRCPD financial support to present a poster - at least two months prior to the annual meeting; and
 - b. For persons not financially supported by CRCPD - preferably at least one month prior to the annual meeting provided adequate space is still available as noted in II.15.

A decision on the acceptability of such posters will be made within two weeks of receipt of the required information. (Note: The poster review committee will consist of the Past Chairperson and Chair-Elect. In the event that the Past Chair and Chair-Elect cannot agree on a proposed poster, the Chairperson will cast the deciding vote). (Editor's note: It is the responsibility of the Poster Review Committee to review and approve all posters to be given at the annual meeting). (Amended May 2000.)
17. **Poster requirements for persons financially supported:**
Authors are required to submit their poster presentation material to the OED prior to the annual meeting in order to be financially supported to the meeting. Poster presentation material may consist of PowerPoint slides including notes, or a detailed summary of the poster material. (Editor's note: Failure to submit the required information may result in a delay of travel reimbursement. This information is needed electronically for publishing in the annual meeting proceedings that will be made available on CD and on the CRCPD Web site.) (Adopted November 2003)

III. ASSOCIATION WITH GROUPS

1. **Financial Support to Professional Meetings:**
A CRCPD member desiring financial support to attend a professional meeting must receive the prior approval of the CRCPD chairperson. A CRCPD member desiring such support must submit to the OED, in writing, sufficiently in advance of the proposed meeting, a request identifying how attendance to such a professional meeting will benefit the CRCPD.
2. **ARCRT Accreditation Committee:**
The CRCPD shall not appoint a representative to the ARCRT Accreditation Committee since such appointment is not considered a proper function of the CRCPD.

IV. BOARD OF DIRECTORS

1. **CRCPD Business Meeting:**
It is the policy of the Board that the CRCPD Business Meeting is an open meeting to anyone desiring to attend. (Revised May 10, 1991.)
2. **Board of Directors Agenda:**
At each annual meeting of the CRCPD, the proposed agenda of the Board shall be made available to the membership at the beginning of the annual meeting.
3. **Presentations on behalf of CRCPD:**
When an individual is asked to make a presentation on behalf of CRCPD, the presentation, whether presented in person or in written form, must first be reviewed and approved by the Board of Directors, based on content and statements regarding CRCPD positions. A copy of the proposed paper needs to be sent to OED preferably at least one month prior to the presentation. This policy applies regardless of who supports the travel costs. If an individual is representing CRCPD, he/she shall support the CRCPD position. (Amended December 2001).
4. **Speaking About CRCPD When Not Officially Representing CRCPD:**
A member may provide information about the activities of CRCPD, or present a CRCPD position provided the position is clearly known. When giving a personal/state position, the member must clearly identify whose position is being given. Should their personal/state position be in conflict with CRCPD's position, the individual should provide an explanation as to why the two positions are in conflict. (Amended July 22, 2004.)
5. **Conflict of Interest Policy:**
This Conflict of Interest Policy of CRCPD: (1) defines conflicts of interest; (2) identifies classes of individuals within the Organization covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest. (Approved December 23, 2008).
 1. **Definition of conflicts of interest:** A conflict of interest arises when a person in a position of authority over CRCPD may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.
 2. **Individuals covered:** Persons covered by this policy are CRCPD's officers, directors, Executive Director, Executive Office Manager, and Financial Manager.
 3. **Facilitation of disclosure:** Persons covered by this policy will annually disclose or update to the Chairperson of the Board of Directors on a form provided by CRCPD on their interests that could give rise to conflicts of

interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

4. **Procedures to manage conflicts.** For each interest disclosed to the Chairperson of the Board of Directors, the Chairperson will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Directors and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within CRCPD; or (d) ask the person to resign from his or her position in CRCPD or, if the person refuses to resign, become subject to possible removal. CRCPD's chief employed executive and chief employed financial manager will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the Chairperson of the Board of Directors in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

6. **Use of E-Mail System:**

Issues which require a vote of the Board of Directors of CRCPD may be decided by vote over e-mail system, provided the following procedure is followed:

- a. A member makes a motion over e-mail, transferring the motion, via e-mail, to the Office of Executive Director (OED). The member providing the motion must state one of the following before making the motion:
 - i. "The following motion is an original motion."
 - ii. "The following motion is an amended motion."
 - iii. "The following motion is a substitute motion."
For clarity and succinctness, the member is strongly urged to submit his/her motion over E-mail.
- b. The motion will be transferred to all CRCPD Board members, via e-mail. OED will assign a reference number for ease of voting/tracking. If the issue is of informational interest to the Federal Liaisons, the motion will also be transferred to the Liaisons.
- c. Board members have one of the following action options on the transferred motion:
 - i. Vote "aye" for the motion.
 - ii. Vote "nay" against the motion.
 - iii. Request formal debate on the motion.
Note: Many times before a Board member will cast his/her "aye" or "nay" vote, he/she will provide comment on a motion to the OED, with no clear indication that he/she wants to debate the issue. Without a request for formal debate, such comments have no formal significance. Such comments should be made to the originator of the motion, not to the OED. However, if the member desires formal debate, he/she must state the following before making his/her comments: "I request formal debate on this motion. My comments are as follows." This action will require use of e-mail only. (Amended August 2005.)
- d. If there are no members who request formal debate, a majority vote of the Board members (4 votes) will carry the decision on the issue. However, should any member request a formal debate, no action will be taken on the issue until debate is provided. Any votes that have been casted prior to the time that a Board member request formal debate will be null and void.
- e. If a Board member requests "debate," the OED will transfer the member's request, with his/her comments to the other E-mail members, and Liaisons if appropriate. All additional comments on the

issue will be transferred to the Board members, and Liaisons, if appropriate, as received. Once the formal debate period has ended, the issue shall be re-offered for vote by the OED over e-mail. (Due to the complexity of managing a motion under debate, it is strongly recommended that no amendments or substitutions be offered until the debate has ended.) End of debate will occur when the member who originally requested debate has indicated to the OED that he/she is satisfied with the discussions on the issue, and will accept a final vote on the issue. However, in the event that the member who originally requested debate cannot provide a clearance for final vote on the issue within the maximum time allowed, as identified below, then on the 4th working day after the close of the debating period, the issue shall be re-offered for vote by the OED. The vote will then become final, provided a majority of the members have cast an "aye" or "nay" vote.

(Adopted November 1999).

f. Time Frame for Voting Actions Over E-mail:

- a. A period of 3 working days from the end of the day on which a motion was transferred to the members will be allowed before voting opportunities will be closed. The exception to this time period is when any member requests a "debate" on the issue. On the fourth working day following the transfer of a motion, and if no request for "debate" has been requested, then the vote will become final, provided a majority of the members have cast their vote either "aye" or "nay."
- b. If a member requests a "debate" on an issue, an additional 3 working days will be allowed for debate. At any time during the additional 3 days, if the member who requested debate becomes satisfied with the discussion, he/she may request that a final vote be taken on the issue. On the 4th working day after the close of the debating period, the issue shall be re-offered for vote by the OED. The vote will then become final, provided a majority of the members have cast an "aye" or "nay" vote.
- c. At any time during the debating period, should another member, other than the member who originally requested debate, request continued debate, then the three day debate period will commence from the day that such additional debate was requested. (Effective February 1993.)
- d. E-mail decisions will be ratified by the Board at their next regularly scheduled meeting so that the actions can become part of the Board minutes. (Amended August 2005.)

7. **Minutes:**

- a. The minutes will be reduced to a shorter format that will consist of the agenda format plus any actions agreed to by the board via motions and/or consensus, and any noted commitments. This summary will be provided within a week following the meeting. It was also agreed that the board, after reviewing the actions, could request more detailed information about a particular item. (Revised January 1996). Minutes of the board of directors meeting will include a summary of each agenda item discussed at the meeting as provided by the chairperson at close of discussion, and all motions pertaining to actions taken by the board.
- b. Federal liaisons will provide an outline of items to be covered in their reports given at each meeting. (Adopted February 8, 1993)

- c. Tapes of the meeting will be destroyed after the minutes have been approved (Adopted January 22, 1998).
8. **Newly Elected Board Members:**
 - a. Travel to the annual meeting for candidates of the board shall be put "on hold" until after the ballots have been counted and the winners known. The winners of the election of officers shall be funded to attend the Board of Directors meeting and the annual meeting. If the incoming board member is a member of a working group who is funded to meet in conjunction with the annual meeting, such member shall attend the board meetings. When approving working group meetings in conjunction with the annual meeting, the council chairpersons shall pay special attention to those working groups on which the candidates of board serve and the potential impact on the productivity should that working group meet. (Amended November 1999.)
 - b. Effective January 1 of each year, copies of all correspondence sent to the Board of Directors, including the minutes of the previous board meeting, will be made for the newly elected board member(s). When the results of the election of officers are known, such material will be forwarded to the incoming board member, along with a board member notebook, which should provide the needed background information to bring the member up-to-speed relative to the current issues addressed by the Board. From that point forward, the incoming member will continue to receive Board information as do all voting board members, including a packet of information that is handed out at the annual meeting. For clarification, this would include being added to the e-mail/fax system with no voting privileges until such time as their tenure begins on the Board. (Amended August 2005.)
9. **Number of Board Meetings Held Each Year:**

Due to budgetary constraints, beginning in 1997, the board of directors will hold two meetings per year, one in conjunction with the annual meeting and the other one in late fall. Previously the board met three times per year. (Approved January 1996).
10. **Resolutions:**
 - a. When the CRCPD Board of Directors receives a proposed resolution for consideration by the Director membership of the CRCPD to become a formal position of the CRCPD, the Board will forward the proposed resolution to the Director membership, attaching one of the following statements with the proposal: (Adopted March 1998)
 - i. The CRCPD Board of Directors recommends passage of the proposed resolution as submitted.
 - ii. The CRCPD Board of Directors recommends that the proposed resolution not pass unless amended as follows: (attach proposed amendments).
 - iii. The CRCPD Board of Directors recommends that the proposed resolution not be passed.
 - iv. The CRCPD Board of Directors has considered the enclosed proposed resolution and is forwarding the resolution with no recommendations regarding its passage. (Note: It is intent that, except for typo errors, grammar correction and format structure, the Board will not change the original proposal. If amendments are recommended, such will be attached to the original, thus allowing the voting member to see the proposal as originally submitted).
 - b. Resolutions may come through the Board as discussed in IV.8.a., or a resolution may be directly submitted to the membership during an

annual business meeting. If a resolution is submitted directly to the membership and not through the Board, the originator of the resolution shall have 100 copies available for distribution at the business meeting. (Adopted November 1999.)

- c. The Board of Directors may choose to approve a Board of Directors resolution that requires only the approval of the Board. (Adopted November 1999.)

11. **Process for Determining Compensation of Executive Director**

This policy applies to the compensation of the Executive Director employed by CRCPD.

The process includes all of these elements: (1) review and approval by the Board of Directors of CRCPD; (2) use of data as to comparable compensation; and (3) contemporaneous documentation and recordkeeping.

1. **Review and approval.** The compensation of the person is reviewed and approved by the Board of Directors of CRCPD, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.
2. **Use of data as to comparable compensation.** The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
3. **Contemporaneous documentation and recordkeeping.** There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.

12. **Mentoring of Newly Elected Board Members:**

At each annual meeting, the Chairperson of the Board shall designate a Board Member to serve as a mentor for the newly elected board members. (Intent: It is recommended that the Past Chairperson serve as mentor for the newly elected Chairperson-Elect.) (Adopted March 2000.)

13. **Council chairpersons:**

Council chairpersons shall be members of the Board of Directors, except for the Treasurer, and appointed or reaffirmed by the Board Chairperson annually. For Clarification: The Treasurer will not be appointed as a council chairperson. (Amended November 2009.)

V. COMMITTEES

1. **Consultants:**

Approval of consultants to meetings of CRCPD working groups shall be on a case-by-case basis, and approved by the appropriate Council Chairperson. Approval of a permanent consultant to a working group shall be approved by the Board. The cost of the consultant (travel and fees) shall be borne by the Council that gives such approval. (Amended October 20, 1994).

2. **Membership:**

- a. Committee members shall be limited only to director, associate, emeritus, international, and life members. Committee membership shall not be affected by a change in location of an Associate Member from one state/agency RCP to another. For clarification, if a new application is required, he/she must be terminated from the committee. If he/she reapplies for another type of membership, he/she must be reappointed by the Board when new membership is approved. Clarification: International members will not be compensated expenses incurred as part of their participation in committee activities. (Amended May 2006.)
Conflict of interest shall be considered by the board of directors upon appointment and throughout service of individuals to CRCPD working

groups. Where such is deemed to exist, such individual will be precluded as a member, but could be appointed as a non-voting resource person. Each individual is responsible to notify the board of directors if he/she become aware of any potential conflict of interest. (Approved May 15, 2009.)

- i. Affiliate and honorary members may serve as advisors, or resource individuals on committees. They are not Director, Associate, Emeritus, International or Life Members and will not be compensated for expenses incurred as part of their participation in committee activities. (Adopted October 18, 2005.) (Amended May 2006)
- b. Committee membership on continuous working groups will be changed on the following schedule:
 - i. Committees with one state member, at least once every four years, (This policy does not apply in the event that no interest is shown. Amended September 1987.)
 - ii. Committees with two state members at least one member will change every three years,
 - iii. Committees with three state members, at least one member will change every two years, and
 - iv. Committees with four or more state members will change at least one member every year. (Effective February 6, 1985 - Policy reaffirmed September 1990.) (For clarification: the committee membership rotation policy does not apply to a task force with a finite life. Task Force members are appointed to produce a product. Once product is completed the Task Force is terminated.) (Adopted November 2003)
 - v. Liaison appointment will be an initial period of 5 years. (Adopted November 2003)
- c. Regarding recommendations to serve on CRCPD working groups, it is the responsibility of the working group chairpersons to justify in writing to the Council Chairperson why an individual outside the list of advisors was recommended. Such information is also to be provided to the OED for their records. (Amended November 1999.)
- d. CRCPD members shall be limited to serving as an advisor to a maximum of two working groups. (Effective September 10, 1990. For clarification, this policy does not affect those members serving in the advisor capacity prior to September 10, 1990.) (Effective November 12, 2002, this policy does not affect those members/advisors serving on the Emerging Issues Groups, per the Working Group Evaluation Initiative).
- e. The tenure of continuous working group chairpersons, excluding coordinators, liaisons and emerging issues chairpersons, shall be limited to a four-year term. Chairpersons and Coordinators shall be limited to serving on one committee in this capacity. The tenure of liaisons is limited to a five-year term. This policy does not apply to Board Committees since appointment to such are by virtue of their office. (Amended July 22, 2004) For clarification, the four-year term requirement began on September 1990.)
- f. CRCPD members shall be limited to serving as a "member" on a maximum of one working group unless there is strong justification to support an individual being on a second working group. If an individual serves as the chairperson of a working group then he/she may not serve as a member to any other working group without strong justification, as previously stated. (Amended September 1994. For clarification, this policy does not affect 1) members serving on working groups prior to September 1994; 2) members serving on Emerging Issues Groups (Adopted November 2002); and 3) Members serving as Liaisons (Adopted January 1999).
Regarding CRCPD members being appointed by the Board to serve on

committees outside of CRCPD, it is the policy of the Board that there be no limit. The Board, however, prior to voting, will consider all activities of an individual on a case-by-case basis and take into consideration the impact both on the individual as well as on CRCPD. (Effective September 23, 1991).

- g. Director, Associate, Emeritus, International, or Life Members appointed as members or advisors to CRCPD committees, task forces or as liaisons, are chosen because of their technical and/or administrative expertise on the issues to be addressed by the working group under consideration. (Effective May 2006.) It is the responsibility of the individual member, not the CRCPD, to obtain approval from their program director prior to accepting working group appointments. (Adopted October 1998)
- h. Any individual appointed by the Board of Directors to a CRCPD working group may be terminated for any of the following reasons: (Amended July 22, 2004.)
 - i. Non-performance of responsibilities.
 - ii. Regularly missing meetings/conference calls of the working group.
 - iii. Willfully providing false or incorrect information to other committee members.
 - iv. Loss or change of membership classification (see Bylaws, Article VIII, Section 2, and Board policy 2a under Committees.)
 - v. Membership rotation.
 - i. Appointment letters - It shall be the policy of the Board of Directors that a letter of initial appointment be sent to individuals appointed to CRCPD working groups, and that letters of reappointment are not necessary. (Effective February 5, 1995).

3. **Reports:**

Chairpersons of committees under coordination of the various councils shall submit biannual reports to their respective council chairperson by February 28 and September 30 of each calendar year. (Amended May 2005.) (Effective November 2002, G-2 Committee on Ionizing Measurements reporting period is as follows: October 1 - March 31 and April 1 - September 30 of each year).

4. **Financial:**

The Council Chairpersons shall provide the Board at each annual meeting with a list of working groups who are anticipating needing financial support for the following periods: (Effective July 22, 2004.)

- a. Remaining budget cycle (ending September 30th). OED may reallocate projected unspent funds to other councils as needed to accomplish the CRCPD obligation.
- b. Next year's budget cycle (October 1-September 30). The OED will use this information to develop the travel budget in support of funding proposals.

The Council Chairpersons will obtain this information from the working group chairperson's biannual report.

5. **Transition of Council Chairpersons:**

- a. Votes shall be counted as soon as possible before the annual meeting and new council chairperson(s) will be invited to attend the Board Meeting and the annual meeting. (Amended November 1999.)
- b. New council chairperson(s) will be invited to attend the meeting of Council Chairpersons at the annual meeting. (Amended November 1999.)
 - i. New council chairperson will meet with the past council chairperson to discuss ongoing issues. (Amended November 1999.)
 - ii. Past council chairperson will provide written summary of each

- committee activities over the past year. (Amended November 1999.)
 - iii. Past council chairperson will provide pertinent and up-to-date files on committee activities. (See Policy 12 under Committees for further details.) (Amended November 1999.)
 - iv. Past council chairperson should be available to answer questions for at least six months. (Amended November 1999.)
- 6. **Outside Assistance by SSRCR Working Groups:**
The Chairperson of each SSRCR working group is to obtain input from representatives of selected groups, who desire to provide such input, as early as possible in the development of draft suggested regulations. The chairpersons are not directed to solicit such early input, but when representatives from an organization, recognized as having expertise in the area under consideration, and who may be directly affected by the suggested regulation, request early input, the chairperson, shall make every attempt to allow input as early as possible from such representatives. Chairpersons are encouraged to allow as much participation as reasonable, by anyone interested in the development of suggested regulations, provided the effort remains manageable and activity is productive. Obviously, the chairperson and the working group must recognize the potential for bias to be introduced into it's actions, and must assure this does not occur. (Effective February 6, 1991.)
- 7. **Length of Working Group Meetings:**
All committee meetings will be at least two days in duration with two days allowed for travel. All allowable expenses shall be paid by the CRCPD for the meeting days and travel days. On a case-by-case basis one-day meetings will be allowed with the approval of the council chair. (Effective February 7, 1991.)
- 8. **Correspondence on letterhead:**
 - a. *CRCPD Letterhead:*
All correspondence on CRCPD Letterhead must be reviewed by the Executive Director prior to being sent to the recipient(s). It is the responsibility of the Executive Director to determine who should sign the correspondence, and if further review and approval is necessary.
 - b. *Working Groups Chairperson's Letterhead:*
This letterhead is designed specifically for each individual working group. A template has been developed for use by the working group chairperson (refer to the Operations Handbook Appendix 1.D.) Use of this letterhead does not require review by the CRCPD Executive Director. (Adopted July 22, 2004.)
- 9. **SI Units Referenced in SSRCR:**
Effective July 1, 1992, all new Parts of the SSRCR will list the SI units first followed by conventional units in parenthesis. As existing Parts are revised, such will be amended to reflect this policy. (Adopted January 26, 1992.)
- 10. **Committee Activities:**
 - a. *Open Meetings:*
In general, the committees of the CRCPD shall have open meetings and welcome input from all interested parties. (See General VIII for additional information) (Amended July 2000).
 - b. *Closed Meetings:*
There are circumstances in which a committee may have an entire meeting limited to "committee members only." There also can be meetings where certain agenda items are discussed in a "committee members only" session. The circumstances what would necessitate closed meetings or closed sessions include, but are not necessarily limited to: 2) a request of a committee to review certain documents for "states only" comments, b) documents and/or information that have been deemed predecisional by state and federal agencies and to be considered by the committee which are preliminary, in nature and

which could give unfair business advantage to individuals who are privy to the preliminary information, and c) consideration by the committee of issues which pertain to regulatory enforcement actions which may be of a confidential nature. (See General VIII for additional information) (Amended November 2002)

- c. Document Circulation:
The need for comments in a short time frame may preclude the incorporation of comments from a large number of individuals who may be advisors to a committee. Therefore, the committee chair, in consultation with the council chair, shall have the option to circulate draft documents to only committee members, or to committee members and selected advisors, provided that provisions are made for obtaining comments from the advisors and resource persons to a committee prior to final publication of a document. (Amended July 2000)
- d. NRC Predecisional Documents:
 - i. Access to NRC predecisional information via the CRCPD unique name and password, as stipulated in the FDA Cooperative Agreement and the *CRCPD Approval Procedure for Providing NRC Predecisional Documents to CRCPD Working Groups, OED Staff, and Non-Agreement States*, is restricted to state government members and federal resource persons to CRCPD working groups. Authorization to use the CRCPD unique name and password to access the NRC predecisional information will not be provided by the OED to the "state government advisors" on the CRCPD working groups. However, should the working group chairperson desire to obtain comments from the working group's state government advisor(s), he/she may share the appropriate component of the predecisional information with the appropriate state government advisor(s). Non-government working group members, non-government advisors and non-federal resource persons shall not have access to this predecisional information. Individuals expressing interest in the information who are not employed by the state or federal government should be directed to contact the NRC directly on the availability of the NRC predecisional information.
 - ii. Closed Meetings:
For any working group meeting at which NRC predecisional information is discussed, the working group chairperson shall declare the meeting closed during the time NRC predecisional information is being discussed, and shall be open only to state government members, state government advisors in attendance, and Federal resource persons to the working group. (Adopted July 2000).

11. **Products of Working Groups:**

The products of the various working groups can be in one of three forms. These forms are:

- a. A position or recommendation of the working group, with no further approval required. The CRCPD Board of Directors shall approve, on a case-by-case basis, the posting of a final working group product to the open side of the CRCPD Web. This approval is required for those products not intended to become an official and/or CRCPD approved product. (Amended November 22, 2004).
- b. A position or recommendation of the working group, but with the request the position or recommendation be adopted by the Board.
- c. A position or recommendation of the working group, but with the request, through the Board, the position or recommendation be adopted by the CRCPD membership.

The position or recommendation can also be formatted in a variety of ways. These are:

- d. Letter - A simple letter containing the position or recommendation sent to the appropriate person, agency, or organization.
If the position or recommendation is only of the working group, the working group chair should sign the letter, clearly identifying in the letter, the position or recommendation is only of the working group, and has not received approval of the Board or CRCPD membership. If the working group desires a particular position or recommendation to be adopted by the Board, a draft letter should be developed by the working group chairperson, which, if accepted by the Board, will be signed by the CRCPD chairperson. (Amended November 1999.)
- e. Position Paper - A position paper is a more formal format than a simple letter. A position paper is usually intended for adoption by the full membership. It not only contains the position of the CRCPD, but will usually contain the rationale for the position. If a position paper is desired by the working group, the drafting of such proposed paper should be performed by the working group, then submitted through the Council Chairperson to the Board, with a request the full membership adopt the proposal as a formal CRCPD position.
- f. Resolution - Resolutions are normally adopted at the annual business meeting by the full membership. Precise procedures must be followed in the adoption of resolutions. (Editor's note: refer to IV.8 for additional information). (Amended November 1999.)
- g. CRCPD Publications - The most common product of a working group is a formal CRCPD publication. The publication can be in the form of a guide, suggested regulations, suggested procedures, or recommendations. The procedure to follow for formal CRCPD publications is addressed in the *Style Guide for CRCPD Technical Documents*, CRCPD Publication 87-5. (refer to Board policy 1. Documents for additional information). (Amended 1999.)

12. **Transfer of Records from Outgoing Council/Committee Chairpersons to Incoming Council/Committee Chairpersons:**

It is the policy of the Board of Directors that appropriate records relating to the work of a CRCPD working group shall be transferred by the outgoing council/committee chairperson of the working group to the incoming council/committee chairperson. Should any of the records be preserved for historical purposes, the outgoing chairperson shall identify such records which shall be sent to the OED for retention. The remaining records will be transferred to the incoming chairperson (Adopted January 1997).

13. **Procedure for Council Chairpersons:**

- a. Prior to each Board meeting, the Council Chair will contact each committee/task force chairperson to obtain the following:
 - i. Assurance that all biannual reports have been submitted. If not, request that such be submitted. (Adopted November 1999.)
 - ii. Request any need for membership changes.
 - iii. Request any need for charge change.
 - iv. Request any general comments or recommendations from the chairperson.
- b. Compile all the above information into a report for presentation to the Board. Special attention should be paid to actions required from the Board for each working group.
- c. During the Board meeting, record actions taken by the Board for each working group. (Amended November 1999.)
- d. Following the Board meeting, and within 30 days after the meeting, advise the chairpersons of each working group, in summary format, of

- the Board actions.
- e. Effective January 1, 2000, working group accomplishments will be placed on the CRCPD web page. It is the responsibility of the council chairperson to provide the working group accomplishments to the OED, such as biannual reports, formal comments, etc. (Adopted November 1999.)
14. **Highlighting Working Groups:**
Each council chairperson shall provide two biannual reports. These reports shall include a summary of each working group's accomplishments for the *Newsbrief* and the CRCPD Web. For clarification, the council chairpersons who goes out of office at the annual meeting will be responsible for providing the information for the *NEWSBRIEF* and the Web. (Amended July 22, 2004.)
15. **Milestones for Working Groups:**
Milestones shall be established by the working group chairperson, in cooperation with the council chairperson, when appropriate for accomplishing the charges given to a CRCPD working group. The suggested milestone(s) will become effective upon approval of the Board. The Board has the authority to add additional milestones when needed. Milestones will be incorporated into the charge on the working group fact sheet. It is the responsibility of the Council Chair, with the assistance of the Office of Executive Director staff, to monitor the working group's progress in order to achieve the desired outcome. (Amended July 22, 2004.)
16. **Expressing Interest to Serve on a Working Group:**
CRCPD members will be advised when working group members/advisors are needed. The council/working group chairperson is responsible for providing OED with information that can be provided to the membership for recruitment purposes that outlines the work to be done by the working group, identifies specific expertise that is needed, and a contact person. If necessary, the council/working group chairperson may request a resumé. (Amended July 22, 2004.)
17. **Financial Support of Working Group Meetings at Annual Meetings:**
For those persons financially supported to attend a working group meeting held in conjunction with the annual meeting, CRCPD shall only pay those expenses necessary to cover the cost of the working group meeting. This cost shall include obtaining the lowest airfare available. Should those persons desire to attend the annual meeting, such additional cost shall be incurred by the state or the individual. (See item 7 in this section entitled "Length of Working Group Meetings" for additional information). (Effective February 1995)

VI. ELECTIONS

1. **Number of Candidates:**
The Nominating Committee shall submit, for vote by the entire Director and Associate membership, more than one name for nomination for each constitutional office which is to be filled. (Effective January 2003.)
2. **Solicitation of Nominations:**
The Chairperson of the Nominating Committee shall solicit, from the council chairpersons and the membership, nominations for officers. (Effective February 3, 1991.)

VII. AWARDS

1. **Awards Program - Level I: *Gerald S. Parker Award of Merit***
Gerald S. Parker was one of the founding fathers of the Conference of Radiation Control Program Directors, Inc. (CRCPD), and many will say the

chief founding father. He served as its first Secretary/Treasurer, and continued in that position for over six years. During these embryonic years of the organization it was basically a 'one man operation' and that one-man operation was Jerry Parker. He was responsible for managing the budget, planning the annual program, running the committees, giving testimony to Congress and on behalf of the CRCPD and the states, providing state input at a variety of forums during the development of the federal Radiation Control for Health and Safety Act of 1968. Upon leaving his position as Secretary/Treasurer, he was immediately elected as Chairman of the CRCPD, and served on the Board of Directors for another three years. Because of Jerry's enthusiastic dedication to assist these beginning state radiation control programs, and a strong desire to have a national organization to represent these new programs in a unified manner, the CRCPD and the individual state radiation control programs have become a strong force in protecting the public from unnecessary radiation exposure. It is because of this person that CRCPD has established this award in his name.

One of CRCPD's goals is to assist the states and/or the public in achieving a better understanding of, and protection from, radiation exposure. Members who have made significant contributions, individually or as groups, toward this goal may be recognized by the CRCPD for such efforts.

a. Criteria

The CRCPD will use the following criteria to determine whether or not a significant contribution has been made. The contribution must be:

- i. A unique and valuable method of approach, providing the ability to implement a better program of radiation protection;
- ii. The discovery, evaluation and/or recommendation for control of a potential source of radiation not previously dealt with, in a new, unique and/or more effective way; or
- iii. An outstanding individual, committee, or task force effort which results in a major contribution to radiological health and has a positive effect on or for the CRCPD.

b. Eligibility

All classes of membership of the CRCPD are eligible. In the case of a group effort, all members of the group will be eligible for benefits provided by the award. The Board of Directors may establish other eligibility deemed appropriate.

c. Nominations for the Award

Nominations may be made, and are encouraged, by any member of the CRCPD, and its employees, or other interested persons. Nominations shall be made to the Awards Selection Committee.

d. Frequency and Number of Awards

There is no restriction on the number of awards to be presented; there is no requirement that any award may be made.

e. Selection Process

The Board of Directors shall review nominations and determine the final recipient(s) of the award(s). The Board shall prescribe the forms necessary for making nominations.

f. Type of Award

Unless a special award has been approved by the Board of Directors, the standing award will be a "continuous type" plaque that identifies the recipient(s) of the year's award, when appropriate. The recipient(s) shall receive a CRCPD certificate appropriately identifying the merits of the award.

- g. **Presentation**
If an award is to be made, it shall be presented by the CRCPD Chairperson, or designee, during the opening session of an Annual Meeting of the CRCPD.
- h. **Custodian of the Award**
The Office of Executive Director shall be responsible for custody of the "continuous type" plaque. The Executive Director shall display the "continuous type" plaque at each Annual Meeting of the CRCPD.
- i. This award shall be known as the *Gerald S. Parker Award of Merit*.
 - i. **NOTE:** Awards Program approved by the Board of Directors in February 1983. The first award was presented in May 1984. Following is a summary of the recipients of the Gerald S. Parker Award of Merit.
 - 1984 - E. Frank Wilson
 - 1985 - James W. Miller, DDS
 - 1986 - Thomas M. Gerusky
 - 1987 - Albert J. Hazle
 - 1988 - David K. Lacker
 - 1989 - B. Jim Porter
 - 1990 - John C. Villforth
 - 1991 - Eddie S. Fuente
 - 1992 - Heyward G. Shealy
 - 1993 - Charles M. Hardin
 - 1994 - Ruth E. McBurney
 - 1995 - Aubrey V. Godwin
 - 1996 - Mike Mobley
 - 1997 - Diane Tefft
 - 1998 - Ray D. Paris
 - 1999 - Thomas E. Hill
 - 2000 - Jill Lipoti, Ph.D.
 - 2001 - Donald A. Flater
 - 2002 - Steven C. Collins
 - 2003 - Greta Joy Dicus
 - 2004 - Roland G. Fletcher
 - 2005 - Cynthia C. Cardwell
 - 2006 - Paul J. Merges, Ph.D.
 - 2007 - Edgar D. Bailey
 - 2008 - Richard A. Ratliff
 - 2009 - Russell S. Takata

2. **Awards Program - Level II: James W. Miller Award**

Dr. James W. Miller, who retired from the Food and Drug Administration after more than thirty years of service, was the leader among federal personnel who assisted in the establishment of CRCPD in 1968. Dr. Miller provided guidance and direction in the early developmental stages of the organization, and most importantly, assisted CRCPD in obtaining the federal government support needed to sustain the operation of the newly formed organization. He developed and coordinated the first meeting of CRCPD held in Montgomery, Alabama. Following the formation of CRCPD, and for at least the next twenty years, Dr. Miller was an invaluable federal resource person to the CRCPD Board of Directors. Many of the accomplishments of the organization can be traced to the wise direction provided by Dr. Miller. It is because of his significant impact on CRCPD that an award in his name has been established.

Dr. Miller was a strong supporter of radiation control programs, nationwide, and worked very closely over the years with state and local officials in these programs. One of the goals for Dr. Miller was to encourage and nurture the career advancement of those individuals in these programs who were performing the routine day-to-day tasks. The James W. Miller award was established to recognize these hard working professionals. Therefore, based on this goal, the following criteria are established for individuals to qualify for the James W. Miller Award.

- a. **Criteria**
Only a single individual shall receive the James W. Miller Award in any one year. The CRCPD will use the following criteria to determine the eligibility of a candidate for the award:
Be an individual, ideally an Associate Member with a radiation control agency, who has made significant contribution in a specific area of radiological health, i.e., mammography, radioactive materials, emergency response, etc. (Amended May 2000.)
- b. **Eligibility**
Be a member of CRCPD.
- c. **Nominations for the Award**
Nominations may be made, and are encouraged, by any member of CRCPD, and its employees, or other interested persons. Nominations shall be made to the Awards Selection Committee.
- d. **Frequency and Number of Awards**
There shall be no more than one award given in any year; there is no requirement that any award may be made.
- e. **Selection Process**
The Board of Directors shall review nominations and determine the final recipient(s) of the award(s). The Board shall prescribe the forms necessary for making nominations.
- f. **Type of Award**
The recipient of the James W. Miller Award will receive a certificate identifying the individual as the recipient of the James W. Miller Award, with statements on the award indicating why he/she received the award.
Additionally, a "continuous type" plaque that identifies the recipient(s) of the award will be maintained and displayed at each annual meeting.
- g. **Presentation**
If an award is to be made, it shall be presented during one of the main plenary sessions of an Annual Meeting of CRCPD.
- h. **Custodian of the Continuous Plaque**
The Office of Executive Director shall be responsible for custody of the

- "continuous type" plaque.
- i. Title

This award shall be known as the *James W. Miller Award*.

 - i. NOTE: The first award was presented in May of 1994. Following is a summary of the recipients of the *James W. Miller Award*.

1994	-	Kathleen Kaufman
1995	-	Linda Plusquellic
1996	-	G. Wayne Kerr
1997	-	Cindy Cardwell
1998	-	Bernie Bevill
1999	-	Joe Klinger
2000	-	Thomas Cardwell
2001	-	David Walter
2002	-	Jan Endahl
2003	-	John Winston
2004	-	Debra McBaugh
2005	-	Mary Ann Spohrer
2006	-	Cheryl K. Rogers
2007	-	Cynthia Becker
2008	-	John (Jack) Ferruolo
2009	-	Frieda Fisher-Tyler

3. **Awards Program - Level III: The Board of Directors Award for Outstanding Achievement in the Field of Radiation Protection**

It is the goal of the Conference of Radiation Control Program Directors, Inc. (CRCPD) to assist the states and/or public in achieving a better understanding of, and protection from, radiation exposure. Members who have made significant contributions individually, or as groups, towards this goal may be recognized by the CRCPD for such efforts. This award is for achievement in a short time as compared with long-term contributions.

- a. Criteria

The CRCPD will use the following criteria to determine whether or not a significant contribution has been made. The contribution on which this award is based shall have been made within the two-year period prior to the presentation of the award. The award shall be made to an individual, committee or task force for:

 - i. A unique and valuable approach to a better program of radiation protection;
 - ii. The discovery, evaluation, and a recommendation for control of a potential source of radiation; and/or
 - iii. Outstanding effort.

CRCPD members or groups may receive this award.
- b. Eligibility

All classes of membership of the CRCPD are eligible. In the case of a group effort, all members of the group will be eligible for the benefits provided by the award. The Board of Directors may establish other eligibility requirements as deemed appropriate.
- c. Nominations for the Award

Nominations may be made, and are encouraged, by any member of the CRCPD and its employees, or other interested persons. Nominations shall be made to the Awards Selection Committee.
- d. Frequency and Number of Awards

More than one award may be presented in any one year; there is no

- requirement that an award be made. If a group receives the award, each member of the group will receive the certificate.
- e. Selection Process
 - The Board of Directors shall review nominations and determine the final recipient(s) of the award(s). The Board shall prescribe the forms necessary for making nominations.
- f. Type of Award
 - The award shall be an individual certificate presented for the permanent retention by the recipient(s).
- g. Presentation
 - If an award is to be made, it shall be presented by the CRCPD Chairperson during an appropriate session of an annual meeting of the CRCPD to be determined by the Program Committee.
- h. Title
 - This award shall be known as the Board of Directors Award for Outstanding Achievement in the Field of Radiation Protection.

Clarification Note:

When a working group is given an award, the Executive Director is to obtain input from the working group chairperson regarding the recipients of the awards (members and Federal resource persons). August of 1988.

- i. This award was approved at the September 1986 Board of Directors meeting. The first award was presented in May 1987. Following is a list of the recipients.
 - 1987
 - 1. Training and Communications Committee (H-6)
 - 2. Ed Bailey
 - 3. Ruth McBurney
 - 4. William Dornsife
 - 1988
 - 1. Diane Tefft
 - 2. Maggie Reilly
 - 3. Committee on Quality Assurance in Diagnostic X-Ray (H-7)
 - 1989
 - 1. Kirksey Whatley
 - 2. Aubrey Godwin
 - 3. Joe Nanus
 - 1990
 - 1. Jim Hickey
 - 2. Greta Dicus
 - 1991
 - 1. Committee on Nationwide Evaluation of X-Ray Trends (NEXT) (H-4)
 - 2. Kathleen Kaufman
 - 1992
 - 1. Paul Weeden
 - 2. Mary DiStefano
 - 1993
 - 1. SR-2 Suggested State Regulations Working Group
 - 1994
 - 1. Authors of LLRW Video - Virgil Autry, Bernie Bevill, Ermes DeMaria, Terry Devine, Al Grella, Joe Himes, Mark Lewis, Mark Yeager
 - 1995
 - 1. Jake Jacobi
 - 2. Sam Finklea
 - 3. Bob Quillin
 - 4. Committee on Radioactive Waste Management (E-5) -Virgil Autry, Darice Bailey, Harold Borchert, William Dornsife, Paul Merges, Richard Ratliff, Ken Weaver, Charles Meyer, Steven Oberg, Henry Porter, Gary Robertson, Marjorie

- Wallé, Donald Harmon, James Gruhlke, Joseph Kane, Larry McNamara
5. Committee on Emergency Response Planning (E-6) - Bernie Bevill, James C. Hardeman, Harold Spiker, Donald Thompson, Clarence Born, Charles High, John Lutton, Kim Wong, Gerald Combs, Lt. Col. David Holmes, Brad Nelson
- 1996 1. Mark Yeager
2. Cindy Cardwell
3. Jan Endahl
- 1997 1. Don Flater
2. Jake Jacobi
3. Julia Schmitt
4. Cass Kaufman
5. Ed Gloor
6. John McCrohan
7. Lin Carigan
8. June Hart
- 1998 1. Commission on NORM - Ray D. Paris, Sam Finklea, Tommy Cardwell, Walter Cofer
- 1999 1. Committee on Radon (E-25) - Marjorie Wallé, Mike Pyles, Bob Stilwell, Adrian Howe, Mike Gilley, and Curt Hopkins
2. Harlan Keaton
3. Bruce Hirschler
4. Committee on Unwanted Radioactive Materials (E-34) - Joe Klinger, James Yusko, Robert Free, John Feeney, Terry Devine, Samuel Pettijohn, Robert Campbell, Doug Broaddus, Cheryl Rogers, Neil Naraine, and Jake Jacobi.
5. Commission on Training - Kathy Allen and Deborah Borden
6. Debby Jackson
- 2000 1. Task Force on TENORM (E-36) - Thomas Cardwell, Michael Ryan, David Bernhardt, Sam Finklea, James Hickey, and Charles Simmons.
2. Committee on Decontamination and Decommissioning (E-24) - Debra McBaugh, Howard Shuman, Philip Stoffey, Robert Young, Dennis Zannoni, Andy Wallo, John Karhnak, Jim Shepard, and John Greeves.
- 2001 1. Committee on Resource Recovery and Radioactivity (E-23) - Kathleen McAllister, Terry Devine, Pete Myers, Michael Whalen, Fred Scheuritzel, Joelle Key, Wendell Carriker, David Turberville, Ray Turner, John Zeh, Robert Gallagher, Chris Bedell, Deborah Kopsick, Frank Cardile, Fred Ferate, and Anthony Huffert
2. David Turberville
3. Jack Ferruolo
4. Task Force on CRCPD Strategic Planning - Diane Tefft, Jake Jacobi, Marcia Howard, and Deborah Pellegrini
- 2002 1. Ad Hoc Committee on Organization Review (S-6): John Erickson, Diane Tefft, John McCrohan, Steve Collins, Denny Galloway, Jessica Soileau,

- Ray Paris, Debbie Borden
2. Thomas J. Seif
 3. Thomas B. Shope, Ph.D.
- 2003
1. David Bernhardt
 2. Charles Simmons
 3. Jim Myers
 4. Kathy Allen
 5. Committee on Quality Assurance in Diagnostic X-Ray (H-7): John Winston, Linda Plusquellic, Philip Thoma, and Karen Best.
 6. Stephen A. Woods
 7. Dennis Angelo
- 2004
1. Task Force on New Modalities (H-24): Mary Ann Spohrer, Kathleen Kaufman, Cindy Cardwell, and Jack Ferruolo
 2. Committee on NEXT (H-4): Mary Ann Spohrer, Bruce Matkovich, Jay Nakasone, Warren Freier, and Robert Scott
 3. Task Force to Minimize the Risk from Fluoroscopy (H-22): John Winston, Mike Odlag, and Dennis Shiverdecker
 4. Healing Arts Council - Emerging Issues Committee (HAC-EI): Kathleen Kaufman, June Hawkinson, Mike Gilley, Dewey Crawford, and Debbie Borden
 5. Renee Fizer
 6. John Winston
 7. Karen Farris
- 2005
1. Robert Young
 2. Ruth McBurney
 3. Suggested State Regulations – Part G (SR-G): Catherine Fontaine, Debbie Gilley, Lynne Fairobent, Orhan Suleiman, Robert Gallagher, James Jarvis, Pamela Bishop, Kim Wiebeck, and John Zabko
 4. Committee on Ionizing Measurements (G-2): Robert Lommler, Donald Parry, Lyn Albin, and Charles Ditmer.
 5. Committee on Industrial Radiography (G-34): Jan Endahl, David Turberville, Robert Walker, and Lauren Palmer.
 6. Suggested State Regulations – Part X (SR-X): Kim Wiebeck, Bill Dundulis, Latischa Hanson, and Mary Haik.
 7. Task Force for State Comprehensive Profile (G-57): Cindy Cardwell, Margaret Henderson, Mark Bunge, Jack Ferruolo, and Ben Seiber.
- 2006
1. Task Force for the Handbook for Responding to a Radiological Dispersal Device (RDD) or an Improvised Nuclear Device (IND): Adela Salame-Alfie, Frieda Fisher-Tyler, Patricia Gardner, Kathleen Kaufman, Kathleen McAllister, Aubrey Godwin, Marinea Mehrhoff, Cynthia Costello, Debra McBaugh, Karen Beckley, Victor Anderson, Don Dale, Robert Greger, Margaret Henderson, Robert Gallagher, Kevin Simpson, and Tom Pentecost.

2. Committee on Emergency Response Planning (E-6): Patrick Mulligan, Lou Brandon, Stephen Woods, Michael Sinclair, and Aubrey Godwin.
3. Suggested State Regulations – Lasers (SR-AA): Cathy Fontaine, John Lamb, Latischa Hason, Roger Thuma, Manuel Karos, William Murray, and David Silney.
4. Training Committee (G-55): Cindy Becker, Susan Miller, and Dennis Angelo.
- 2007 1. Task Force for Bone Densitometry (H-30): June Hawkinson, Dennis Angelo, Russell Takata, Marge Shaw, Frances Harshaw, and Julie Timins.
- 2008 1. David Ferguson
2. Committee on Mammography (H-11): Beverly Jo Carswell, Shanna Farish, Donald Parry, Karen Farris, Lin Carigan, Pamela Platt, Stephanie Belella and Melissa Martin.
3. Committee on Unwanted Radioactive Materials (E-34): Joseph Klinger, Debbie Gilley, James Yusko, Sam Finklea, Joel Grimm, Terry Devine, and Justin Griffin.
4. Task Force for RDD/IND Scenarios as Examples for State Preparations (HS/ER-3): Kimberly Steves, John Williamson, Ann Troxler, Robert Free, Jack Crawford, and Paul Lohaus.
5. Suggested State Regulations – Part BB (SR-BB): Amy Sawyer, Phil Wilson, and Charles Ditmer
6. Suggested State Regulation – Part C (SR-C): Monica Perez, Trudy Hill, Cindy Becker, Johnny Graves, Ken Weaver, Vicki Morris, Vivian Campbell, Kathleen Schneider, Kevin Null, Jenny Tobin, Dan Schultheisz, and Martha Dibblee.
- 2009 1. Suggested State Regulations – Part R (SR-R): Roberts Stilwell, Clark Eldredge, William J. Bell, Kenneth Weaver, Marybeth Rich, Anita Kopera, and Dale Dorschner.
2. Committee on NEXT (H-4): Warren Freier, Mary Ann Spohrer, John Neal, George Eicholtz, and Aaron Gantt.
3. Task Force on the Inspection Protocol of Diagnostic X-ray Facilities Using CR/DR Technology (H-33): Mike Odlaug, Mary Ann Spohrer, Brent Gordy, and Carol Llewellyn.
4. Committee on Fostering Partnership and Developing Operational Guides (HS/ER-2): Frieda Fisher-Tyler, Adela Salame-Alfie, Marinea Mehrhoff, Patricia Gardner, Aubrey Godwin, Kathleen McAllister, Ruth McBurney, Lynn Evans, Kathleen Kaufman, and Debra McBaugh.

Note: Award criteria amended 9/95

4. **Awards Program - Level IV: The Board of Directors Award for Meritorious Service**

It is the goal of the Conference of Radiation Control Program Directors, Inc. (CRCPD) to assist the states and/or public in achieving a better understanding of, and protection from, radiation exposure. Individuals who

have made significant contributions towards this goal may be recognized by the CRCPD for such efforts. This award is for service to the CRCPD that contributed significantly in assisting the CRCPD to achieve its goals.

- a. **Criteria**
The CRCPD will use the following criteria to determine whether or not meritorious service has been made.
 - i. The service on which this award is based shall have been beyond that which is expected in normal duty and can span any length of time.
 - ii. The award will be granted to an individual who has worked with the CRCPD to promote specific or wide ranging radiation protection.
 - iii. The award shall be made for service to the CRCPD to acknowledge a person's contribution to radiation protection and especially to acknowledge that person's efforts to support the CRCPD in meeting its goals.
- b. **Eligibility**
All classes of CRCPD members and persons who have assisted the CRCPD are eligible. The award will only be given to an individual. The Board of Directors may establish other eligibility requirements as deemed appropriate.
- c. **Frequency and Number of Awards**
More than one award may be presented in any one year and there is no requirement to grant the award in any predetermined frequency.
- d. **Selection Process**
The Board of Directors shall review nominations and determine the final recipient(s) of the award(s). The Board shall prescribe the forms necessary for making nominations.
- e. **Type of Award**
The award shall be an individual certificate presented for the permanent retention by the recipient(s).
- f. **Presentation**
If an award is to be made, it shall be presented by the CRCPD Chairperson or the Chairperson's designee during an appropriate session of an annual meeting of the CRCPD to be determined by the Program Committee.
- g. **Title**
This award shall be known as the *Board of Directors Award for Meritorious Service*.

- i. **NOTE:** This award was approved at the January 1990 Board of Directors meeting, however the criteria were formally approved at the September 1990 meeting. The first award was presented in May 1990. Following is a list of the recipients.

1990	-	Charles Froom Larry Lloyd
1991	-	Charlie Porter Joel Lubenau CRCPD Office of Executive Director
1992	-	Bobby Dillard Pat (Heightchew) Gorman
1993	-	Bernard Bevill
1994	-	Ray Brandwein Lin Carigan June Hart

- Fred Rueter
Robert Schell
Sheldon Schwartz
Wilbur Van Pelt
- 1995 - Steve Collins
Burton Conway
Jim Hickey
Michael Odlaug
Judith Woolums
James Yusko
- 1996 - Terry Devine
Jim Kraeger
- 1997 - Richard E. Gross
- 1998 - Karen Tuccillo
Walter Klein
Sam Windham
Sue Smith
- 1999 - Bettye Merriman
Ed Bailey
David Walter
- 2000 - Jennifer Elee
Robert Lommler
Debra McBaugh
Marjorie Wallé
Debbie Gilley
James Hardeman
Elizabeth Rogers
- 2001 - Committee on Industrial Radiography (G-34) – Jan Endahl, Pam Bishop, Mike Henry;
Committee on Quality Assurance in Diagnostic X Ray :John Winston, Debra Jackson, Shanna Farish, Diana Wozniak, Philip Thoma, and Joyce Zeisler.
Mary E. Clark, Ph.D.
Task for on Radiation Priorities (Former G-44) - Jake Jacobi, Vicki Jeffs, and Mike Broderick
- 2002 - Committee on Mammography (H-11) - Jennifer Elee, Aaron Gantt, Bruce Matkovich, Don Agnew, Lin Carigan
- 2003 - Ad Hoc Committee on State Regulations Review (S-5): Robert Walker, James McNees, David Minnaar, Elizabeth Drinnon, and Marcia Howard;
Committee on Emergency Response Planning (E-6) - Stephen A. Woods, John Lutton, Michael Sinclair, Edwin Wright, and Patrick Mulligan;
Task Force on Public Information for Radiation Protection (G-53) - Jill Lipoti, Ruth McBurney, Leslie Foldesi, and Bernie Bevill;
Suggested State Regulations - Part A, D, and J - Shawn Seeley, Robert Greger, Mike Snee, and Cathey Bradley;
Committee on Radioactive Waste Management (E-5) - Gary Robertson, Thor Strong, Mark Yeager, William Sinclair, Mikel Elsen, Denny Galloway, Kenneth Weaver, and Nancy Stanley.
- 2004 - Joe Klinger; Lynne Fairobent; Jill Lipoti, Ph.D.; Ray Turner;
Donny Dicharry;

- Jennifer Elee; and
Suggested State Regulations - Part N - Steve Collins, Thomas Cardwell, Walter Cofer, Philip Egidi, Robert Goff, Sam Finklea, Charles Simmons, David Bernhardt, James Kennedy, Loren Setlow, and Paul J. Merges, Ph.D.
- 2005 - Catherine Fontaine; Jill Lipoti, Ph.D.; Melissa Martin; William J. Bell; and
Task Force for Cyberknife (H-26): Debbie Borden, Roland Fletcher, Frances Harshaw, Tommy Cardwell, and Latischa Hanson.
- 2006 - Committee on Radon (E-25): Adrian Howe, Michael Pyles, Robert Stilwell, William Bell, Kimberly Steves, James McNees, and Michael Gilley.
- 2007 - John L. McCrohan
- 2008 - Washington Department of Health – Office of Radiation Protection and Ralph S. Heyer
- 2009 - Stephanie Bellela
Jan Martensen
Stephen Balter
Michael Leal
Mike Phillips
William J. Bell
Clark Eldredge
Robert Stilwell
Ron Wheelton

5. **Awards Program - Level IV: Charles M. Hardin Award For Exemplary Performance**

(Board approved February 5, 2004)

Charles M. Hardin was the first Executive Secretary and then Executive Director of the Conference of Radiation Control Program Directors, Inc. As such, he developed the organization from a great idea into a strong national association for consistency and excellence in radiation protection regulation. His interaction with numerous federal agencies on behalf of state radiation protection programs provided critical funding needed by state regulators to develop the Suggested State Regulations for Control of Radiation. Continued funding provided for the National Conference on Radiation Control and the National Radon Conference. Charles (Chuck) retired from CRCPD in 2002 after 22 years of dedicated service to the organization.

- a. Title
This award shall be known as the Charles M. Hardin Award for Exemplary Performance.
- b. Criteria
The Executive Director will use the following criteria to determine the eligibility of a candidate for the award:
Be an individual member of the OED staff who has made significant contributions, beyond normal expectations, in a specific area of support for CRCPD members and/or fellow staff members that furthered the goals and objectives of the CRCPD.
- c. Eligibility
Be a member of the OED staff.
- d. Nominations for the Award
Nominations may be made, and are encouraged, by any member of CRCPD, OED staff, or other interested persons. Nominations shall be made to the Executive Director.

- e. Frequency and Number of the Awards
There shall be no more than two awards given per year; there is no requirement that any award need be made.
- f. Award Selection
The Executive Director shall review nominations and determine the recipient(s) of the award in consultation with the Board of Directors.
- g. Type of Award
The recipient(s) of the Charles M. Hardin Award will receive a plaque identifying the individual as a recipient of the award.
- h. Presentation
If an award(s) is to be made, it shall be presented during the Annual Meeting of the CRCPD.
- i. Recipients
2004 Inaugural Recipients:
 Lin Carigan
 Pat Gorman
2005 Lin Carigan
2006 Twila Barnett and Sue Smith
2007 Sharon Bowen
2008 No award given
2009 Bruce Hirschler

6. **Awards Program – Level IV: Public Servant Award**

(Board approved January 2008)

It is the goal of the Conference of Radiation Control Program Directors, Inc. (CRCPD) to recognize a federal, state, or local government official (other than a state or local radiation control program director) who has made significant contributions in support of state radiation control programs and/or the public in achieving a better understanding of, and protection from, radiation exposure. The award also is given in memory of those public servants who contributed in an outstanding way to the support of state radiation control programs and the protection of people and their environment.

- a. Title:
This award shall be known as the Public Servant Award.
- b. Criteria
The CRCPD will use the following criteria to determine eligibility of the individuals or groups:
 - i. A unique and valuable method of approach, providing the ability to implement a better program of radiation protection;
 - ii. The discovery, evaluation and/or recommendation for control of a potential source of radiation not previously dealt with, in a new, unique and/or more effective way; or
 - iii. An outstanding individual effort in public service that results in a major contribution to radiological health and has a positive effect on or for the CRCPD.
- c. Eligibility
Must be a current or former employee of a government entity and must not have been a member of CRCPD.
- d. Nominations for the Award
Nominations may be made, and are encouraged, by any member of CRCPD, OED staff or other interested persons. Nominations shall be made to the CRCPD Board of Directors.
- e. Frequency and Number of the Awards
Award is given as deemed necessary and is not limited.

- f. Selection Process
The Board of Directors shall review nominations and determine the final recipients(s) of the award(s). The Board shall prescribe the forms necessary for making nominations.
- g. Type of Award
The award shall be a plaque presented for the permanent retention by the recipients(s).
- h. Presentation
If an award is to be made, it shall be presented by the CRCPD Chairperson or the Chairperson's designee when deemed necessary.
- i. Recipients:
2008 – Admiral Joseph Krol
2009 – Commissioner Peter B. Lyons

7. **Awards Program – Level IV: Radon Hero Award**

(Board approved January 2008)

The CRCPD recognizes that exposure to indoor radon is a significant contributor to total radiation exposure received by the public and is the second leading cause of lung cancer. This award is to recognize an individual who has demonstrated leadership in reducing the health effects of radon exposure. The award will be given based on the individual's contribution to this effort, on their breadth and scope of services, and commitment to sustained radon risk reduction.

- a. Criteria
The principle selection criteria shall be the magnitude of the reduction in exposure to indoor radon that resulted from the actions of the recognized individual. Within that the following are to be considered.
 - i. Years of dedication to reducing radon exposure;
 - ii. Demonstrated commitment to reducing exposure;
 - iii. Development and/or implementation of good practices;
 - iv. Ability to deliver and support a consistent message;
 - v. Ability to collaborate with others to promote change;
 - vi. Ability to create sustained radon risk reduction.
- b. Eligibility
All individuals making a significant contribution to the reduction of excessive exposures to indoor radon are eligible. The award is open to employees of federal, state and local government, contractors, volunteer organizations, radon industry, radon certification bodies, radon trade associations, and standards writing organizations.
- c. Nominations for the Award
The OED will make an electronic solicitation to the CRCPD membership for nominations for the Radon Hero Award during September of each year. CRCPD members may submit their nomination along with a letter of recommendation to the OED office on or before November 1.
- d. Frequency and Number of Awards
This is an annual award given to one individual.
- e. Selection Process
The nominations will be forwarded to the CRCPD E-25 Committee on Radon who will make a recommendation of a recipient to the CRCPD Board of Directors on or before December 1. The Board of Directors may approve or reject the recommendation.

- f. **Type of Award**
The award consists of plaque naming the recipient and recognizing their significant accomplishments.
- g. **Presentation**
The award will be announced in January during National Radon Action Month and presented at the next National Radon Conference.
- h. **Title**
This award shall be known as the Radon Hero Award.
- i. **Recipients:**
 - 2006 - Phil Anthes
 - 2007 - Kevin Stewart
 - 2008 - Michael Pyles

VIII. GENERAL

1. **Testimony:**

When persons provide testimony to Congress, federal agencies, or other groups, they must identify clearly who they are representing and in what capacity. In presenting testimony on behalf of the CRCPD, it shall be stated as to whether the statements are the official policy or position of the CRCPD, the opinions of a committee, solely the opinion of the speaker, etc. Copies of statements provided to such groups shall be submitted to the OED of the CRCPD. This policy does not prohibit a CRCPD member from giving testimony to such groups, but does set the conditions of expressions made on behalf of the CRCPD. (Effective May 1983.)

This does not restrict a CRCPD member from being at a meeting for other purposes and commenting on CRCPD, if appropriate. Refer to Board policy IV.3 for more information. (Amended November 1999.)

2. **Use of SI Units:**

The Board supports the listing of SI (international system) units of measure first followed by conventional units in parenthesis. Effective July 1992, all CRCPD publications, including criteria documents, should list SI units first with conventional units being shown in parenthesis. (Adopted January 26, 1992 - reference Policy 8 under Annual Meeting and Policy 9 under Committees for further policies re: SI units.)

3. **CRCPD Exhibit Loan Policy:**

The CRCPD exhibit may be loaned to an employee of a state RCP or a CRCPD member provided a statement is signed by the state RCP Voting Member or a CRCPD member indicating that he/she takes responsibility for the exhibit while in their possession, assuring the exhibit is properly assembled and disassembled, and that should damage result due to improperly handling of the exhibit, the recovery cost necessary to repair the exhibit will be paid by the state RCP or CRCPD member. (Adopted October 1992.)

4. **Persons Accompanying Exhibit:**

Two individuals shall accompany the exhibit, one person from the OED, and the second person should be an individual from the CRCPD Speakers Bureau, who is knowledgeable of CRCPD and from the state RCP in which the exhibit is being shown. However, in the event that such individual is not available, a second person from the OED shall accompany the exhibit. (Adopted February 8, 1993.)

5. **Speakers Bureau:**

The CRCPD Speakers Bureau shall consist of volunteers from the Director and Associate Member classifications.

- b. **Compilation of Speakers**

To achieve this goal, it is necessary to have a list of individuals, made up of Director and Associate Members of the CRCPD, who are knowledgeable in specific areas in which the CRCPD is involved. This listing would be cross-referenced geographically and by subject matter to minimize travel expenses. While the Speakers Bureau is a voluntary effort, it is the Board's intent to obtain the most qualified individual for each speaking engagement. To reach this end, the Board of Directors will seek names for this list through the NEWSBRIEF and other such media.

To maintain a consistent message about the CRCPD it is recommended that a standard script, including slides, be developed. The OED will seek out individuals willing to prepare such a script and/or visual aids.

- c. **Interim Criteria**
 Prior to an individual being considered for the CRCPD's Speakers Bureau, he or she must provide the CRCPD information relative to his or her training and experience in specific areas of radiation protection. This experience must include public speaking and the ability to react well in unpredictable situations. The CRCPD will provide an appropriate form for the individual to summarize his or her experience.

The OED shall insure that the speaker has knowledge of the positions and policies of the CRCPD. The individual should indicate that he or she is familiar with, or will become familiar with, the positions and policies of the CRCPD in the subject area for which the speaker is being asked to address. Should the individual, while being knowledgeable in a particular technical area, not be familiar with the positions and policies of the CRCPD, he or she will obtain from the OED any relevant positions. or policies of the CRCPD.

It is important to note, that while the speaker may not personally agree with the CRCPD position, he or she may express a position contrary to this position or policy, provided that the speaker clearly states that the contrary position is his/her position and not that of the CRCPD. However, should the speaker express an opinion that is contrary to the CRCPD, the speaker should state to the audience that the positions and policies of the CRCPD are based upon a diverse group, surveys, etc., and that the speaker's differing opinion is not to be construed as not in support of the CRCPD as a whole.

Prior to speaking, all speakers will provide a bullet summary of highlights to the OED. The CRCPD chair, chair-elect, past chair and the OED will review and approve all the individuals to be placed on the CRCPD's Speakers Bureau. (Amended May 1994.)

6. **Open/Closed Meetings:**

It is the general policy that all meetings, such as committee/task force meetings etc., of the CRCPD shall be open. However, when it has been established that enforcement activities or other sensitive issues are to be discussed at a meeting

of the CRCPD, and it is determined that it would be in the best interest of the organization to restrict attendance to the meeting, then the CRCPD may hold closed meetings. (Adopted February 1993.) (Amended July 2000.)

7. **Personnel Exchange Program - RCP Request for Assistance:**

It is the policy of CRCPD to provide, when requested, technical assistance to, and/or program review of, a state's RCP consistent with the availability of appropriate resources, provided the state meets the following criteria:

- a. Member is in good standing with CRCPD
- b. Availability of:
 - individual with specific expertise; and
 - funds to support assistance/review. (Note: Requesting state is expected to provide some level of resource reimbursement to CRCPD.)
- c. CRCPD cannot provide technical assistance for chronic program shortfalls but will provide for short-term program weaknesses, such as:
 - Catch-up on inspections;
 - Catch-up on licensing actions;
 - Training on a specific subject;
 - Developing program procedures;; and
 - Etc.
- d. CRCPD will provide a comprehensive program review consistent with the availability of a team membership and resources.
- e. A state request for technical assistance to CRCPD should include a statement on the consequences of not receiving the assistance requested. (Adopted November 1993.)

8. **Conversion from Ci to Bq in Regulatory Limits:**

Where a regulatory limit of radioactivity was deliberately rounded to a whole number in curies, it shall be the policy of CRCPD to round the corresponding SI value to the same number of significant figures, in the interest of preserving the intended precision of the regulatory limit. (Adopted November 1993.)

9. **Comprehensive Review of State Radiation Control Program:**

Board approval is required when a state requests a comprehensive review of their Radiation Control Program (RCP) whereby CRCPD funding is requested. Board approval is not required when a state requests a comprehensive review at the state's expense. (Intent: This policy allows a state the flexibility to request CRCPD to review one or more programs as noted in the Comprehensive Review document). (Adopted November 1999.)

10. **CRCPD Website:**

OED staff shall review and grammatically edit all information prior to posting to the web. This policy shall apply to those documents that are not required to go through the official review and edit process. This policy shall not apply to documents that are to be posted on a sub web page for peer review. A disclaimer shall be added to those respective documents. (Approved November 2002)

In the event that OED receives a request to post information that appears to be inappropriate, such request with OED's recommendation shall be forwarded to the Board for final approval. (Approved November 2002)

IX. MEMBERSHIP

1. **Dues:**

The Board shall annually review the membership dues. Following this review, the OED shall contact each Director Member to determine the method of invoicing the CRCPD members within their program. (Amended May 2000)

2. **Reinstatement:**
Any member removed from the membership in accordance with Article IX, Section 2. of the Bylaws, or for any other reason, must reapply, if individual/group membership is being requested and submit the appropriate application form and fee, for reinstatement into the CRCPD membership. (Amended May 2000).
3. **Location Change that would Affect the Qualifications for which a Member was Previously Approved:**
If a change in location affects the qualifications of the new class of membership, the individual must comply with the applicable policies and procedures as noted in 4. below.
Director Members -- An application is required regardless of how the dues are paid. The Director Member must sign the application along with his/her supervisor. (Effective May 2000)
4. **Associate Members:**
 - a. An application is required when applying for an individual or Group membership. The application for associate membership requires the signature of the Director Member, in addition to the applicant's signature, for purposes of providing verification that the applicant is employed with the State/Local Radiation Control Program. For Clarification, the signature is not granting permission for the applicant to join the CRCPD. A copy of the membership acceptance letter is provided to the Voting Member as information only. (Revised May 2000).
 - i. It is the general policy that if an Associate Member has paid individual dues and moves from one location to another, and the circumstances at the new location do not affect the qualifications for the current classification in which the individual has already been approved, then no new membership application will be required. (Amended May 2000).
 - b. An application is not required when an Associate Member is part of an Agency membership (see #5 below for details). (Adopted May 2000.)
 - c. It is the responsibility of the Associate Member to obtain whatever approvals necessary within their RCP to participate in CRCPD activities during work time. It is in the best interest of the Associate Member that this support be obtained prior to involvement. CRCPD will not seek approval from the program director prior to Board approval of working group assignments. (Adopted May 2000).
5. **Agency Membership:**
The RCP pays for a specific number of membership slots at a flat rate and provides information on the individuals to be included. The individuals do not have to complete a membership application and go through the membership approval process. The Director Member needs to provide to the OED the information on the individual(s) (name, address, phone number, e-mail address) and indicate in writing that the individual(s) is part of the program. As long as there are slots available in the Agency size selected, individuals can be added any time during the year. EXCEPTION: For a Director Member change, completion of an application form signed by the Director Member and his/her supervisor is required and has to go through the membership approval process. The current sizes and fees are:

1-10 members	\$ 750
11-25 members	\$1,750

26-50 members	\$3,000
51-75 members	\$4,500
76-100 members	\$6,000
101+members	\$7,500

(Amended May 2000)

6. **Group membership:**

The RCP pays for the Director Member and a specific number of slots for Associate Members at the current rate approved by the Board. If any slots become available during the year, the dues payment can be transferred to another designated person. If the person is not yet a CRCPD member, a membership application is required and the application has to go through the membership approval process.

7. **Approval/Termination of CRCPD membership:**

a. Member (Director)

Approval: As per Bylaws, in being the Director of the RCP as per criteria of "Member Class."

Termination: When he/she leaves the full time employment as the "Director" of the RCP as per criteria of "Member Class" or does not pay his/her dues. It shall be the responsibility of the current "Member" upon his/her termination as Director to make known to state officials that designation of a new "Member" is in order.

b. Associate

Approval: As per Bylaws, "be employed in the radiation control program of a state...."

Termination: When a person is no longer employed by the RCP as defined in "Criteria for Determination of Member Class" or does not pay his/her dues. It shall be the responsibility of the current "Member" to annually review the status of the program's Associate member(s) employed and to report changes as required to OED.

c. Emeritus

Approval: As per Bylaws, having been a member in any other membership class and approval by Board of Directors, plus notation of having performed extraordinary duties as a CRCPD member which required, as a minimum, a donation of time and product in keeping with the CRCPD goals.

Termination: Shall be deemed Emeritus for life unless the individual: 1) does not pay his/her dues, 2) requests termination in writing or 3) is requested by the Board of Directors to terminate such membership. Prior to #3 termination, the Board shall have issued three letters of warning to the individual each addressing act(s) performed by said member that have

- conflict with the CRCPD objectives and purposes.
- d. International
Approval: As per Bylaws.
Termination: When the individual leaves the employment of the RCP (i.e., the program having authority to act as the primary agency for control of radiation sources), does not pay his/her dues, or is requested by the Board of Directors to terminate such membership. Prior to Board termination, the Board shall have issued three letters of warning to the individual each addressing act(s) performed by said member that have conflict with the CRCPD objectives and purposes.
- e. Affiliate
Approval: As per Bylaws.
Termination: Shall be deemed Affiliate for life unless the individual: 1) does not pay his/her dues, 2) requests termination in writing or 3) is requested by the Board of Directors to terminate such membership. Prior to #3 termination, the Board shall have issued three letters of warning to the individual each addressing act(s) performed by said member that have conflict with the CRCPD objectives and purposes.
- f. Honorary
Approval: As per Bylaws, and in keeping with CRCPD goals and principles.
Termination: Should be for life unless member requests termination, or is requested by the Board of Directors to terminate such membership. Prior to Board termination, the Board shall have issued three letters of warning to the individual each addressing act(s) performed by said member that have conflict with the CRCPD objectives and purposes.
- g. State/Local Agency
Approval: As per Bylaws.
Termination: Not applicable. (Adopted May 2000)
- h. Life Member Certificate:
The CRCPD Board may approve a maximum of two Life Members in any given calendar year. Upon approval, the OED will issue an individual framed certificate for permanent retention by the recipient(s) which shall include the rights to lifetime membership in the CRCPD with no membership dues ever being charged. The framed certificate will be forwarded to the recipient along with a letter signed by the CRCPD Chairperson.

8. **Legal Fees:** CRCPD cannot pay legal fees for its membership. (Effective 9/95)

X. TRAVEL

1. **Regulations:**

The official travel regulations of CRCPD are those specific regulations developed by the OED staff and approved by the Board. Such CRCPD Travel Regulations shall, in general, follow the federal GSA Travel Regulations, and where the CRCPD Travel Regulations address an area that is specifically covered by the GSA Travel Regulations, the CRCPD Travel Regulations shall be the same as the GSA Regulations. *Note:* Two exceptions have been approved by the board: 1) Receipts will be required for items \$25.00 or more, not including meals. This is contrary to the current GSA regulations, which raised the receipt requirement to \$75.00 effective October 1, 1995. 2) Receptions/Light Refreshments/Snacks will not be provided for working group meetings effective May 2000). (Amended May 2000)
2. **Meetings in Home Town:**

When meetings are held in the home town of a CRCPD member, and if associated cost cannot be paid through federal grants or cooperative agreements, the CRCPD will make provisions to pay for necessary meals and local travel, which should be claimed. (Effective January 1984.) For clarification, the host shall be paid 2 of the M&IE rate for the dates of the meeting only as indicated on their travel authorization. Receipts are not required for meals. (Effective January 23, 1990.)
3. **Rental Vehicles:**
 - a. Persons who are on official business for the CRCPD and who have been authorized, in writing, by the CRCPD to rent a vehicle, shall make every effort to obtain the most economical mode of rental transportation, consistent with the needs of the traveler.
 - b. Upon renting a vehicle, the traveler should thoroughly review the conditions of operation of the rented vehicle, as contained in the written agreement or contract. Violations of the conditions may void any renter non-liability clause to the renter.
 - c. The traveler should obtain the Collision Damage Waiver (CDW), unless the individual's personal insurance would adequately cover the renter's responsibility for vehicle damage due to collision or upset.
 - d. Since the passengers of rented vehicles are not usually covered by the general personal injury or death liability coverage, the Personal Accident Insurance (PAI) option should be taken, unless the renter feels that his/her personal liability insurance adequately protects them from personal injury or death claims from passengers.
 - e. The CRCPD will not pay for the option of protection for Personal Effects Coverage (PEC). Such an option will be at the expense of the renter. (Section 3.a-e, effective February 1985.)
4. **International Travel:**

Any international travel by members of the CRCPD shall be approved by the full Board. (Effective May 18, 1985.)

5. **Travel Expense Voucher:**

A travel expense voucher, with the required receipts, and a copy of travel authorization attached, shall be prepared and submitted for payment to the OED within 30 days of the date when travel is completed. If the voucher is not received within the thirty days, the traveler will be notified of his/her delinquency. Following this notification, if the traveler does not submit the voucher within an additional thirty days, a written notice will be sent notifying the traveler of possible deobligation of funds for the trip. If some "unforeseen circumstances" should arise and such compliance is unreasonable, the OED may grant an extension, if justified in writing.

6. **Airline Penalties:**

As related to flight arrangements, the OED shall make every effort to obtain the lowest airfare available for travelers funded by the CRCPD, including nonrefundable tickets. In order to obtain such low airfares, a penalty may be incurred should tickets already issued be changed or canceled. It is policy of the Board of Directors that the CRCPD should only pay such assessed penalties if the change or cancellation of flight arrangements are caused by the CRCPD, or there is a personal emergency for the traveler. "Emergencies" are personal or family illness or death. If such emergency occurs, the traveler shall submit to the OED a written justification in support of the change or cancellation of a ticket. OED will work with the airline within their established policies to get the best deal for both the traveler and the CRCPD. A change for non-CRCPD business purposes is not considered a personal emergency, therefore may result in the additional cost being paid by the State or individual. Exceptions can be approved by the Board of Directors. (Amended March 2003.)

7. **Annual Meeting Travel:**

As it relates to annual meetings, all travelers shall contact the OED at least 60 days prior to the travel date and make necessary flight arrangements in order to take advantage of the lowest possible fares available. An exception may be made in the case where a traveler is authorized to travel after the lowest possible rates are no longer available. This particular traveler is expected to make arrangements immediately upon receiving authorization in order to obtain the lowest airfare available. Clarification: Working group chairs must obtain approval of their respective Council Chairs for meetings in association with the annual meeting in time to meet this 60 day requirement. Intent: It is the general intent that for the CRCPD to support the financial costs for members attending the entire annual meeting, that such members take advantage of the lowest possible fares available. To implement the above interpretation, the traveler should be offered the following option in the event that they cannot or do not want to take advantage of lowest possible fare available. (Amended July 22, 2004.)

- a. As related to support for the entire meeting, the CRCPD will pay the lowest possible fare with the traveler picking up the difference. (Amended July 2004.)
- b. For an invited speaker who is authorized to attend the entire meeting, the traveler has the option of "a" above or the CRCPD will support the higher airfare rate for their speaking engagement only and not support the traveler for the entire meeting.

NOTE: This intent was given by Chairman Strong on April 13, 1988.

8. **CRCPD Sponsored Meetings:**

All meetings planned by a CRCPD sponsored entity shall take advantage of economical travel. Exceptions may be dictated by provisions outlined in the notice of awards issued to CRCPD. (Amended July 22, 2004.)

9. **Personal Travel in Conjunction with CRCPD Travel:**

For any traveler who chooses to combine personal travel with official CRCPD travel, the maximum amount to be paid to the traveler by CRCPD will be the amount that the trip would have cost without personal travel involved. The

determination of this maximum amount will be based on the lowest air fare, considering non-refundable tickets and tickets with penalties, which would have been issued under normal circumstances. It shall be the responsibility of the traveler who desires to combine business and personal travel to sign a written statement of the maximum amount which he or she can expect at the conclusion of his or her travel. This policy applies even if the traveler initially planned combined travel, but later decides to travel on official business only, and the change of decision results in a higher air fare cost. For clarification, should the CRCPD cause a change that results in a higher fee than was originally agreed upon, the CRCPD would be liable for the additional cost. (Amended January 2003).

10. **Frequent Flyer:**

CRCPD members are to follow their individual state's policy regarding the frequent flyer system. OED is not to be involved in frequent flyer issues. It is the responsibility of the individual to deal with the airlines on these matters. (Effective February 5, 1995).

11. **Reporting Procedures for CRCPD Travelers:**

- a. CRCPD financially Supported Travelers:
It is the policy of the Board that all persons traveling on CRCPD fund shall provide the Board of Directors with a brief report of the meeting, indicating what when on at the meeting, any action or follow-up that is required as a result of the meeting:
- i. Submission deadline: Two weeks after the meeting is concluded.
 - ii. Report can be submitted electronically.
 - iii. In addition to submitting an electronic report to the Board of Directors, supported travelers are strongly encouraged to provide a written *Newsbrief* article. (Adopted November 1996, Amended August 2005.)
- b. CRCPD member representation on non-CRCPD working groups (not financially supported by CRCPD):
The Board strongly encourages CRCPD members who are serving on non-CRCPD working groups to report activities and information that is pertinent to the membership via e-mail and/or in the *Newsbrief*. This applies to all CRCPD members, whether financially supported by CRCPD or some other mechanism. (Adopted November 2003.)