

When Recorded Return To:



NORTHEAST MOUNTAIN VIEW ADVISORY COUNCIL - OPERATING PROCEDURES

1. NAME, SCOPE, AND DURATION

- a. Name: Northeast Mountain View Advisory Council. Short name is NMAC.
- b. Scope: Northeast Mountain View is the part of Mountain View, California north of El Camino Real and east of Rengstorff Ave. Concerned Area is the area in Northeast Mountain View in close proximity to the MEW, Moffett, GTE, or JASCO sites.
- c. Duration: Until the need no longer exists.

2. MISSION STATEMENT

Cooperate with EPA, other government agencies, and responsible parties to ensure a clean, healthful, and desirable environment for everyone who lives or works in the Concerned Area.

3. PURPOSES

- a. Ensure contaminated groundwater and soil is treated to remove the contaminants.
- b. Ensure groundwater treatment does not put contaminants into the air.
- c. Ensure indoor and outdoor air is tested for compliance with EPA standards.
- d. Ensure indoor and outdoor air not in compliance is promptly remedied.
- e. Ensure information about specific homes is protected from public disclosure.

4. MEMBERSHIP

- a. Number of Members: No limit.
- b. Qualifications and responsibilities:
 - Agree to participate actively and attend meetings for 2 years.
 - Subscribe to mission and purposes of NMAC.
 - Provide name, full street address, phone number, and email if possible.
 - Designate class of membership.
 - Provide identification that verifies eligibility for class of membership.
- c. Privacy policy:
 - Member address, phone, and email are private and will not be released.
- d. Membership Classes:
 - Resident Member who permanently resides in Concerned Area
 - Worker Member who works in Concerned Area unless a PRP employee
 - Owner Member who owns property in Concerned Area unless a PRP
 - Supporter non-PRP business that donates to NMAC
 - PRP potentially responsible party for cleanup
 - Friend any other person in Santa Clara County who supports the mission and goals of NMAC
 - Liaison someone who represents a group in Santa Clara County and reports back to that group

- e. Voting Members: Residents, Workers and Owners, as defined above.
- f. Termination: Membership ceases upon resignation. Voting Membership ceases after absence from 3 consecutive regular meetings.
- g. Member Selection and Terms: Members volunteer for 2 years.
- h. Adding Members: A new Member may be added, or a non-voting Member converted to Voting Member status, by means of registration by such person at the end of a regular meeting, with such registration to become effective at the next regularly scheduled meeting.

5. RESOLVING ISSUES

- a. Quorum:
At least 50% of Voting Members must be present at meeting to make decisions.
- b. Decisions:
Each Resident and Worker shall have one vote.
Each Owner, whether an individual, association, business, or government, shall have but one vote, regardless of the number of parcels owned.
All decisions are by majority vote of Voting Members present, except as provided below.
- c. Decisions by Chair:
Customary.
Chair shall not vote except to break a tie.
- d. Changing these Operating Procedures:
Changes must be approved by 2/3 of Voting Members present.

6. MEETINGS

- a. How often: Monthly unless there is no business to transact.
- b. Where: Determined by Executive Board.
- c. Meeting Notice: Determined by Executive Board.
- d. Basic format for meetings:
 - Determine Quorum
 - Approve Minutes of previous meeting
 - Approve Agenda
 - Old business
 - New business
 - Suggestions for next Agenda
 - Date and time for next Meeting
 - Adjourn
- e. Use Robert's Rules of Order: Yes.
- f. Minutes of meetings: Available to Members and the public.

7. LEADERSHIP

- a. Executive Board: Composed of 5 Officers
- b. Spokesperson:
Executive Board shall designate one Officer as spokesperson for NMAC.
This person is solely responsible for coordinating the release of information about NMAC and answering requests from the media. Written communications shall be approved by the Executive Board.
- c. Term of Officers: 1 year
- d. Choosing Officers:
All Officers shall be elected by Voting Members at January meeting.
This process shall be repeated every term.
- e. Officer Qualifications: Must be Voting Members.
- f. Filling Officer Vacancies: Elected by Voting Members at following meeting.
- g. Roles and responsibilities of Officers: Customary.
- h. Committees:

Each committee must be specifically authorized by Voting Members.
A committee is temporary unless otherwise specified.
A committee's authority is limited to reporting and recommending.
Its members are nominated by Presiding Officer and confirmed by Voting Members.
Its Chair must be a Voting Member.
Its Chair is nominated by Presiding Officer and confirmed by Voting Members.

8. TRANSPARENCY AND ACCOUNTABILITY

- a. All meetings, minutes, financial reports, and contracts are public.
- b. Members and Officers are accountable to all who live and work in the Concerned Area.
- c. Non-members who live or work in the Concerned Area have the right to speak and ask questions at meetings.

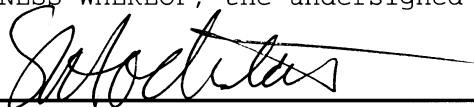
9. CONFLICT OF INTEREST

- a. Members:
Members must reveal if they, a close relative, or a close associate have a financial interest in a matter under consideration by NMAC, and must refrain from participating and voting on it.
- b. Officers:
Officers must reveal if they, a close relative, or a close associate have a financial interest in a matter under consideration by NMAC, and must refrain from participating and voting on it. If there is a continuing conflict of interest, the Officer must resign.
- c. Financial interest does not include any effect on the value of the Member's or Officer's home.

10. INTERPRETATION AND LIMITATIONS

- a. All words in this document have their usual English meanings except that the following have special meanings explicitly defined in this document:
Northeast Mountain View, Concerned Area, Member, Resident, Worker, Owner, Supporter, PRP, Friend, Liaison, Voting Members, Officers.
- b. Special meanings for these terms apply to both their singular and plural forms.
- c. A person who is eligible for more than one class of membership must select just one class.
- d. NMAC's stated mission and purposes are for public benefit and not for the private gain of any person.
- e. NMAC will not attempt to influence legislation, will not participate in any political campaign, and will not support or oppose any candidate for public office.

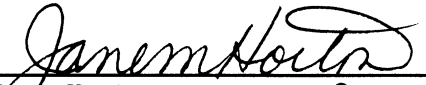
Adopted by NMAC regularly scheduled meeting on August 13, 2003.
IN WITNESS WHEREOF, the undersigned officers of NMAC so certify.




Steve Hochstadt



Lenny Siegel



Jane Horton



Mark Underwood



Ed Schlosser