



Tribal Waste & Response Steering Committee Charter

Article I. Mission

The TWAR SC will maintain a cooperative exchange of information between American Indian Tribes, USEPA OLEM, federal partners, and other organizations to assess, understand, and prevent environmental impacts that adversely affect health, culture, and natural resources.

Article II. Committee

Section 2.01 Membership: The Committee is an advisory body composed of tribal representatives that represent a broad range of expertise, and strives for geographical distribution. Each tribal representative serving on the Committee must be employed by a federally recognized tribal government/Alaska Native Village and be engaged in Office of Land and Emergency Management (OLEM) issues. Applicants from Native Alaskan consortia will be considered by the Selection Committee (See Section 2.04).

Section 2.02 Number and Terms of Office: The Committee may consist of up to ten members. The term of office is two years. There are no term limits for Committee members who apply for selection following the expiration of their term. Members serve staggered terms, allowing for the addition of new people each year.

Section 2.03 Applications: Any person engaged in Tribal OLEM issues and who is an employee of a federally recognized Tribal government, Alaskan Native Village, or Native Alaskan consortia, may apply for Committee membership. Successful applicants to the Committee must have authorization from their Tribal official, or their designate, affirming their employment status and the Tribe's willingness to have them serve. If applicants are working as independent consultants with Tribes, they shall disclose that information when applying to the TWAR SC.

Section 2.04 Selection: Applications, containing a description of the roles and responsibilities of Committee members, will be made available each year. Interested parties submit their completed applications to the administrator of the grant.

The open seats on the Committee shall be filled from the pool of nominees by a special selection team composed of one representative from the administrator of the grant, who selects one to three tribal professionals to also serve, and the OLEM project officer, who selects one to three

USEPA staff to also serve. Nominees will be selected based on the criteria in the Committee application announcement. There is no requirement to fill all open seats on the Committee. The Committee shall strive to maintain a minimum of seven members to help ensure broad programmatic experience.

Section 2.05 Interim Vacancies: If a Committee member is for any reason unable to complete the two-year term, the position shall remain vacant until the next nomination and selection cycle unless the Committee decides to take action to ensure a minimum of seven members are on the Committee in accordance with Section 2.04.

Article III. Voting

Section 3.01 Overview: The Committee is a consensus-based organization, and aspires to achieve consensus whenever possible. When the desired consensus can be reached, no vote will be necessary. All Committee members may participate in deliberations and discussion related to Committee decision making, and are included in the consensus process. However, should consensus be unattainable, the majority voting processes as outlined below shall be executed.

Section 3.02 Quorum: A quorum for conducting official business is met when more than fifty percent (50%) of the Committee representatives are in attendance not including proxies given under Section 5.04.

Section 3.03 Consensus. A consensus is a recommendation or agreement reached by the Committee as a whole, lacking any dissent.

Section 3.04 Majority Vote: Majority vote shall be the method used for modifications to the Charter, and other similar decisions, as determined by the Committee. A majority is more than fifty percent (50%) of the votes present at a Committee meeting with a quorum.

Article IV. Officers, Duties of Officers

Section 4.01 Chair: The Chair shall facilitate discussion and consensus during Committee meetings, and conduct business in an orderly fashion. The Chair may convene separate subcommittees to accomplish goals and objectives. If the Chair cannot attend a Committee meeting, the Vice-Chair shall be designated to act in his or her place. The Chair shall be elected by the Committee through majority vote. When the Committee is not in session the Chair acts as its representative to the outside world and as its spokesperson.

Section 4.02 Vice-Chair: In the absence of the Chair, the Vice-Chair assumes the responsibilities of the Chair. The Vice-Chair shall be elected by the Committee through a majority vote.

Section 4.03 Terms: The terms of office for the Chair and Vice-Chair shall be one year. Terms are limited to a period of four consecutive years.

Article V. Meetings, Decision Making, and Responsibilities of the Committee

Section 5.01 Meetings: The Committee meets six times a year, two of which are in person, with additional meetings to be held as necessary.

Section 5.02 Attendance: It is a critical responsibility for Committee members to attend all scheduled meetings on a regular basis. Two consecutive absences at scheduled meetings are grounds for dismissal. Dismissal due to member attendance is at the discretion of the grant administrator and OLEM. Committee members may not appoint an alternate representative to participate in their absence.

Section 5.03 Recommendations: Committee members should make every effort to participate in meetings. If they cannot participate, they may submit in writing their comments and recommendations prior to the meeting. The Committee provides recommendations to the USEPA and the grant administrator. The grant administrator's staff reviews the recommendations for feasibility and other concerns and reports their findings to the Committee. The grant administrator may also bring recommendations to the Committee for review.

Section 5.04 Proxy: A Committee member may submit a proxy vote for a planned action, in writing (including email), to the Chair and Vice-Chair. The Chair and Vice-Chair shall represent that representative's position in the consensus or voting process should that become necessary. A proxy vote shall not transmit any authority to represent a position not described by the representative in advance of the discussion.

Section 5.05 Topics, Agenda, Meeting Notes: The Chair and Vice-Chair will work with the grant administrator to solicit meeting topics, craft agendas, develop and disseminate the Priorities Document, and capture meeting notes as necessary.

Section 5.06 Special Meetings: Committee members may request a special meeting through the Chair or Vice-Chair. The Chair or Vice-Chair (or their appointed delegate) can convene a special meeting, but a quorum must be present in order to carry out any official business.

Section 5.07 Informal Action: If all Committee members consent in writing (including email) to any action taken or to be taken by the Committee, and the writing or writings evidencing their consent are provided to the Chair or Vice-Chair, the action shall be as valid as though it had been authorized at a Committee meeting.

Article VI. Amendments

Section 6.01 This Charter may be altered, amended, or repealed, and a new charter may be adopted, by a majority vote of the Committee members at any scheduled meeting of the Committee where a quorum is present. Members of the Committee will be given at least two week's written notice of intent to alter, amend, repeal, or adopt a new charter at such a meeting.

Charter Revision: March 19, 2026

This charter was revised and approved by nine of the ten members on March 19, 2026.

Rebecca Stevens

Rebecca Stevens, Coeur d'Alene Tribe
TWAR Steering Committee Chair