

**NORTHERN NEW MEXICO CITIZENS' ADVISORY BOARD  
to the  
DEPARTMENT OF ENERGY/LOS ALAMOS NATIONAL  
LABORATORY**

**Operating Procedures/By-Laws Subcommittee  
Recommendations to CAB**

**January 4, 1995**

**Subcommittee Members:**

Carl Tsosie, Chair, CAB  
Bernadette Chavira-Merriman, CAB  
Glenn Lockhart, CAB  
Dr. Antonio Delgado, CAB  
Elmer Torres, CAB

The following are recommendations of the Operational Procedures/By-Laws Subcommittee that will be presented to the CAB at the January 9, 1996 Meeting;

**Work Session Time & Place**

Date: Saturday, February 3  
Time: 9:00 am - 4:00 pm  
Place: Hotel Santa Fe, Santa Fe

**Approval of the proposed changes to the Operating Procedures/Mission Statement**

Changes under "Conflict of Interest", "Meeting Minutes" and "Members"

**"Code of Conduct" that the Operating Procedures/By-Laws Subcommittee will continue to revise.**

This "Code of Conduct" will be further revised by this subcommittee and submitted for approval to the CAB at regal monthly CAB Meeting..



**NORTHERN NEW MEXICO CITIZENS' ADVISORY BOARD**  
**to the**  
**DEPARTMENT OF ENERGY/LOS ALAMOS NATIONAL LABORATORY**

**Draft Code of Conduct**

The Operating Procedures/By-Laws Subcommittee proposes that the CAB officially adopt the following Code of Conduct to be to be enforced at regular and special CAB meetings including all Subcommittee meetings.

Co-Chairs have the authority to enforce the Code of Conduct at regular and special meetings and Sub-Committee Chairs have this same authority at Subcommittee meetings.

1. Be on time for meetings.
2. Start/end meetings on time.
3. Be courteous of one another, wait to be recognized before speaking; no interruptions.
4. Have respect for speaker and others around you, no side conversations.
5. Every member is entitled to state opinions and be listened to; don't dominate meetings.
6. Judge/criticize the issue/ideas, not the individual or organization.
7. Give sufficient advance notice to staff support if a you cannot attend a meeting.
8. Carry out assignments on schedule.
9. Stay focused on issues during the meeting.
10. Treat all members equally.
11. No ideas are too small.

12. Strive for a positive outlook.
13. Be open minded.
14. Respect confidences when applicable.
15. Keep in perspective who the CAB has been chartered to serve.
16. Be supportive of team decisions, even though a member may not totally agree.
17. Decisions will be made through group consensus; silence means consent.
18. No backtracking; if a member misses a meeting, that member will accept what has taken place.
19. Show courtesy to Co-chairs and Subcommittees Chairs; inform them ahead of time of issues that will be raised at meetings.