



# U.S. Chemical Safety and Hazard Investigation Board

**SUBJECT:** INTERIM OPERATING PROTOCOL DURING A VACANCY IN  
THE POSITION OF CHAIRPERSON

---

---

## CONTENTS

|     |                                     |   |
|-----|-------------------------------------|---|
| 1.  | Purpose.....                        | 2 |
| 2.  | Effective Date.....                 | 2 |
| 3.  | Scope.....                          | 2 |
| 4.  | References.....                     | 2 |
| 5.  | Policy.....                         | 2 |
| 6.  | Definition.....                     | 2 |
| 7.  | Manner of Delegation.....           | 2 |
| 8.  | Specific Delegations.....           | 2 |
| 9.  | Restriction on Delegations.....     | 2 |
| 10. | Exclusions.....                     | 2 |
| 11. | Redelegation.....                   | 3 |
| 12. | Duration of Delegation.....         | 3 |
| 13. | Title.....                          | 3 |
| 14. | Construction with Other Orders..... | 3 |
| 15. | Review and Update.....              | 3 |

1. **PURPOSE.** This Order establishes a protocol to delegate to one Board Member, on an interim basis, executive and administrative functions during those times when the position of Chairperson is vacant.
2. **EFFECTIVE DATE.** This Order is effective upon passage by the Board.
3. **SCOPE.** This Order applies to the Board and its individual Members.
4. **REFERENCES.** This Order is based upon 42 U.S.C. § 7412(r)(6)(B) and (N).
5. **POLICY.** During such times as the position of Chairperson is vacant, the Board shall adhere to the protocol set forth in this Order to ensure the orderly continuation of its functions and duties.
6. **VACANCY.**
  - a. **Start**

The position of Chairperson of the Board becomes vacant if the incumbent Chairperson completes her five-year term, resigns, dies in office, or is removed from office under 42 U.S.C. 7412(r)(6)(B) .
  - b. **End**

The position of Chairperson remains vacant until the President has commissioned a new Chairperson following Senate confirmation, and until the new Chairperson has taken the oath of office.
7. **MANNER OF DELEGATION.** The delegation of functions to one Member, as provided for in this Order, shall be accomplished by a recorded vote of the Board, such vote to be conducted otherwise in accordance with the relevant provisions of Order 001. A delegation proposed pursuant to this Order shall require the affirmative votes of a majority of the Members of the Board to be effective.
8. **SPECIFIC DELEGATIONS.** As soon as possible and longer than five business days after the position of Chairperson becomes vacant, the Board shall delegate to one Member, specified by name, all the executive and administrative functions exercised by the Chairperson pursuant to Board Order 028 as subject to the limitations and restrictions set forth in Board Order 028.
9. **RESTRICTION ON DELEGATIONS.**

The Board Member to whom executive and administrative functions are delegated pursuant to this Order shall be governed in the exercise of those functions by all applicable Federal statutes and regulations, and by the regulations, orders, and rules of the Board.
10. **EXCLUSIONS.** All Board business, the authority for which has not been delegated to a single Member pursuant to this Order and Board Order 028, shall be decided by the Board, in accordance with the relevant provisions of Board Order 001 and Board

Order 028.

11. **REDELEGATION.** The Board Member to whom executive and administrative functions are delegated pursuant to this Order may redelegate any of those functions (except presiding at Board meetings) to one or more CSB employees, consistent with all applicable Federal statutes and regulations, and the regulations, orders, and rules of the Board.

12. **DURATION OF DELEGATION.**

A delegation of executive and administrative authority to one Board Member pursuant to this Order shall remain in effect until the earliest of one of the following events occurs:

- 1) A new Chairperson has been commissioned and has taken the oath of office; or
- 2) A majority of the Members of the Board votes to rescind the delegation and make a new delegation to another of its Members.

In no event shall the Board fail to make a delegation of executive and administrative authority pursuant to this Order during any time when the position of Chairperson is vacant.

13. **TITLE.** When it is necessary to refer to the Board Member delegated executive and administrative authority pursuant to this Order in his or her capacity as such, that Board Member shall be referred to as the “Interim Executive” or “IE.”

14. **CONSTRUCTION WITH OTHER ORDERS.** During such time as a delegation of executive and administrative authority pursuant to this Order is in effect, all references in other Board orders to the “Chairperson”, “Agency Head,” “Board Member delegated personnel authority under CSB Order 003,” “Board Member designated with personnel authority under CSB Order 003,” “Board Member designated authority to handle personnel matters,” or the like shall be construed as referring to the “Board Member Delegated Interim Executive and Administrative Authority” pursuant to this Order.

15. **REVIEW AND UPDATE.** The General Counsel shall be responsible for reviewing and proposing revisions to this Order, if needed, at least once every three years.

**U.S. CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD**

May 9, 2002; Amended, August 2, 2007; Amended, October 25, 2007;  
Amended, May 15, 2018; Amended, December 19, 2019; Amended December 15, 2023.