

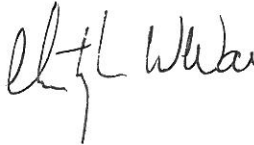


## Chemical Safety and Hazard Investigation Board

### Office of General Counsel

---

#### Memorandum

To: Board Members  
From: Christopher Warner   
Cc: Leadership Team  
Subject: Board Action Report – Notation Item 726  
Date: November 17, 2009

On November 13, 2009, the Board approved Notation Item 726, thereby adopting amendments to Board Order 001, *Board Quorum and Voting*.

#### Voting Summary – Notation Item 726

**Disposition: APPROVED**

**Disposition date: November 13, 2009**

	Approve	Disapprove	Calendar	Not Participating	Date
J. Bresland	X				11/16/2009
G. Visscher	X				11/12/2009
W. Wark	X				11/13/2009
W. Wright	X				11/12/2009



## Chemical Safety and Hazard Investigation Board

---

### Memorandum

To: Board Members

From: John S. Bresland

Cc: Leadership Team

Subject: Notation Item 726

Date: November 10, 2009

Attached for your review and vote is Notation Item 726. This item provides for an amendment to Board Order 001, *Board Quorum and Voting*. The amendment, proposed in response to Board Member requests, would address Member concerns about certain provisions of the current order. Although the vote sheet includes the option to suggest minor editorial changes, I request that the Board vote either to approve or disapprove this item to be consistent with the new approach set forth in the amendment.

You may direct any questions about this item to me. Please return your completed vote sheets to Chris Kirkpatrick as soon as possible, but no later than the close of business on Wednesday, November 18, 2009. Thank you for your attention to this item.



## Chemical Safety and Hazard Investigation Board

John S. Bresland  
Chairman

Gary L. Visscher  
Board Member

William B. Wark  
Board Member

William E. Wright  
Board Member

### CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD MEMBER VOTING RECORD

Notation No.: 726

Voting Period: Urgent Notation Item, November 10 – November 18, 2009, but votes are requested as soon as possible.

Subject: Amendment to Board Order 001, *Board Quorum and Voting*

Whereas,

1. Board Order 001 establishes the Board's procedures for preparing, considering, and adopting documents through the notation item voting process;
2. Board Members have requested that Order 001 be amended to clarify the nature of the voting actions that a Member may take with respect to a notation item; and
3. The attached proposed amendment to section 8.b.(1)(a) of Order 001 (deletions indicated by strikethrough, insertions indicated by underscore) responds to the Board Members' requests.

Therefore, the Board hereby votes, pursuant to its authority under 42 U.S.C. § 7412(r)(6)(N), to amend Order 001 by adopting, and incorporating into the Order, the changes to section 8.b.(1)(a) shown in the proposed amendment attached to this notation item.

\_\_\_\_\_ I **APPROVE** this notation item **AS PRESENTED**.  
\_\_\_\_\_ *Minor editorial suggestions are marked on attached pages.*

\_\_\_\_\_ I **CALENDAR** this notation item for discussion at a Board meeting.  
\_\_\_\_\_ *Some of my concerns are discussed below or on the attached memorandum.*

\_\_\_\_\_ I **DISAPPROVE** this notation item.  
\_\_\_\_\_ *A dissent is attached.*  
\_\_\_\_\_ *I will not file a dissent.*

\_\_\_\_\_ I am **NOT PARTICIPATING**.

Note: An urgent notation item is either adopted or disapproved when the affirmative or negative votes of a majority of the participating members are received by the Office of General Counsel.

Date: \_\_\_\_\_

Member: \_\_\_\_\_

Notation files. The Office of General Counsel maintains the official, complete file on all notation items the Board has considered. The files contain a copy of the draft documents circulated to the Members, the Members' voting records, all notation-related memoranda, and final copies of the document as issued.

8. **CONSIDERATION OF NOTATION ITEM BY WRITTEN VOTE.**

a. **Scope.** All notation items submitted to the Members for a vote may be acted on in writing; there is no requirement that a notation item be discussed at a Board meeting. However, any Member may request that a notation item be placed on the agenda for discussion at a Board Meeting. Notation items that are to be discussed at a Board meeting should be circulated to the Members at least two weeks before the meeting. Members may act on a notation item in one of three fashions: by signature on a voting record, by voice vote at a Board meeting, or by a recorded vote at a Board Meeting.

b. **The Voting Record.**

1) **Actions.** When a notation item is circulated by the Office of General Counsel to the Members, each Member records his/her vote on a Member Voting Record supplied with the item. A Member chooses one of the following actions:

(a) APPROVE the subject notation item AS PRESENTED. ~~either with no changes or with only minor editorial suggestions, which the Member notes on the voting record or on pages attached to the voting record. An editorial suggestion is one that does not change the meaning or content of the text, but rather clarifies it based on proposed grammatical or stylistic suggestions. The General Counsel will determine whether a suggestion is editorial or substantive. Substantive suggestions may only be offered via a new notation item. The Member should not add any additional suggested revisions or changes. If the Member would like to see any change, the Member should calendar the item or vote to disapprove the item.~~

(b) CALENDAR the notation item for discussion at a Board meeting. When a Member elects to calendar an item, the Member should specify on the voting record or by separate memorandum attached to the record the particular matter(s) the Member wants to discuss at a meeting. Once an item is calendared, the other Members' voting records for that item are suspended because the vote taken at the Board Meeting will prevail.

(c) DISAPPROVE the subject notation item without offering a revision, or disapprove and submit a written dissent and/or suggested substantive revisions.