

Sanford Underground Research Facility



CULTURAL AND DIVERSITY

CULTURAL ADVISORY COMMITTEE CHARTER

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Version Control

Responsible Person	Document Control Number	Document Version	Publication Date	Description of Change
KC Russell	Document-83279	1	05/2012	Initial release.
KC Russell	Document-83279	2	01/2016	Update to apply the requirements of the approved LBNF/DUNE Programmatic Agreement and the Environmental Assessment report.
KC Russell	Document-83279	3	02/2020	Reformat document, update membership clarification.

1.0 Purpose

The Cultural Advisory Committee (CAC) advises key stakeholders, including, but not limited to, the South Dakota Science & Technology (SDSTA) Board of Directors, Sanford Underground Research Facility (SURF) staff, members of the scientific collaborations, and Department of Energy (DOE) on the importance of science education and policies and initiatives that support SURF's commitment to integrate South Dakota's diverse culture into its operation. The CAC is a body of SURF stakeholders representing American Indian, other area cultures and local interests, including the educational and economic impact of the proposed laboratory on area Tribes.

2.0 Charge to committee

- Formulate and submit for consideration cultural management strategies and recommend objectives for recruitment and retention of American Indians and members of other underrepresented groups.
- Recommend and implement initiatives that support SURF's commitment to promoting science education to South Dakota Tribal students and teachers.
- Promote and encourage SDSTA and SURF management to actively integrate regional cultures into their designs, procedures and operations.
- Review the program planning for SDSTA and advise on its effectiveness and prioritization of SURF's cultural policies and initiatives.
- Annually review SURF's Cultural program. This review will be conducted by committee members and selected external cultural experts as deemed necessary.

3.0 Membership

Members include educators, state government representatives, tribal leaders and community members.

The CAC will consist of the following committee members: one (1) Chairperson, one (1) Secretary and two (2) to ten (10) additional committee members. Terms of service will be determined by the SDSTA Cultural and Diversity Coordinator and Chairperson.

It is expected that the SURF leadership and staff will provide timely and accurate information to the CAC and will participate in meetings as requested.

Refer to Attachment A for current Cultural Advisory Committee members and term dates.

4.0 Meetings

All meetings shall be called by the Chairperson in consultation with the SDSTA Cultural and Diversity Coordinator. At least three committee meetings of the general membership shall be held each year. Meetings will nominally be held at SURF, but other sites may be selected by the Chairperson. Telephonic meetings are also an option. Except under unusual circumstances, notice of meetings shall be given to the membership by the Chairperson at least two (2) weeks in advance.

5.0 Decision Making

If the committee finds itself needing to make a decision(s) that applies to the charge called out in this charter, a simple majority vote is required. Recommendations, decisions and approval of new members shall be made by consensus, if possible, or by a simple majority vote of the committee members participating at a properly announced meeting. Any voting that results in a tie shall be broken with the decision of the Chairperson.

6.0 Minutes

Minutes of all meetings shall be recorded by the Secretary, and after approval by the Chair, minutes of all meetings shall be provided to all committee members, SDSTA Executive Director and Cultural and Diversity Coordinator. These minutes are to be distributed within two (2) weeks of meeting adjournment.

7.0 Communications

The Committee may, on its own initiative, and shall, upon instruction of a majority of the members attending a meeting, submit questions or statements for consideration to the full membership. Results of the deliberations of the committee shall be communicated to the SDSTA Executive Director.

8.0 Amendments

This charter version will be provided following SURF Configuration Control Board (CCB) approval. This charter may be amended by a vote of the CAC members. The vote shall be taken no sooner than one week after such introduction. A simple majority of the members voting is required for passage. Approved committee changes will be submitted to the Cultural and Diversity Coordinator for potential charter adoption and SURF CCB approval.