

October 2000

FEDERAL EXECUTIVE BOARD

OF MINNESOTA

CONSTITUTION AND BYLAWS

Article I NAME

The name of this organization shall be the Federal Executive Board of Minnesota, hereinafter referred to as the Executive Board.

Article II AUTHORITY AND PURPOSE,

Sec. 1 Federal Executive Boards were established by direction of the President in a memorandum to heads of departments and agencies dated November 10, 1961, and a memorandum to the Director, Bureau of the Budget, dated August 13, 1969. Further direction for the operation and administration of Federal Executive Boards are found in the current Code of Federal Regulations under citation 5CFR960.

Sec. 2 Consistent with the range of authority and discretion which Board members hold by delegation from superiors in their respective agencies, it shall be the purpose of the Executive Board to initiate improved coordination of governmental activity within the State of Minnesota through cooperative action among field establishments in their areas of government-wide policy implementation, service to the community, and improving the quality of the Federal government.

Sec. 3 From time to time, and under the guidance of the Director, Office of Management and Budget, and the Director, U.S. Office of Personnel Management, the Executive Board shall direct its cooperative activity to specific programs concerning Presidential policies of general application.

Article III MEMBERSHIP

Sec. 1 Membership of the Federal Executive Board shall consist of the heads of field agencies located in the Minnesota Twin Cities metropolitan area and State of Minnesota, as designated by the head of his or her department or agency.

Sec. 2 Board members will each designate an alternate, who will be fully participating in the absence of the principal. Program chair positions can only be filled by Agency Heads.

Sec. 3 Board members will designate officials and employees on their staff to participate in activities undertaken by the Board or work on committees under the Board. Such assignments will not constitute membership on the Executive Board.

Sec. 4 Voting privileges in meetings of the Executive Board shall be restricted to the members or, in their absence, their designated alternates.

Article IV OFFICERS AND ELECTIONS

Sec. 1 The officers of the Federal Executive Board shall be Chairperson, First Vice Chairperson, Second Vice Chairperson, and the members of the Executive Policy Committee. The aforementioned officers shall be elected. The Executive Policy Committee shall include past chairpersons who will be voting members. The OPM. and GSA Board members shall serve as voting *ex officio* members of the Executive Policy Committee. There shall also be a Treasurer appointed by the Chairperson.

Sec. 2 The term of office for the Chairperson, Vice Chairpersons, and Treasurer shall not exceed two consecutive years concurrent with the Federal Fiscal Year. Unless there are extenuating circumstances, it is recommended that the First Vice Chairperson shall be Chairperson-elect.

Sec. 3 The term of office for members of the elected Executive Policy Committee shall be three fiscal years. Interim vacancies shall be filled by appointment of a member of the Executive Board by the Chairperson. The appointed member shall hold office until the next regular election, at which time a member shall be elected for the unexpired term.

Sec. 4 Election shall be held annually at the regular June meeting of the Executive Board. In the event of a vacancy in the office of Chairperson, the First Vice Chairperson shall at once succeed to the title and duties of such office, and the Second Vice Chairperson shall succeed to the title and duties of the First Vice Chairperson. Likewise, in the event of a vacancy in the office of First Vice Chairperson, the Second Vice Chairperson shall at once succeed to the title and duties of said office. In either case, a special election for Second Vice Chairperson will be held during the year whenever the office of Second Vice Chairperson becomes vacant. Officers will assume their duties on the first day of the new fiscal year. It shall be the duty of the Chairperson to appoint a Nominating Committee of not less than five members who shall place in nomination one or more names for each elective office. In order to permit full consideration of the candidates, a listing of the nominees will be transmitted to members with the notice of the meeting at which the election will be held. After formal presentation of the nominations at the meeting, the Chairperson will provide an opportunity for additional nominations from the floor.

Sec. 5 Election shall be by ballot. In all instances, the candidate receiving the greatest number of votes for an office shall be declared elected to the office. If, however, there is only one candidate for an office, the ballot may be dispensed with by unanimous consent.

Article V DUTIES OF OFFICERS

- Sec. 1 The Chairperson shall preside at all meetings of the Executive Board, appoint all standing and special committees, call such special meetings as may be required and act as spokesman for the Federal Executive Board on all occasions. The Chairperson shall function *ex officio* as Chairperson of the Executive Policy Committee.
- Sec. 2 The First Vice Chairperson shall, when called upon, assist the Chairperson and shall preside at meetings in the absence of the Chairperson. The First Vice Chairperson will also serve as a member of the Executive Policy Committee. The Second Vice Chairperson shall, when called upon, assist the Chairperson and shall preside at meetings in the absence of the Chairperson and the First Vice Chairperson. The Second Vice Chairperson will also serve as a member of the Executive Policy Committee.
- Sec. 3 The Executive Director shall issue the notices of all meetings, prepare and keep the minutes of all meetings, conduct the routine correspondence of the Executive Board, and keep such records as may be required.
- Sec. 4 The Executive Policy Committee shall seek ways and means to undertake with diligence and serious purpose those activities in the areas of government-wide policy implementation, service to the community, and improving the quality of the Federal Government that will best contribute to the effectiveness and economy of government operations in the State of Minnesota.
- Sec. 5 The Board empowers its officers at duly called meetings of the Executive Policy Committee to act for it on minor, emergency or continuing items of business and to recommend major policies and procedures for approval at a regular or special meeting of the Full Executive Board.

Article VI MEETINGS

Regular meetings of the Full Executive Board will be held at least four times each year upon notice by the Chairperson. Special meetings of the Board will be on call by the Chairperson.

Article VII ANNUAL WORK PLAN

At the beginning of each fiscal year, the Chairperson, in consultation with the Executive Policy Committee, shall prepare and submit to the Representative of the Director, Office of Personnel Management, a work plan setting forth the objectives of the Executive Board for the ensuing year. The work plan also shall outline Executive Board activities and projects for government-wide policy implementation for service to the community and for improvement in the quality of the Federal Government that will fulfill the stated objectives.

Article VIII REPORTS

At the end of each fiscal year, the Chairperson shall prepare and submit to the Representative of the Director, Office of Personnel Management, a report of the accomplishments and progress during the last year in relation to the annual work plan referred to in Article VII of the Constitution and Bylaws.

Article IX AUDIT

At the end of each fiscal year, the Chairperson shall appoint an audit committee composed of at least two Federal employees knowledgeable in accounting procedures to audit the Treasurer's records of receipts and disbursements for the year. A report of the audit shall be transmitted to the Chairperson and the Executive Policy Committee and made part of the permanent records of the Executive Board.

Article X EFFECTIVE DATE OF CONSTITUTION AND BYLAWS

This Constitution and Bylaws shall become effective upon adoption by a majority of the members present and voting.

Article XI AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution and Bylaws may be adopted at any meeting of the Executive Policy Committee at which a quorum is present provided that a written notice of the proposed change has been given to the membership in advance of the meeting. A quorum shall consist of at least 50 percent of the current Executive Policy Committee members and a concurrence of the majority of the members present and voting is required.

ADOPTED	AUGUST 24, 1966	
AMENDED:	May 17, 1967	(Article IV, Sec. 4)
	October 25, 1967	(Article IV, Sec. 3)
	February 28, 1968	(Article IV, Sec. 4)
	September 25, 1968	(Article IV, Sec. 1)
	February 25, 1970	(Article 11, Sec. 1, 2 & 3)
		(Article IV, Sec. 1 & 2)
		(Article V, Sec. 4)
		(Article VII, Sec. I & 2)
		(Article VIII)
	September 23, 1970	(Article IV, Sec. 1)
		(Article III, Sec. 2)
	September 22, 1971	(Article IV, Sec. 1)
	November 17, 1971	(Article IV, Sec. 4)

September 13, 1972	(Article II, Sec. 3) (Article IV, Sec. 1 & 2) (Article V, Sec. 2 & 3) (Article VII & Article III)
May 17, 1973	(Article I)
April 23, 1975	(Article IV, Sec. 2, 3 & 4)
April 23, 1980	(Article II, Sec. 3) (Article III, Sec. 1) (Article IV, Sec. 2 & 4) (Article V, Sec. 2) (Article VII) (Article VIII) (Article IX)
August 12, 1992	(Article IV, Sec. 1)
January 1998	(Article III Sec. 1, Sec. 2 (Article IV) Sec. 1, Sec. 2, Sec. 3 (Article V, Sec. 1, Sec. 2, Sec. 3, Sec. 4, Sec. 5) (Article VII) (Article IX) (Article XI)
May 1998	(Article I, Article III) (Article V, Sec. 4)
June 1998	(Article XI)
June 2000	(Article II, Sec. 2, Article IV, Sec. 1, Article V, Sec. 4)