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FEDERAL EXECUTIVE BOARD PITTSBURGH, PENNSYLVANIA

Constitution and By-Laws

Article I

NAME

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

Article II

AUTHORITY AND PURPOSE

Sec. 1 Federal Executive Boards are 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.

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 Pittsburgh and immediate vicinity through cooperative action among field establishments in the areas of Government-wide policy implementation, service to community, and improving the quality of the Federal government.

Sec. 3 From time to time, and under the guidance of the Director, 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 Executive Board shall consist of the heads of field establishments located in Pittsburgh and the immediate vicinity as designated by the head of his or her department or agency.

Sec. 2 Board members will each designate an alternate who will participate in Board meetings and activities when the principal is not on duty in the city.

Sec. 3 Board members will designate officials and employees on their staff to participate in activities undertaken by the Board or work of 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 Executive Board shall be Chair, two Vice-Chairs and eighteen members of the Policy Committee. The aforementioned officers shall be elected. Vacancies occurring on the Policy Committee between elections shall be filled by appointment by the Chair. Past Chairs, the Office of Personnel Management and the General Services Administration, will act as ex-officio members of the committee.

Sec. 2 The term of office for the Chair and Vice-Chairs shall be for two years.

Sec. 3 The term of office for the members of the Policy Committee shall be for three years.

Sec. 4 Officers shall be elected annually during the month of August and shall assume their duties on October 1. It shall be the duty of the Chair to appoint a nominating committee of not less than three members who shall place in nomination one or more names for each elective office. Elections may be held either at a general membership meeting or by mail ballot. Should the election be held at a general membership meeting, a listing of the nominees will be transmitted to the members with the notice of the meeting at which the election will be held and the Chairman shall provide an opportunity for additional nominations from the floor. Should the election be by mail ballot, the ballot should provide that votes may be cast for candidates other than those proposed by the nominating committee.

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

Sec. 6 The Office of Management and Budget has asked the Office of Personnel Management to assign two Office of Personnel Management employees to provide full-time administrative support to the Chairman of the Executive Board. These positions are Staff Officer to the Chairman and Secretary. Although these employees shall be paid by the OPM, office space shall be provided for them by the Chair.

Article V

DUTIES OF OFFICERS

Sec. 1 The Chair 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 Executive Board on all occasions. The Chair shall function ex-officio as Chair of the Policy Committee.

Sec. 2 The First Vice-Chair shall preside at meetings in the absence of the Chair, and shall succeed as Chair in case of a vacancy. The Vice-Chair shall also serve as a member of the Policy Committee.

Sec. 3 The Second Vice-Chair shall preside at meetings in the absence of the Chair and First Vice-Chair. This officer will serve as a liaison to those agencies not represented on the Policy Committee and will provide periodic contact with these agencies. The Second Vice-Chair is expected to bring to the Policy Committee the issues of interest and concern to other agencies in the area.

Sec. 4 The Staff Officer to the Chair 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. 5 The 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 operations in the City of Pittsburgh and vicinity.

Article VI

MEETINGS

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

Article VII

ANNUAL WORK PLAN

Annually, at a date set by the Office of Personnel Management, the Chair, in consultation with the Policy Committee, shall prepare and submit to the Director, OPM, a plan of objectives of the Executive Board for the ensuing year and activities and projects in the areas of Government-wide policy implementation, service to the community, and improving the quality of the Federal government designed to fulfill these objectives.

Article VIII

REPORTS

Annually, on a date set by the Office of Personnel Management, the outgoing Chair, after consultation with the Policy Committee, shall prepare and submit to the Director, Office of Personnel Management, a report of the accomplishments and progress in relation to the Annual Work Plan for the past year. The Chair shall also prepare and submit such other reports as may be requested by the Director, Office of Personnel Management.

Article IX

EFFECTIVE DATE OF CONSTITUTION AND BY-LAWS

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

Article X

AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution and By-Laws shall be referred to the Policy Committee, and, upon a favorable report by the Committee, may be adopted at any regular meeting of the Executive Board with the concurrence of the majority of the members present and voting.

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