

# GREATER ST. LOUIS FEDERAL EXECUTIVE BOARD

October 17, 2002

(AMENDED)

## CONSTITUTION AND BY-LAWS

### ARTICLE I - NAME

The name of this organization will be the Greater St. Louis Federal Executive Board, hereinafter referred to as the FEB.

### ARTICLE II - AUTHORITY AND PURPOSE

**Sec. 1** - FEBs were established by direction of the President in a memorandum to heads of departments and agencies dated November 10, 1961, supplemented by a memorandum to the Director, Bureau of the Budget, dated August 31, 1969, *and operate under 5CFR960.106.*

**Sec. 2** - The FEB is committed to working together to achieve common goals which improve the effectiveness of member organizations, provide exemplary service to customers, and foster a spirit of community involvement. *The FEB will strive to provide a communication forum for agencies, share ideas and cooperate to improve efficiency and facilitate service delivery, reach out to our community through partnership, facilitate emergency service planning and delivery, and champion federal workers by promoting professionalism and diversity.*

**Sec. 3** - Under the guidance of the Director, Office of Personnel Management, the FEB will undertake cooperative efforts to provide the highest quality service possible to the American public *and direct its cooperative activity to specific programs concerning presidential policies of general application.*

**Sec. 4** - The Sponsoring Agency will be the field establishment designated by the Department of Defense to provide support to the FEB.

### ARTICLE III - MEMBERSHIP

**Sec. 1** - Membership of the FEB will consist of the heads of the federal field establishments, or as designated by the heads of their department or agency, located in the St. Louis area, *including southwest Illinois and east central Missouri.*

**Sec. 2** - FEB members will each designate, *in writing to the Chair*, an alternate to represent the member in meetings and activities when the principal is unavailable. The alternate member will be a deputy or the principal assistant to the member, or another senior official of the member's organization.

**Sec. 3** - FEB members may designate personnel of their *agency* to participate in activities undertaken by the FEB. Such assignments will not constitute membership in the FEB.

**Sec. 4** - Voting privileges in meetings of the FEB will be restricted to members or their designated alternates.

### ARTICLE IV - OFFICERS AND ELECTIONS

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*Sec. 1 - The elected officers of the FEB will be a Chair, Vice-Chair, and Second Vice-Chair. The members of the Executive Council are also elected.*

*Sec. 2 - Duties of the elected officers are as follows:*

*The Chair will provide overall policy direction to the Board, and policy and operational direction to the Executive Director, appoint all standing and special committees, preside at meetings, call special meetings, conduct regular business of the Board, act as spokesperson for the Board, and carry out other duties as defined herein.*

*The First Vice-Chair will preside in meetings in the absence of the Chair, will succeed as Chair in the case of a vacancy during the elected term, and carry out duties assigned by the Chair. Further, the Vice-Chair will serve as the Fiscal Officer for the Board, and in that capacity is responsible for all fiscal activities. The Vice-Chair, with the assistance of the Executive Director, shall prepare and issue an annual financial statement, within 20 days of the end of their term.*

*The Second Vice-Chair will preside in meetings in the absence of both the Chair and Vice-Chair, carry out duties assigned by the Chair, and serves as a liaison to new members. As such, will keep current on arrival of new agency heads and ensure their quick assimilation to the Board.*

*The Executive Council will serve as the policy formulating body for the FEB, and will recommend new or revised policy to the full Board for approval.*

**Sec. 3 -** The term of office for the Chair, Vice-Chair and Second Vice-Chair will be for one year.

**Sec. 4 -** *The membership of Executive Council will consist of the Chair, Vice-Chair, Second Vice Chair, agency head committee chairs appointed by the FEB Chair, twelve members elected at-large from the FEB membership, and five ex-officio members (the immediate past Chair of the FEB, the Regional Administrator of the General Services Administration, the Service Center Director of the Office of Personnel Management, the representative of the sponsoring agency, and the designated representative of the senior military officer in the Greater St. Louis area, including southwest Illinois and east central Missouri).*

**Sec. 5 -** *The term of office for the twelve at-large members of the Executive Council will be three years. An election will be held annually to replace one-third of the membership. The Chair of the FEB will serve as the Chair of the Executive Council.*

**Sec. 6 -** There will be a Nominating Committee composed of three members appointed by the Chair.

**Sec. 7 -** The Nominating Committee will select at least one nominee for each office to be filled, and will be responsible for establishing a list of nominees. Members of the FEB in good

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*standing may volunteer to be included on the list of nominees, in addition to those nominated by the Committee.*

**Sec. 8** - Election of officers will be held annually *in August*. Officers will assume their respective duties on the first day of October *of the same year*.

**Sec. 9** - Election will be by written ballot. Ballots will be *provided* to all members. Members will have 30 days to consider the nominees, make their selections and return their ballot. The ballot will include an option for write-in candidates. The candidates receiving the greatest number of votes for each office will be declared elected to that office.

**Sec. 10** - In the event that an office becomes vacant *during the elected term*, the Chair will appoint a member who will serve the *unexpired* term of office. *An elected incumbent not having completed their term but having been replaced by their agency shall have their remaining term filled by their replacement.*

**ARTICLE V - EXECUTIVE DIRECTOR**

An Executive Director and a secretary will carry out the day-to-day activities of the Board as designated by the Chair, and as defined herein. *Among the duties of the Executive Director are:*

- Meeting planning and coordination,*
- Executing the annual work plan and developing the annual report,*
- Serving as a link among the Standing Committees and the Strategic Action Plan,*
- Budgeting, and*
- Championing federal workers by promoting professionalism and diversity.*

**ARTICLE VI - MEETINGS**

**Sec. 1** - *The full membership of the FEB will meet no less than three times during the fiscal year.* Special meetings of the FEB may be held on call by the Chair.

**Sec. 2** - *The Executive Council will meet monthly, except in those months when the full Board meets.*

**Sec. 3** - Members present will constitute a quorum for transaction of business at any meeting of the FEB.

**ARTICLE VII - COMMITTEES**

**Sec. 1** - *The Chair of the FEB may establish and dissolve committees as deemed necessary to carry out the FEB Strategic Action Plan.*

**Sec. 2** - *In addition to any committee established by the Chair, the Greater St. Louis Federal Executive Board will have the following Standing Committees. Standing Committees may not be*

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*dissolved without the approval of the full Board. The purpose of the Standing Committees is to advance Federal government goals by sharing resources among FEB agencies.*

- a. *Local Federal Coordinating Council (LFCC) for the Combined Federal Campaign*
- b. *Special Emphasis Councils*
- c. *Excellence in Government Program*
- d. *Small and Disadvantage Opportunity Council*

*Sec. 3 - Committee Chairs may appoint those subcommittee deemed necessary to carry out the responsibilities of their committees.*

*Sec. 4 - The Chair, FEB, will be a member ex-officio of all Committees. Committee Chairs will be ex-officio members of all subcommittees.*

**ARTICLE VIII - ANNUAL REPORT**

The Chair, in consultation with the Executive Council, will prepare and submit to the Office of Personnel Management an annual report. Each annual report will include a work plan setting forth the proposed general agenda for the succeeding fiscal year, and will describe and evaluate the preceding fiscal year's activities.

**ARTICLE IX - AFFILIATE ORGANIZATIONS**

*Sec. 1 - From time to time, the Chair, upon recommendation of the Executive Council and with the approval of the FEB membership, may extend to various non-profit associations (e. g., Association of Government Accountants) the opportunity of being officially associated with the FEB as Affiliate Organizations.*

*Sec. 2 - Eligibility for affiliate status will be premised upon like aims and purposes shared with the FEB in connection with Presidential policies and programs of general application.*

*Sec. 3 - Upon acceptance, these organizations may be represented on Standing or Ad Hoc FEB committees related to their areas of organizational interest.*

**ARTICLE X - PARLIAMENTARY AUTHORITY**

*Roberts Rules of Order, Newly Revised, will govern the FEB in all cases in which they are applicable.*

**ARTICLE XI - AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

Amendments to the Constitution *and* By-laws may be proposed by any FEB member. Proposed amendments will be provided to all members at a regularly scheduled *Full Board* meeting. Voting on the amendment will occur at the next scheduled FEB meeting following its proposal

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and requires an affirmative vote of the *majority* of the members present. *By-laws are operating policies and shall be attached to the Constitution and numbered sequentially, when adopted.*