

# **SMALL AND DISADVANTAGED BUSINESS OPPORTUNITY COMMITTEE**

## **OPERATING CODE**

### ARTICLE I – NAME AND ADDRESS OF ORGANIZATION

Section 1. NAME – The organization shall be known as the Small and Disadvantaged Business Opportunity Committee, hereinafter referred to as the SADBOC.

Section 2. ADDRESS – The address of the SADBOC shall be the same as the St. Louis Federal Executive Board (FEB).

Section 3. AREA ENCOMPASSED BY SADBOC - The area includes the Greater St. Louis Metro Area.

### ARTICLE II – SADBOC OBJECTIVES

1. Promote and support the Small and Disadvantaged Business Utilization (SADBU) objectives of the Federal, state and local Governments.
2. Provide support to the North Central Small Business Council programs and initiatives involving the geographical area of the St. Louis FEB, as appropriate.
3. Provide the instrument wherein all SADBU Specialists, Industry Small Business Liaison Officers (SBLOs), representatives of Government (Federal, state and local) and Industry Associations and Councils (as needed) who are committed to the Program, can meet on a regular basis to:
  - a. Provide an interchange of ideas and experience in support of Federal, state and local Government SADBU Programs.
  - b. Develop ideas and promote opportunities in support of the SADBU Program with the view to minimizing and reducing redundant efforts.
  - c. Support and provide resources for SADBU Programs within the geographical area of the St. Louis FEB wherever appropriate and as resources permit.
  - d. Encourage presentations to the Committee by Federal, state and local Governments and Associations in support of the SADBU Programs.
  - e. Provide a format or sounding board for interchange of ideas from small business and small disadvantaged business entrepreneurs.

- f. Establish, promote and/or sponsor special projects as dictated by the Committee.
- g. Disseminate and assist in the clarification of new laws, policies and changes, etc. that impact on the SADBU program.
- h. Plan and conduct annual Small Business Conference.
- i. Provide quarterly update to FEB.

### ARTICLE III – MEMBERSHIP

#### Section 1.

- a. A representative of any St. Louis area Department of Defense and other Federal, state and local purchasing or administering agency.
- b. Small Business Liaison Officers of the area's major prime contractors, suppliers or commercial contractors.
- c. Federal, state and local business development organizations.
- d. Members of Missouri/Illinois Congressional delegations or their designee.
- e. Other persons as determined by the SADBOC.

Section 2. All members shall be entitled to receive notices of meetings, minutes of meetings and copies of any publications or reports, which may be distributed. All members, except as provided below, shall be eligible to serve on committee, to vote on amendments to the Operating Code or any other pertinent matter coming before the whole membership (See Article IV, Section 2).

### ARTICLE IV – VOTING

Section 1. Voting on all questions brought before meetings of the SADBOC shall be limited to those members in attendance, limited to one vote per activity, unless the Chairperson determines that the interest of the Committee will be served by submission of questions for a vote by mail. Passage shall require a simple majority.

Section 2. Changes to the Operating Code shall require approval by two-thirds of the Committee members present.

## ARTICLE V – MEETINGS

Section 1. Meetings will be held on the second Wednesday of each month unless otherwise decided by the Committee.

Section 2. The Chairperson will prepare a committee announcement of each SADB OC meeting and a copy will be transmitted to each member prior to the meeting date. The announcement will include the date, time, place of meeting and agenda items of principal interest.

Section 3. The minutes of each meeting will be furnished to the committee members.

Section 4. Chairperson may call special meetings.

## ARTICLE VI – DUTIES OF OFFICERS

Section 1. The SADB OC Officers are:

Chairperson, Commander, DCM St. Louis: Vice Chairperson, Assistant Director, Small Business, DCM St. Louis: Treasurer, Executive Director, STL Federal Executive Board: Secretary, DCM St. Louis commander's secretary.

Section 2. The Chairperson shall be responsible for the performance of the following duties:

- a. Preside at all SADB OC meetings.
- b. Call all meetings as required by these Operations Codes and such other meetings as deemed necessary by the Chairperson.
- c. Propose the agenda for SADB OC meetings.
- d. Appoint Ad Hoc Subcommittees, as required, from members of the SADB OC. He/she shall be an ex officio member of all subcommittees.
- e. Prepare, sign and handle all correspondence for the SADB OC.
- f. Maintain the official copy of this Operating Code and deliver it to the succeeding Chairperson.
- g. Provide quarterly board reports to the FEB.

Section 3. The Vice Chairperson will be responsible for the performance of the following duties:

In the absence of the Chairperson or Deputy Commander (DCM St. Louis), perform all duties of that office.

Section 4. The SADBOC Secretary will be responsible for the performance of the following duties.

- a. Record the minutes of each SADBOC meeting.
- b. Distribute copies of the SADBOC meeting notice and minutes to SADBOC members.
- c. Maintain a current file on the Operating Code.
- d. Conduct the correspondence of SADBOC as directed by the Chairperson.
- e. Compile SADBOC membership roster (See ARTICLE VIII).
- f. Maintain a file of external correspondence.

#### ARTICLE VII – SADBOC ROSTER

The SADBOC Roster will contain the name, address (including e-mail) and telephone numbers (DSN and/or FTS and commercial) for each SADBOC member and name of activity represented by the SADBOC member.

#### ARTICLE VIII – PARLIAMENTARY AUTHORITY

Roberts' Rules of Order, Newly Revised, shall apply to all questions of procedure and parliamentary law not specified in this Operating Code.

#### ARTICLE IX – AMENDMENTS TO THE OPERATING CODE

Section 1. Amendments to and repeal of the Operating Code may be proposed by any member of the SADBOC.

Section 2. Proposed amendments will be submitted in writing to the Chairperson at least 2 weeks prior to a regularly scheduled meeting. The proposed amendment will then be considered at the next regularly scheduled meeting. A two-thirds majority vote of the SADBOC members is required for passage. (See ARTICLE IV, Section 2.)

ARTICLE X – ADOPTION

This Operating Code has been approved by the SADBOC and adoption of these rules and regulations is evidenced by the signature affixed below, having been submitted to the SADBOC and passed by a simple majority of the members voting.

APPROVED AND ADOPTED:

/s/ Kermit C. Jones     June 4, 2001  
KERMIT C. JONES  
LTC, USA  
CHAIRPERSON, SADBOC