

**THE GREATER
LOS ANGELES
FEDERAL EXECUTIVE BOARD**

BY-LAWS

Revised: December 2005

**THE GREATER LOS ANGELES FEDERAL EXECUTIVE BOARD
BY-LAWS**

ARTICLE I

NAME AND GEOGRAPHIC AREA

Section 1. The name of this organization shall be *THE GREATER LOS ANGELES FEDERAL EXECUTIVE BOARD*, herein after referred to as the *BOARD* or the *FEB*.

Section 2. The geographic area of the Board stretches from Vandenberg Air Force Base to the North, South to the Mexican Border, and from the Pacific Ocean on the West, and including Arizona and Nevada.

Section 3. The following Federal Executive Associations and Federal Executive Council are approved by the Office of Personnel Management and the Board of Directors to function under this Board.

*BAKERSFIELD
IMPERIAL VALLEY
SOUTHERN NEVADA
PHOENIX
SAN BERNARDINO/RIVERSIDE
SAN DIEGO
SOUTHERN ARIZONA
YUMA FEDERAL EXECUTIVE COUNCIL*

ARTICLE II

AUTHORITY AND PURPOSE

Section 1. Authority: Federal Executive Boards were established by direction of the President of the United States in an Executive Memorandum to heads of departments and agencies, dated November 10, 1961 and are governed by Rules and Regulations published in the Federal Register, Volume 49, Number 169, Wednesday, August 29, 1984, and approved By-Laws.

Section 2. Purpose: Federal Executive Boards were established in order to strengthen the leadership and administration of Federal Government activities in selected centers of field operations. The Federal Executive Board shall serve as an instrument of outreach for the national headquarters of the Executive Branch, to include partnering with area Federal Judicial and Legislative Branch activities, State and Local Government organizations, and the community served by the Member agencies. The FEBs facilitate communication from Washington, D.C. to Federal government operations in the field and vice versa. Each Federal Executive Board shall consider common management and programs, and develop cooperative arrangements that will solve problems and promote the general objectives of the Government and of the agencies and departments in the metropolitan area.

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Section 3. Objectives: Each Federal Executive Board shall: (1) Provide a forum for the exchange of information between Washington and Federal offices located in the metropolitan area about programs and management methods and problems; (2) develop local coordinated approaches to build upon the operation of programs that have common characteristics; (3) communicate management initiatives and other concerns from Washington to the local/regional level to achieve better mutual understanding and support; (4) refer problems that cannot be solved locally to the national level; (5) pool resources to provide, as efficiently as possible, and at the least possible cost to the taxpayer, common services; (6) to encourage employee creativity, initiative and better performance; (7) provide emergency operations guidance, such as communicating emergency leave policies and reestablishing vital public services; and (8) establish effective partnerships and collaborations with intergovernmental organizations, not-for-profit service providers and businesses in the communities served by FEB member agencies.

Section 4. Guidance: Guidance is provided by the Office of Personnel Management and the Executive Office of the President, the National Performance Review Program, the President's Council on Management Improvement and the Office of Management and Budget.

Section 5. Funding: The effectiveness of Federal Executive Boards depends upon the commitment of the member Federal agencies through sharing of resources to enhance the effectiveness of Board initiatives. Staff of the Board and administrative expenses providing for the day-to-day operations of the Board and mandated FEB programs are sponsored by the Department of Justice in Washington, D.C..

ARTICLE III

MEMBERSHIP

Section 1. Members: The President has directed the heads of agencies to arrange for the leading officials of their respective agencies' field or regional activities to participate personally in the work of Federal Executive Boards. Membership is also encouraged by senior leaders of the Judicial and Legislative Branch; however their involvement is not mandated. The head of every Executive Branch Agency shall designate, by title of office, the principal regional officer, if any, and the principal area office or officer if any, who shall represent the agency on each Federal Executive Board. The Principal Members of the Board shall be the heads of field agencies, bureaus, offices and installations, located in greater Los Angeles, and surrounding vicinity who do not report to a LA-area office, or have been designated by their agency as the FEB representative.

Section 2. Alternates: For those instances when the Member is unable to participate, each Member will appoint an Alternate Member. The Alternate Member should be empowered by the Principal Member to represent their Agency on behalf of the Agency head. To officially appoint an alternate, the Principal Member is to forward a delegation of authority letter authorizing the appointed Alternate to make FEB commitments in the absence of the Principal Member.

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Section 3. Agency Authority: Members, alternates and staffs of agencies shall participate in a manner consistent with their scope of authority as defined by their respective Agency, within available resources, and consistent with the missions of the agencies involved.

Section 4. Voting Privileges: At Board meetings and in elections of the Board voting shall be restricted to Members, and only in their absence, to their Alternates. Each agency will only have one vote, regardless of the number of representatives attending a meeting where a vote is held.

ARTICLE IV

OFFICERS AND ORGANIZATION

Section 1. Elected: The Officers of the Board shall be the Chair, a Chair-Elect and a Vice Chair, and the eighteen members of the Board of Directors. Only Members of the Board shall be the Officers. The Chair, Chair-Elect, Vice Chair, and eleven members of the Board shall be elected by a majority of the member agencies returning the Election ballot.

Section 2. Appointed: Seven members of the Board of Directors shall be appointed by the Chair of the Board, to serve a one year term concurrent with that of the appointing official.

Section 3. Ex-Officio: A representative from the Office of Personnel Management, the General Services Administration, as well as the most recent Past Chair (who is eligible and willing to serve), Director, Department of Homeland Security, Customs and Border Protection, Los Angeles District Office (as long as FEB staff are assigned to this office), shall automatically serve as Ex-Officio Members of the Board of Directors. Ex-Officio members are considered Principal members for voting purposes and may hold officer positions.

Section 4. Federal Executive Board Office: The Executive Director and staff conduct the daily business in behalf of the Board. The Executive Director is designated to handle funds created for special programs with the guidance and oversight of the Board of Directors who will review an annual independent audit performed of the account.

Section 5. Emeritus Member: The Chair of the Federal Retired Leadership Council may attend all Board meetings and programs as a non-voting member. This position is not eligible to serve as an officer.

ARTICLE V

TERM OF OFFICE

Section 1. The Term of office of the Chair and Vice Chairs shall be one calendar year.

Section 2. Elected Members of the Board of Directors shall be elected for a term of three calendar years. To provide continuity in the Board of Directors, the term of each of the eleven elective positions will commence on January 1 of each successive year.

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Section 3. Appointed members of the Board of Directors to fill each of the seven positions shall serve at the pleasure of the Chair of the Board, or for a maximum term concurrent with that of the appointing Chair.

Section 4. An interim vacancy in the office of an Elected Member of the Board of Directors shall be filled through appointment by the Chair of the Board. Such appointment shall extend until the next regular election, at which time the vacancy shall be filled by election.

Section 5. In the event of an interim vacancy in the office of Chair or Vice Chair, the position shall be filled for the unexpired term by a majority vote of the Board of Directors.

**ARTICLE VI
DUTIES OF OFFICERS**

Section 1. The Chair shall preside at all Board meetings; oversee the staff who conduct the daily operations and activities of the Board; create and appoint all standing, special and ad hoc committees and chairs thereof, except for the nominating committee; call such special meetings as may be required; and act as the representative and spokesperson for the Greater Los Angeles Federal Executive Board on all occasions. The Chair shall also serve as Chair of the Board of Directors and as ex-officio members of all standing, special, and ad hoc committees, except the nominating committee.

Section 2. The Chair-Elect and Vice Chair preside at all Full Board meetings in the absence of the Chair, and shall succeed the Chair in case of vacancy, as determined and declared by the Board of Directors. The Chair-Elect and Vice Chair shall also serve as a Member of the Board of Directors. The Chair-Elect and Vice Chair will be the Principal liaison with FEB Committees & Councils as assigned by the Chair. Periodic contact will be made with Committee/Council Chairs to offer encouragement/assistance in achieving their objectives, and be in a position to report on assigned committees/councils at each Board of Directors meeting. The FEB staff liaison will assist in making these contacts and developing reports. The Chair-Elect and Vice Chair will assume the position of Chair in the order of their appointment, e.g., Chair-Elect will assume Chair first and the Vice Chair assumes the Chair-Elect position, if endorsed by the Nominating Committee and elected by the majority of the Membership.

Section 3. The Board of Directors shall establish procedures to implement programs in subject areas selected by the President of the United States as national priorities. The Board of Directors shall also seek and develop ways and means to foster those activities in the field of general management and public affairs, interagency coordination, and intergovernmental relationships that will best contribute to the effectiveness and economy of government operations in the Greater Los Angeles area.

Section: 4. The Board of Directors shall assist the Chair in the determination and delineation of Board objectives and oversee the development and implementation of an Annual Strategic Plan.

Section 5. The Board of Directors shall provide guidance and direction to the constituent committees of the Board and shall monitor the activities and performance of the committees.

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ARTICLE VII

ELECTIONS

Section 1. Elections shall be held during the last quarter of the calendar year and the officers elected shall assume their duties at the beginning of the next calendar year.

Section 2. It shall be the duty of the Board of Directors to appoint a nominating committee of not less than five members. The Board of Directors shall issue a notice listing the names of the members of the nominating committee to all principal members of the Board and all member agencies.

Section 3. The nominating committee, after deliberation, shall place in nomination one or more nominees for each elective office. A list of all nominees shall be transmitted to principal members of the Board in the form of the election ballot. Space will be provided on the election ballot for "write-ins."

Section 4. In the nomination, election, and appointment of officers, due regard shall be given to the need for representation from the various organizational elements of the participating Federal department and agencies. The Committee shall consider geographic, programmatic, social, ethnic, and length of Federal service diversity.

Section 5. A minimum of two weeks shall be granted for return of the election ballots to the FEB Staff Office.

Section 6. Election shall be by secret written ballot of the members, and the election shall be decided by a simple majority of those ballots returned.

Section 7. In the event of an interim vacancy in the office of Chair, the position shall be filled for the unexpired term by the Chair-Elect, if approved by the Board of Directors.

ARTICLE VIII

MEETINGS

Section 1. The Board of Directors shall hold meetings at least four times each year to be determined by the Chair.

Section 2. Special meetings of the Board shall be held upon call by the Chair if requested in writing by six or more members of the Board of Directors or ten or more member agency principal members.

Section 3. All meetings will be conducted in accordance with *Robert's Rules of Order Newly Revised*.

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Section 4. A quorum for any meeting called under Section 2 of this Article shall be 25% of member agencies. If that number is not present, the meetings shall stand adjourned for not less than seven (7) days nor more than ten (10) days, as determined and decided by the Chair. Upon reconvening, a majority of the members present and voting shall constitute a quorum.

Section 5. Board of Directors meetings are considered to have a quorum if more than 50% of the voting members are present.

ARTICLE IX

REPORTS

Section 1. The Chair shall submit Office of Personnel Management requested reports on the Board's activities, accomplishments, and plans. Each principal member of the Board will be furnished a copy of such reports.

Section 2. The Chair of each Board committee shall prepare and submit to the Chair of the board requested reports of the committee's activities and accomplishments prior to each Board of Directors meeting.

Section 3. The FEB Office will prepare an annual report on the Accomplishments of the Board's Strategic Plan.

Section 3. The Chair of the Board or the Board of Directors may call for interim committee reports, either verbal or in writing, at any Full Board or Board of Directors meeting.

ARTICLE X

PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Board to the extent such rules are not inconsistent with these By-Laws or any special rules of order the Board may adopt.

ARTICLE XI

EFFECTIVE DATE OF BY-LAWS

Section 1. These By-Laws shall become effective upon adoption by a majority of the members present and voting, after approval by a quorum of the Board of Directors and will be reviewed and approved or modified at the first Board meeting each calendar year.

ARTICLE XII

AMENDMENT OF BY LAWS

Section 1. Proposed amendments to the By-Laws shall be referred in writing to the Board of Directors.

Section 2. The Board of Directors shall notify the Full Board membership, in writing, of the proposed amendment.

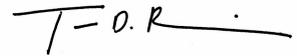
Section 3. Concurrent with the notification required in Section 2 of this Article, an announcement shall be made stating the date and place of the meeting at which the proposed amendment will be considered.

Section 4. A majority vote of the members present and voting shall be required for the adoption of an amendment.

Revised: December 5, 2005

APPROVED BY BOARD OF DIRECTORS:
2005

DATE: October 19,



Tom Reid, Chairman

APPROVED BY MAJORITY OF THE MEMBERSHIP:

DATE: December 5, 2005



Tom Reid, Chairman