

# COLORADO FEDERAL EXECUTIVE BOARD

## BYLAWS

*Amended October 25, 2012*

### Article I

#### NAME

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

### Article II

#### AUTHORITY AND PURPOSE

##### SECTION 1 AUTHORITY

- a) The President of the United States established the Federal Executive Boards in a memorandum to the heads of departments and agencies dated November 10, 1961; in the Federal Register on August 28, 1984; and in the Code of Federal Regulations, Title 5, Volume 2, Part 960 of Office of Personnel Management (OPM) regulations effective on September 28, 1984.
- b) Activities of Federal employees working within the scope of the CFEB Bylaws are considered to be conducting official business for the United States Government.

##### SECTION 2 PURPOSE

- a) The purpose of the CFEB is to strengthen the management and administration of Executive Branch activities and to create value to the public by fostering communication, coordination, and collaboration between Federal, State, and local government agencies.
- b) The Office of Personnel Management, Office of the Director, provides guidance and direction to the CFEB in relation to policies and initiatives relative to the National Federal Executive Boards mission and purpose.

## **Article III CFEB MEMBERSHIP**

### **SECTION 1    PRESIDENTIAL DIRECTIVE**

- a) The President has directed the head of every Executive Branch Agency to arrange for the leading official of their field office to personally participate on the Federal Executive Board.
- b) The Principal Members of the CFEB shall be the heads of field agencies, bureaus, offices and installations located in Colorado.

### **SECTION 2    MEMBERS**

- a) The principal regional officer of every Executive Branch Agency within Colorado shall represent their agency on the Colorado Federal Executive Board.
- b) There are no membership fees or applications.
- c) Principal regional officers of member agencies will designate officials and employees to participate in activities undertaken by the CFEB or work of committees, councils, or task forces under the direction of the Executive Committee. Such assignments will not constitute membership in the CFEB; however, such assignments may constitute membership on the respective committee, council, or task force.

### **SECTION 3    ALTERNATE MEMBERS**

- a) Each CFEB member agency may designate alternate members to attend CFEB meetings and serve in the absence of the member. Alternates may be the deputy, principal assistant to the member, or another senior official of the member's organization.

## **ARTICLE IV EXECUTIVE COMMITTEE**

### **SECTION 1 EXECUTIVE COMMITTEE**

- a) The Executive Committee is charged with the formulation and guidance of CFEB programs and services.
- b) The CFEB shall have up to seventeen (17) members on its Executive Committee, consisting of seven (7) Standing (non-elected) members and ten (10) At-Large (elected) members.
- c) Standing Executive Committee members shall be the:
  - 1) Immediate past Chair of the Executive Committee
  - 2) Head of the CFEB Host Agency
  - 3) CFEB Executive Director
  - 4) Principal Regional Officer within Colorado of the:
    - Office of Personnel Management (OPM)
    - General Services Administration (GSA)
    - Federal Emergency Management Agency (FEMA)
    - Federal Protective Service (FPS)
- d) Standing Executive Committee members have the same rights and privileges as At-Large (elected) Executive Committee members and may hold officer positions.
- e) Each member of the Executive Committee may designate an alternate to participate in Committee meetings when the principal is unable to attend. The alternate member shall be the deputy or principal assistant to the member or another senior official of the member's organization.

### **SECTION 2 OFFICERS**

Officers of the CFEB Executive Committee shall be:

- Chair
- First Vice Chair
- Second Vice Chair

### **SECTION 2 DUTIES OF OFFICERS**

- a) The Chair shall preside over meetings of the CFEB and the Executive Committee, call special meetings as required, approve all standing and special

committees, and be the spokesperson for the CFEB. The Chair is authorized to conduct the regular business of the Executive Committee and act on substantive matters that require immediate action when it is not feasible to convene the full membership of the Executive Committee.

- b) The First Vice Chair shall preside over meetings in the absence of the Chair and perform all of the duties of the Chair in the Chair's absence.
- c) The Second Vice Chair shall preside over meetings in the absence of both the Chair and First Vice Chair.

**SECTION 3 TERM OF OFFICE**

- a) Each Executive Committee member shall hold office for a period of one (1) year from October 1 through September 30. Members are not term limited and may run for an additional term if so desired.
- b) Officers – The term of office for the Chair, First Vice Chair, and Second Vice Chair shall be one year from October 1 through September 30.
- c) Annually on October 1, the Second Vice Chair assumes the position of First Vice Chair and the First Vice Chair assumes the position of Chair.

**SECTION 4 VACANCIES**

- a) Officer Vacancies on the Executive Committee shall be filled as follows:
  - A vacancy in the office of the Chair shall be filled by the First Vice Chair
  - A vacancy in the office of the First Vice Chair shall be filled by the Second Vice Chair
  - A vacancy in the office of the Second Vice Chair shall be filled by appointment of a member of the Executive Committee by majority vote.
- b) Elected Member Vacancy on the Executive Committee shall be filled as follows:
  - The Chair will appoint a CFEB member to serve the unexpired elective term.

**SECTION 5 QUORUM FOR MEETINGS**

- a) A quorum shall consist of a majority of the members of the Executive Committee.
- b) Actions of the Executive Committee shall be taken only with the approval of a majority of the members thereof.

**SECTION 6 VOTING**

- a) All members of the Executive Committee shall have one (1) vote.
- b) Voting privileges at Executive Committee meetings shall be restricted to the members or their alternates.
- c) All motions require an affirmative vote of a simple majority to be effective.

**SECTION 7 ELECTIONS**

- a) Elections shall be held annually in July. Officers and Executive Committee, members will assume their duties the first day of October following the election.
- b) The Executive Committee shall appoint a nominating committee of a minimum of three (3) members who shall place in nomination one or more names for each elected position. The Executive Committee shall issue a notice in the second quarter of the fiscal year announcing the members of the nominating committee to all CFEB members.
- c) In the nomination, election, and appointment of elected positions due regard shall be given to the need for representation from the various organizational elements of the participating Federal department and agencies. To ensure diversity, the nominating committee shall solicit nominations from the members of the CFEB and consider geographic, programmatic, social, ethnic, and length of Federal service.
- d) Nominees shall submit a declaration of intent to the Nominating Committee by May 1. The nominating committee shall deliberate and place in nomination one or more nominees for each elective office. Nominees shall be announced to the CFEB members via email in June.
- e) Election shall be by email ballot (from official government email address) and include space for write-in candidates. Two weeks shall be allowed for return of the email ballot and the deadline will be clearly stated in the email.
- f) In all instances, the candidate receiving the greatest number of votes for a position shall be declared elected to that office. If there is only one candidate for an office, the ballot may be dispensed with by unanimous consent. The Chair shall cast the deciding vote in the event of a tie.

**ARTICLE V  
MEETINGS**

**SECTION 1 EXECUTIVE COMMITTEE**

- a) The Executive Committee shall meet a minimum of nine (9) times annually. The Chair may call special meetings as deemed necessary to accomplish the activities of the organization.

**SECTION 2 CFEB**

- a) The CFEB membership shall meet four (4) times annually. The Executive Committee may call additional meetings as deemed necessary to accomplish the activities of the organization.

**ARTICLE VI  
ORGANIZATION**

**SECTION 1 BYLAWS**

- a) The CFEB shall adopt bylaws for internal governance that are consistent with the Presidential Directives and Title 5, Volume 2, 5 CFR Part 960 of OPM regulations.

**SECTION 2 STAFF**

- a) The CFEB shall have an Executive Director and an Executive Assistant, both of whom shall be Federal Government employees selected in accordance with CFEB Host Agency and OPM rules and regulations.
- b) As the Executive Committee deems necessary, personnel from member agencies may be loaned to CFEB to assist in carrying out the activities of the organization.

**SECTION 3 COUNCILS AND COMMITTEES**

- a) The Executive Committee shall designate Councils, Committees, and Working Groups to assist in carrying out the functions of the CFEB business lines.
- b) Councils, Committees, and Working Groups may be established by and with approval of the Executive Committee for investigation and study of matters

relating to the accomplishment of the general purpose, business, and objectives of the CFEB.

- c) Each Council will develop a Charter for approval by the Executive Committee. The life of a Council shall continue until terminated by the Executive Committee.
- d) Committees and Working Groups may be established by and with the approval of the Executive Committee to perform a clearly defined function. The life of any of these entities shall continue until the mission or function has been completed or until terminated by the Executive Committee.
- e) Federal Government employees may be appointed to lead Councils, Committees, and Working Groups on a collateral basis and at the discretion of their agency head and the CFEB Executive Committee.
- f) Council, Committee, and Working Group Chairs will serve as the principal advisor to the Executive Committee for matters relating to the group's mission, and are responsible for providing resources from their respective agency to support activities.

## **ARTICLE VII ANNUAL PLANS AND REPORTS**

### **SECTION 1 ANNUAL PLAN**

- a) As required by the Office of Personnel Management, the Executive Committee, with the assistance of the Executive Director, shall prepare an annual work plan and performance goals for each fiscal year.
- b) All Councils, committees, and working groups are required to submit a work plan of activities, projects, programs, and budget to the Executive Committee.

### **SECTION 2 ANNUAL REPORT**

- a) As required by the Office of Personnel Management, the Executive Director, with the assistance of the Executive Committee, shall prepare an annual report.
- b) All Councils, committees, and working groups are required to submit an annual report of activities, accomplishments, and progress for inclusion in the CFEB annual report.

**ARTICLE VIII  
PARLIAMENTARY AUTHORITY**

Where applicable, the current edition of *Robert's Rules of Order, Newly Revised*, will govern the proceedings of the CFEB and its Executive Committee.

**ARTICLE IX  
AMENDMENTS**

These Bylaws may be amended by a majority vote of the CFEB members present and voting at any annual, regular, or special meeting. Written notice of the proposed amendments shall be provided to members a minimum of ten (10) days in advance of the meeting.

**ARTICLE X  
RATIFICATION**

These Bylaws were approved by the Executive Committee on March 26, 2010 and ratified by the members of the CFEB on April 22, 2010.

Signature on File  
Paul Sherbo  
CFEB Chair

4/22/10  
Date

Signature on File  
Gay Page  
Executive Director

4/22/10  
Date

## **APPENDIX A**

### **NORMATIVE**

These Bylaws were revised to bring them into compliance with the Code of Federal Regulations, Title 5, Volume 2, Part 960 of Office of Personnel Management (OPM) regulations effective on September 28, 1984, and to expand the geographic boundaries of the FEB to encompass the State of Colorado. Although most changes were minor clarifications, the Executive Committee is documenting their reasoning for the following sections:

#### **Article I**

##### **NAME**

To effectively serve agencies throughout the State of Colorado, including but not limited to the military bases in Colorado Springs, a growing Federal presence in Northern Colorado, and the land management agencies with offices throughout the state, the Executive Committee is changing the geographic boundary of the FEB from an eight county region that serves the Denver/Boulder region to all counties within Colorado.

#### **Article IV**

##### **EXECUTIVE COMMITTEE**

To avoid confusion with the name of the Colorado Federal Executive Board, sometimes referred to as *The Board*, the Board of Directors shall be called the *Executive Committee*.

**Section 1 (b):** The increase in the number of Executive Committee to up to fifteen (15) reflects the potential increased participation from agency directors throughout the state.

#### **Article VI**

##### **ORGANIZATION**

#### **Section 3 COUNCILS AND COMMITTEES**

To provide for flexibility in responding to future needs for councils, committees, or work groups, future revisions in the names of the FEB business lines, and extend the life of these bylaws, the names of the business lines are not specified.

