

HONOLULU PACIFIC FEDERAL EXECUTIVE BOARD

BYLAWS

Amended December 6, 2012

Article I NAME

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

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 Office of Personnel Management (OPM) regulations effective September 28, 1984. and revised on January 1, 2006. Currently, 28 Federal Executive Boards are located nationwide in areas with a significant federal population, and are comprised of local, senior-level federal agency officials.
- b) Activities of Federal employees working within the scope of the HPFEB Bylaws are considered to be conducting official business for the United States Government.

SECTION 2 PURPOSE

- a) The purpose of the HPFEB 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 U.S. Office of Personnel Management, Office of the Director, provides direction and oversight of the HPFEB as part of the nationwide network of Federal Executive Boards. This direction and oversight is related to the mission and purpose of Federal Executive Boards, consistent with law and directives from the President, in relation to policies and initiatives relative to the National Federal Executive Boards' mission and purpose.
- c) Under the guidance of the Director for the Office of Personnel Management, the Board shall direct its cooperative activity to three lines of business: Emergency Preparedness, Security and Employee Safety; Workforce Development and Support; and Intergovernmental and Interagency Collaboration and Community Outreach. In addition, the HPFEB will support the Federal Executive Board Network in capacity building and improving commonalities within the network's administrative functions.

Article III HPFEB 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 HPFEB shall consist of the principal regional officer with respect to an Executive Agency, which includes those agencies located in the State of Honolulu and that part of the Pacific under jurisdiction of a member agency as designated by the head of the department or agency.

SECTION 2 MEMBERS

- a) The principal regional officer of every Executive Branch Agency located within the state of Hawaii and that part of the Pacific under jurisdiction of a member agency as designated by the head of the department or agency shall represent their agency on the HPFEB.
- 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 HPFEB or work of committees, councils, or working groups under the direction of the Executive Committee. Such assignments will not constitute membership in the HPFEB; however, such assignments may constitute membership on the respective committee, council, or working group.

SECTION 3 ALTERNATE MEMBERS

- a) Each HPFEB member agency may designate alternate members to attend HPFEB meetings and serve in the absence of the member. Alternate members 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 HPFEB programs and services.
- b) The HPFEB shall have up to seventeen (17) members on its Executive Committee, consisting of five (5) Standing (non-elected) members and not less than seven (7) or more than twelve (12) At-Large (elected) members.
- c) Standing Executive Committee members shall be the:
 - 1) Immediate past Chair of the Executive Committee
 - 2) Head of the HPFEB Host Agency
 - 3) The Principle Officer within Hawaii of the General Services Administration
 - 4) The Principal Officer within Hawaii of the Federal Emergency Management Agency (FEMA)
 - 5) The Principal Officer within Hawaii of the Fourteenth Coast Guard District (the designated senior official for the PJKK Federal Building in Honolulu)
- d) Standing Executive Committee members have the same rights and privileges as At-Large (elected) Executive Committee members and may hold officer positions. In the event a Standing Executive Committee member is elected Chair or Vice-Chair, his or her position on the HPFEB is vacated.
- 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 HPFEB Executive Committee shall be:

- Chair
- Vice-Chair

SECTION 3 DUTIES OF OFFICERS

- a) The Chair shall preside over meetings of the HPFEB and the Executive Committee, call special meetings as required, approve all standing and special committees, and be the spokesperson for the HPFEB. 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 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 Chair or Vice Chair shall appoint an acting Chair in the event that both the Chair and Vice Chair are temporarily unable to perform the functions of the Chair.

SECTION 4 TERM OF OFFICE

- a) Each Executive Committee member shall hold office for a period of two (2) years 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 and Vice Chair shall be one year from October 1 through September 30.
- c) Annually on October 1, the Vice Chair assumes the position of Chair.

SECTION 5 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 Vice Chair
 - A vacancy in the office of the 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 HPFEB member to serve the unexpired elective term.

SECTION 6 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 7 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 8 ELECTIONS

- a) Elections shall be held annually no later than August 30th. Officers and Executive Committee members will assume their duties the first day of October following the election.
- b) Announcements will be issued to the members of the Board one month prior to the nominating committee being appointed indicating that nominations are being accepted for vacancies on the Executive Committee. These nominations shall be given due consideration by the nominating committee.
- c) The Chair shall appoint a nominating committee consisting of a Chair and at least two (2) other members who shall place in nomination one or more names for each elected position. The Executive Committee shall issue a notice in the third quarter of the fiscal year announcing the members of the nominating committee to all HPFEB members.
- d) 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 HPFEB and consider geographic, programmatic, social, and ethnic backgrounds, and length of Federal service. To the degree practicable, the term expirations for the Executive Committee members shall be balanced such that half will expire on odd years and half on even years.
- e) The nominating committee shall submit the proposed slate to the Executive Committee for concurrence.
- f) Once approved, the election slate will be transmitted to the full Board for voting by ballot. The slate will be delivered electronically, and include space for write-in candidates, and two weeks shall be allowed for return of the electronic ballot. Should the slate not be approved, the matter shall be

returned to the Executive Committee and the nominating process repeated.

- g) 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 four (4) times annually. The Chair may call special meetings as deemed necessary to accomplish the activities of the organization. Written minutes from these meetings shall be prepared and, subject to the approval of the Chair, shall be transmitted to the HPFEB board membership in a timely manner.

SECTION 2 HPFEB

- a) The HPFEB membership shall meet at least two (2) times annually. The annual federal employees awards event may fulfill one of the full meeting requirements, if so desired. 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 HPFEB 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 HPFEB shall have an Executive Director and a Deputy Executive Director, both of whom shall be Federal Government employees selected in accordance with HPFEB Host Agency and OPM rules and regulations.
- b) The Executive Director shall conduct the routine correspondence of the HPFEB, and keep such records as may be required. The Executive Director shall manage and disburse funds for programs and activities of the HPFEB in accordance with the instructions of the Executive Committee, and perform such

other functions as the Chair may assign.

- c) As the Executive Committee deems necessary, personnel from member agencies may be loaned to the HPFEB 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 three HPFEB 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 HPFEB.
- 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 HPFEB 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 operating plan and performance goals for each fiscal year.
- b) All Councils, committees, and working groups shall 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, over the signature of the Chair, describing the significant progress and activities of the previous fiscal year.
- b) All councils, committees, and working groups are required to submit an annual report of activities, accomplishments and progress for inclusion in the HPFEB annual report.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

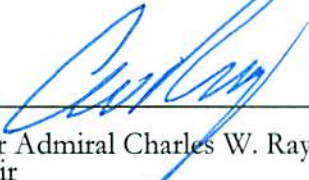
Where applicable, the current edition of *Robert's Rules of Order, Newly Revised*, will govern the proceedings of the HPFEB and its Executive Committee.

ARTICLE IX
AMENDMENTS

These Bylaws may be amended, after approval by the Executive Committee, by a majority vote of the HPFEB 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 December 6, 2012 and ratified by the members of the HPFEB on DEC 20TH 2012.



Rear Admiral Charles W. Ray
Chair

12/27 12



Christopher J Conklin
Executive Director

12 /27/12
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 clarify some terms and provisions. Although most changes were minor clarifications, the Executive Committee is documenting their reasoning for the following sections:

Article I NAME

To clarify that the Honolulu Pacific Executive Board will be referred to herein as the HPFEB, and correct the previous guiding documents from Constitution to Bylaws.

Article II AUTHORITY AND PURPOSE

SECTION 2 PURPOSE

- c) To clarify the current three lines of business for each Federal Executive Board, as promulgated by the Office of Personnel Management, Office of the Director.

Article IV EXECUTIVE COMMITTEE

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

Section 1 EXECUTIVE COMMITTEE

To clarify the number of members on the Executive Committee which includes standing committee members and at-large (elected) committee members, and to clarify which organizations will provide members of the standing committee. Also to eliminate the term "ex-officio members" which was potentially confusing, as well as to eliminate the discretion to designate honorary, special and/or associate members without vote, which is not authorized by statute.

Article VI ORGANIZATION

Section 3 COUNCILS AND COMMITTEES

To provide for flexibility in responding to future needs for councils, committees, or work groups, and changes in directed business lines for the HPFEB, the names of councils, committees and work groups are no longer specified.

