

# Honolulu-Pacific Federal Executive Board Bylaws

Amended November 16, 2022<sup>1</sup>

## 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. 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.

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<sup>1</sup> The appearance of the bylaws has been modified since the original version to increase accessibility.

- c) Under the guidance of the Director for the Office of Personnel Management, and the oversight of Office of Management and Budget, and General Services Administration, the Board shall direct its cooperative activity to the strategic goals identified in the applicable Federal Executive Board Network Strategic Plan. 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

The President has directed the head of every Executive agency (defined in 5 CFR 960 as “a department, agency, or independent establishment in the Executive Branch”) to arrange for the leading official of their field office to personally participate on the Federal Executive Board.

### Section 2      Members

- a) The HPFEB shall consist of the principal officer with respect to an Executive agency, from those agencies located in the State of Hawaii and that part of the Pacific under the jurisdiction of an agency as designated by the head of the department or agency.
- b) The principal regional officer means, with respect to an Executive agency membership, all flag level military general officers and SES-level organizational leadership positions, or otherwise, the highest-ranking member of any agency with a facility or field office in the State of Hawaii.
- c) Where an Executive agency maintains facilities of more than one bureau or other subdivision within the State of Hawaii, and where the heads of those facilities are in separate chains of command within the Executive agency, then the Executive agency may have more than one principal regional officer. The Executive agency will determine the appropriate participation based on its regional component and organization structure in coordination with the HPFEB. The HPFEB will maintain a membership roster by Executive agency.
- d) HPFEB members are expected to represent and communicate with all Executive agency personnel in the agencies located in the State of Hawaii and those parts of the Pacific under the jurisdiction of an agency.
- e) Each HPFEB member may designate an alternate official to attend meetings and otherwise serve in the absence of the member. The alternate

shall be a deputy, principal assistant to the member, or another senior official of the member's organization.

- f) HPFEB members may designate subordinate officials and employees to participate in activities undertaken by the HPFEB or the 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 will constitute membership on the respective committee, council, or working group.

## 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 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) All past Chairs of the Executive Committee remaining in their roles as principal regional officer in the State of Hawaii.
  - 2) Head of the Pearl Harbor Naval Shipyard and Intermediate Maintenance Facility.
  - 3) The Senior 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
  - 6) The Principal Officer within Hawaii of the NOAA National Weather Service
  - 7) The delegated chair of the PJKK Federal Building Facility Security Committee (FSC)
- 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.
- f) Designated alternate HPFEB members will be eligible for Executive Committee membership and officer positions.

## 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:
  - Immediate changes of command shall transition from departing position holder to arriving position holder.
  - If no immediate successor exists, the Executive Director will propose an HPFEB member to the Executive Committee to serve the unexpired elective term. A vote will be held either electronically or at the next meeting by the Committee.

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 every 2 years 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 elections indicating that nominations are being accepted for At-Large vacancies on the Executive Committee.

- c) If there are contested positions, 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.
- d) 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. Up to two of these meetings may occur as part of a full HPFEB meeting.
- (b) At the discretion of the Chair, non-Executive Committee members may be invited to Executive Committee meetings, but will not be given a vote in any questions before the Committee.

### Section 2      HPFEB

The HPFEB membership shall meet at least two (2) times annually. The annual federal employee 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

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  
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 IX  
Ratification

These Bylaws were approved by the Executive Committee on October 19, 2022 and ratified by the members of the HPFEB on November 16, 2022.

Submitted: November 22, 2022



Colby Stanton  
HPFEB Executive Director

Approved: November 26, 2022



Ray Tanabe  
HPFEB Chair