1990

DRAFT

PETITION

FOR THE ESTABLISHMENT OF THE

OKLAHOMA FEDERAL EXECUTIVE BOARD

OKLAHOMA CITY, OKLAHOMA

September 10, 1990

SUBJECT: Establishment of the State of Oklahoma Federal Executive Board

FROM: George C. Grisaffe
Director, Administrative Management
Southwestern Power Administration
P.O. Box 1619
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H.C. McClure
Director, Mike Monroney Aeronautical Center
Federal Aviation Administration
Chairperson, Oklahoma City Federal Executive Council
P.O. Box 25082
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THRU: Jess Davis
Office of Personnel Management
200 NW. 5th Street
Oklahoma City, OK 73102

THRU: Edward Vela, Jr.
Regional Administrator, Dallas Region
Office of Personnel Management
1100 Commerce Street
Dallas, TX 75242

TO: Constance Berry Newman
Director, Office of Personnel Management
1900 "E" Street, NW.
Washington, DC 20415

Dear Ms. Newman:

Since 19----, the Federal Executive Council of Oklahoma City (FEC) and the Tulsa Federal Executive Association (FEA) have served as the singular organizations in the Oklahoma City and Tulsa communities dedicated to the recognition and support of Federal employees and to sharing of resources. The Constitution and By-laws through which the FEC and FEA are governed are attached at Tab A. Through the years, the activities of the FEC/FEA have expanded to the point where it is now most appropriate to petition for the establishment of Federal Executive Board (FEB) status.

Following a meeting with Mr. Edward Vela, Jr., in -----1990, the FEC and FEA examined in detail the criteria for becoming a FEB. A decision was then reached that a proposal for FEB establishment would be presented to the general membership on ------- (Tab B). At the meetings, the benefits that would accrue through the formation of an FEB were thoroughly discussed, as were the increased responsibilities and the obligation to respond to guidance to be received from the Office of Personnel Management (OPM). Members who had been associated in the past with FEB's throughout the United States recounted their professional experiences. Following a question-and-answer period, the general membership voted unanimously to petition for the establishment of the Oklahoma Federal Executive Board.

Currently, the FEC and FEA have eight main programs which serve as the core of the FEC/FEA's activities.

Federal Personnel Council:

This is an Oklahoma Statewide committee serving the Federal families in Oklahoma City and Tulsa as well as all other Federal organizations throughout the State; i.e., Lawton, Muskogee, etc. The Federal Personnel Council (FPC) serves as a central point to clarify, standardize, and implement personnel policy issues across Federal agency organizational lines. The FPC also provides a resource body for the smaller Federal agencies in the State to obtain needed personnel services. The FPC is responsible for developing and implementing an Employee Wellness Program for the Federal family in the State of Oklahoma. The FPC also sponsors training seminars for Federal members that better prepare supervisors and managers to meet the ever changing day-to-day problems. Seminars in total quality management (TQM), management/executive practices and procedures, etc., are identified, publicized, sponsored, and conducted under the auspices of the FPC.

Federal Image Committee:

The Federal Image Committee (FIC) provides oversight to several subcommittees that specialize in providing activities to enhance the Federal image in the State of Oklahoma. The activities of the FIC incorporate the following:

(1) Develop and coordinate a survey of all Federal sector agency/employees identifying the resources provided to the community; i.e., budget and economic impact, volunteer hours, and "sponsorship" activities.

(2) Develop a professional brochure that highlights the Oklahoma Federal service family, the "products" provided, and the community activity represented.

(3) Establish and promote a speakers' bureau reflecting all Federal agencies and the expertise available in them.

(4) Focus on and enhance the relationship with media (newspaper, radio, television) to expand coverage provided the Federal sector.

(5) Coordinate various volunteer "campaigns" (i.e., Cancer Telethon, walk-a-thon, Oklahoma Educational Television Authority (OETA) telephone answering, blood drives, Adopt-a-Highway, etc.) as a part of the "Federal Family" sponsorship.

(6) Publish a periodic newsletter of Federal employee activities, accomplishments, awards, recognitions, and special programs from the agencies.

(7) Develop employment/career counseling programs or booths for presentation at high schools.

Federal Women's Committee:

The Federal Women's Committee (FWC) identifies and coordinates women's issues and projects for the FEA\FEC. Operating under the FEA\FEC, the FWC initiates and implements projects that promote the employment and advancement of women in the Federal Government. FWC members from a variety of Federal agencies and organizations work together on task forces to identify and eliminate barriers to women, plan programs in career development and training, networking, community outreach activities, and other special issues as needed. See Tab C for the FWC charter.

Combined Federal Campaign Committee:

The Combined Federal Campaign (CFC) Committee conducts the annual CFC for all employees of Federal facilities within the Oklahoma City and Tulsa metropolitan areas. The FEB members of the other cities in the State run their own campaigns. The CFC is a once-a-year drive whereby employees can designate the nonprofit and not-for-profit organizations to whom they wish to contribute.

Distinguished Government Service Awards Program Committee:

The objectives of this program are to support Public Service Recognition Week, coordinate the annual presentation of awards to Federal employees for outstanding service or meritorious contributions as well as community volunteers, and interface with other Federal employee organizations. Each year, the annual awards program is conducted in a forum that promotes public awareness of the contributions made by Federal employees. In all previous ceremonies, the FEA\FEC has been fortunate in having a member of the Oklahoma congressional delegation speak at the awards banquet. In 1990, Congressman Glenn English was our guest speaker.

Distinguished Government Service Awards are presented for the following six categories:

SUPERVISORY/MANAGERIAL - Federal employee or uniformed military whose principal duties are to supervise the work of others and/or manage an organizational segment. All wage system supervisors and foremen fall into this category.

TECHNICAL, PROFESSIONAL, and ADMINISTRATIVE, GS-9 and ABOVE - Federal employee or uniformed military engaged in nonsupervisory professional, technical, program management or analysis, or administrative work.

TECHNICAL, PROFESSIONAL, and ADMINISTRATIVE, GS-8 and BELOW - Federal employee or uniformed military engaged in nonsupervisory professional, technical support program management or analysis, or administrative work.

TRADES AND CRAFTS - Federal employee or uniformed military performing nonsupervisory work in a recognized trade, craft, or manual labor occupation.

CLERICAL - Federal employee or uniformed military performing clerical or secretarial work.

HANDICAPPED - Federal employee with severe employment handicap performing work in any occupation or at any level.

Civil Rights Committee:

The Civil Rights Committee (CRC) membership is represented by all of the Federal agencies that make up the FEA/FEC. The committee has the responsibilities of (1) dissemination of information from the Federal sector to the community and from the community to the Federal sector (job fairs, local activities, etc.) and (2) consideration of activities to support the employment, promotion, etc., of the affected groups. The committee shows the collective representation of all the different minority groups and the impact of having a collective effort for Hispanic Week, Black History Week, etc., during the same time in all of the agencies would have a greater impact.

Education Committee:

The Education Committee (EC) works with the various Chambers of Commerce within the State of Oklahoma. The EC serves as a resource to the local superintendent of schools by providing briefings to inform school administrators of Federal activities that may have application to education within Oklahoma schools. The EC provides briefings and other reasonable administrative support to school administrators upon request. The EC is also a resource entity to the Oklahoma Colleges and Universities. The EC identifies highly qualified Federal employees that are qualified to teach in the field of public administration. These Federal workers augment the faculties of the Schools of Public Administration for Oklahoma Colleges and Universities.

Savings Bonds Committee

The objective of this committee is to support the efforts of the U.S. Savings Bonds Division of the U.S. Treasury in its annual savings bonds drive.

On the basis of Federal civilian employee population, the State of Oklahoma would rank ------, or in the top ----- percent of all existing FEB's. This comparison, however, does not take into consideration the Federal military presence. Of the top six FEB's, only the State of Oklahoma has an active duty population exceeding --------. When the ---------- military servicemen are added to the 37,000 Federal civilian employees, the State of Oklahoma has a total Federal population of ----------. Excluding the national capital area, this is the largest concentration of Federal employees in any metropolitan center of the United States. In addition, the list of Federal departments, agencies, and commissions at Tab D clearly illustrates the wide diversity of Federal representation in the State of Oklahoma.

Letters supporting this petition from the following community leaders are attached at the indicated tabs:

Tab E - Governor, State of Oklahoma

Tab F - Oklahoma Congressional Delegation

The establishment of the Oklahoma Federal Executive Board will bring extensive benefits to our local Federal operations and enhance the cooperation and effectiveness with our State and municipal counterparts. On behalf of all the members of the Federal Executive Association and Federal Executive Council, thank you for your kind consideration of this petition which, I trust, will be examined favorably.

H.C. McClure
Chairperson, FEC

Tab A

BY-LAWS
METROPOLITAN OKLAHOMA CITY FEDERAL EXECUTIVE COUNCIL

Article I NAME

The name of this organization shall be the Metropolitan Oklahoma City Federal Executive Council, hereinafter referred to as the Executive Council.

Article II AUTHORITY AND PURPOSE

Sec. 1 The president's memorandum to the heads of departments and agencies, dated November 10, 1961, directs the establishment of Federal Executive Boards and encourages establishment and continuation of other associations of Federal regional officials.

Sec. 2 Consistent with the range of authority and discretion which Council members hold by delegation from superiors in their respective agencies, it shall be the purpose of the Executive Council to initiate improved coordination of governmental activity within metropolitan Oklahoma City through cooperative action among Federal Government field establishments and by provision of unified policy guidance in the areas of general management, public affairs, and other substantive programs with interests cutting across department lines. The Executive Council shall not concern itself with matters within the purview of State and local government or private groups except in instances where specific activities of those organizations may coincide with a legitimate interest of one or more of the Federal agencies represented on the Executive Council.

Sec. 3 From time to time, the Executive Council shall direct its cooperative activity to specific programs concerning Presidential policies of general application.

Article III MEMBERSHIP

Membership shall consist of: (Amended 5/4/88.)

1. Members
2. Associate Members
3. Alternate Members

Sec. 1 Members of the Executive Council shall consist of heads of field establishments located in metropolitan Oklahoma City which have 20 or more employees and may include one other person designated by the agency head member at his or her discretion. (Amended 5/4/88.)

Sec. 2 Associate members of the Council shall consist of heads of Federal organizations in metropolitan Oklahoma City having fewer than 20 employees and heads of Federal organizations outside the metropolitan Oklahoma City area. No additional designations as members may be made by associate members. (Amended 5/4/88.)

Sec. 3 Alternate members may be designated by one member of any agency who will have nonvoting status but may participate in Council meetings and activities at the discretion of the member designating such alternate member. (Amended 5/4/88.)

Sec. 4 Voting privileges shall be restricted to members and associate members with only one vote per agency permitted. Alternate members may vote in the absence of an agency member. (Amended 5/4/88.)

Sec. 5 Members and associate members will upon request designate officials and employees from their staffs to participate in activities undertaken by the Council or work of committees under the Council. Such assignments will not constitute membership on the Executive Council.

Article IV OFFICERS AND ELECTIONS

Sec. 1 The officers of the Executive Council shall be the chairperson and a vice chairperson, which officers shall be elective, and a Policy Committee, which shall consist of the aforementioned officers, the immediate past chairperson, the Area Manager of the Office of Personnel Management, the Director of the FAA Aeronautical Center, the Commander of OCALC, and three members at large elected by the Executive Council. In addition, the chairperson shall appoint a secretary who need not be a member of the Executive Council.

Sec. 2 The term of office for the chairperson, vice chairperson, and secretary shall be for 1 year.

Sec. 3 The term of office of the immediate past chairperson as a member of the Policy Committee shall be 1 year, and the term of office for members at large of the Policy Committee shall be 3 years, except that those members at large elected at the first election of the Policy Committee, one shall serve a 1-year term, one shall serve a 2-year term, and one shall serve a 3-year term. Vacancies in the office of member at large on the Policy Committee will be filled by election by the Policy Committee to fill the unexpired term.

Sec. 4 Elections shall be held annually at a regularly scheduled meeting of the Executive Council during the last quarter of the fiscal year. Officers will assume their duties on the first day of the month of October following the election.

Sec. 5 It shall be the duty of the chairperson to appoint a Nominating Committee of not less than three members not presently holding office in the organization (including members of the Policy Committee) who shall place in nomination one or more names for each elective office to be filled at the next regular election. He shall appoint this Nominating Committee not later than 30 days prior to the date of the election.

Sec. 6 In order to permit full consideration of the candidates, a listing of nominees will be transmitted to members with the notice of the meeting at which the election will be held. After formal presentation of the nominations at the meeting, the chairperson will provide an opportunity for additional nominations from the floor.

Sec. 7 Election shall be by secret ballot. In all instances, the candidate receiving the largest number of votes cast for an office shall be declared elected to that office. If, however, there is only one candidate for an office, the ballot may be dispensed with by election by acclamation.

Sec. 8 Only members and associate members shall be eligible to hold office. (Amended 5/4/88.)

Article V DUTIES OF OFFICERS

Sec. 1 The chairperson shall preside at all meetings of the Executive Council, recommend the formation of and appoint all special committees, call such meetings as may be required, and act as spokesman for the Executive Council on all occasions. The chairperson shall function ex-officio as chairperson of the Policy Committee.

Sec. 2 The vice chairperson shall preside at meetings of the Executive Council and Policy Committee in the absence of the chairperson and shall succeed him in case of a vacancy. In the event of a vacancy in the office of vice chairperson, succession thereto shall be designated by the Policy Committee for the remainder of the unexpired term.

Sec. 3 The secretary shall issue the notices of all Executive Council and Policy Committee meetings, prepare and keep the minutes of all meetings of both, conduct the routine correspondence of the Executive Council, and keep such records as may be required. In addition, he shall also serve as treasurer of the Executive Council and as such shall receive, hold, disburse, and be responsible for all funds which come into the possession of the Executive Council at the end of each fiscal year and oftener when requested by the Policy Committee. He is also authorized to deposit any or all such funds received in a national or State bank selected by him and to withdrawn such funds therefrom over his signature as secretary-treasurer of the Executive Council.

Sec. 4 The Policy Committee shall seek ways and means to undertake with diligence and serious purpose those activities in the fields of general management and public affairs, interdepartmental coordination and intergovernmental relationships that will contribute to the effectiveness and economy of the Government operations and will provide policy guidance and direction to all cooperation projects of Federal agencies in Oklahoma City and vicinity.

Article VI MEETINGS

All meetings will be conducted in conformance with Robert's Rules of Order. Regular meetings of the full Executive Council shall be held at least twice each year upon notice by the chairperson. Special meetings of the Council will be held on call of the chairperson. Attendance at regular meetings shall be open to associate members. Attendance at special meetings shall be extended to associate members at the election of the chairperson. The Policy Committee will meet at least quarterly upon notice by the chairperson.

Article VII QUORUM

A quorum for the purpose of holding any meeting of the Executive Council shall be one-third of the membership.

Article VIII COMMITTEES

Sec. 1 All committees (except the Policy Committee) shall be appointed by the chairperson on an ad hoc basis.

Sec. 2 Meetings of all special committees (except the Policy Committee) shall be on the call of the chairperson of such committees who shall be appointed as such by the chairperson of the Executive Council.

Sec. 3 Satellite councils may be formed under the sponsorship of the Metropolitan Oklahoma City Federal Executive Council. In all instances, a member of the Federal Executive Council, appointed by the chairperson, may be an ex-officio member of the satellite council. The Metropolitan Oklahoma City Federal Executive Council may withdraw sponsorship if the satellite council is in disagreement with Federal Executive Council purposes. (Amended 4/20/80.)

Article IX REPORTS

At the end of the fiscal year, the chairperson shall prepare and, upon approval by the Policy Committee, furnish to Council members for submission to their respective agency heads a report of the Executive Council's activities and accomplishments. The chairperson shall also prepare and submit such other reports as from time to time may be required.

Article X EFFECTIVE DATE OF BY-LAWS

These By-Laws shall become effective upon adoption by a majority of the members of the Executive Council present and voting.

Article XI AMENDMENTS TO THE BY-LAWS

Amendment to the By-Laws shall be referred to the Policy Committee who will report it with recommendations at the next regular meeting of the Executive Council; the amendment may be adopted with the concurrence of the majority of the members present and voting.

Sent to Henry Holland 5/25/88 for distribution with staff meeting notice.

Tab C
Revised 7-1-90

CHARTER

Oklahoma Federal Women's Council (OK-FWC)

The OK-FWC identifies and coordinates women's issues and projects for the Federal Executive Board. Operating under the Federal Executive Council, the OK-FWC initiates and implements projects that promote the employment and advancement of women in the federal government.

OK-FWC members from a variety of federal agencies and organizations work together on task forces to identify and eliminate barriers to women, plan programs in career development and training, networking, community outreach activities, and other special issues as needed.

I. THE WOMEN'S COUNCIL IS ORGANIZED IN THIS MANNER:

A. Federal Executive Council

(1) Federal Women's Council

(a). Federally Employed Women (FEW) - a private, non-profit organization.
(b.) Federal Women's Program Managers
(b). Other designated representatives of agencies as specified

II. WOMEN'S COUNCIL ORGANIZATION

A. Composition of membership

The Women's Council is composed of federally employed representatives of each of the various agencies, organizations, and interest groups throughout Oklahoma.

B. Appointment of Chairperson and selection of members

The Chairperson of the Women's Council, appointed by the Chairperson of the Federal Executive Council, will assemble representatives each year so that the OK-FWC maintains the following composition:

4 representatives of agencies with 101 or more employees (suggest FWPM's)
2 representatives of agencies with 100 or fewer employees
1 representative of employees at GS 13 and above
2 representatives of employees at GS-8 through GS-12
2 representatives of employees at GS-7 and below
1 representative of women in uniformed federal service
1 represemtative for wage grade employees
5 designated representatives of FEW chapters: (Tulsa, Muskogee, Oklahoma City, Tinker AFB, and VA Medical Center chapters)

The Chairperson of the OK-FWC may appoint additional members to serve for limited terms in an ad hoc capacity.

The selection of the eighteen representatives will be made by the Chairperson of the Women's Council. The Chairperson will cultivate both diversity and continuity in committee membership. Members may be identified through solicitation of nominations from agency directors, or through solicitation of volunteers from representative categories, or through direct appointment, or by any combination of these methods that are approved by the Chairperson.

All appointments to the council will be confirmed in writing.

B. Length and Conditions of Service

The Chairperson and members, once assembled, will serve until their replacements are appointed and have convened. Appointments extend throughout the tenure of the Chairperson by whom they were made.

A member may succeed himself or herself to the council no more than four times in the same capacity (that is, representing the same constituency.) Representation may be rotated at the discretion of the Chairperson.

Membership constitutes a commitment to participate in committee work and activities. Members recognize this responsibility and fulfill it in part by serving on task forces, attending committee meetings and contributing to the discussion and decision-making on committee matters.

A member who is absent from two or more of the six annual committee meetings may be asked to relinquish his or her seat so that an active representative may be appointed.

Although a member may designate an individual to represent him or her at a meeting(s), this representation does not constitute the member's attendance for purposes of this policy.

C. Appointment of Officers

A Vice-chairperson, a Secretary, and a Treasurer of the council will be appointed by the Chairperson. The Vice-chairperson will preside as acting chairperson of the committee in the Chairperson's absence. The Secretary will provide notice and minutes of meetings. The Treasurer will maintain financial records and funds.

D. Council Meeting Schedule

The OK-FWC year is structured to correspond with the fiscal year and the terms of office for the Federal Executive Council. Like the FEC, the OK-FWC meets six times a year. The women's group will convene on the second Thursdays in October, December, February, April, June, and August. The Chairperson may call additional or special meetings as needed.

E. Representation at FEC

The Chairperson or designated agent represents the committee at all FEC meetings.

III COUNCIL FUNCTION

A. There are five standing Task Forces on the council:

1. Career Development and Training.

The OK-FWC Career Development and Training Task Force works with the Federal Executive Council to present seminars and workshops that meet the needs of women employed by the federal government. In order to encourage use and conservation of resources, this Task Force coordinates activities with the FEC and with special interest organizations inside and outside government service. Additional responsibilities include administration of the FEC's access to materials on self-development and employment opportunities, including a "Trainers Bureau," of programs, speakers and trainers.

2. Networking and Mentoring

This task force binds the federal family together by maintaining a job bank with listings of job vacancies in each agency which will permit women to be upwardly-mobil and move by interagency networking to reach full potential. It also directs a mentoring program which enables interested upwardly-mobil women to identify, meet, and work with appropriate role models and career counselors.

3. Identifying and eliminating barriers

This task force is necessary to identify and eliminate barriers to women in government service as a method to resolve the disproportionate number of females in lower grades and help women move into upper employment levels.

4. Community Outreach

The Community Outreach Task Force works with federal and private sector resources to research issues affecting our community and to provide training, education, and publicity on chosen topics. The task force supports development of adequate child care services for federal employees, provides information and programs on health concerns, fosters education on the care of the elderly, and seeks to provide information and resources for those community needs identified by the OK-FWC.

5. Special Projects

The Special Projects Task Force serves entirely at the discretion of the OK-FWC Chairperson. It coordinates or directs special initiatives as requested.

IV. AMENDMENT OF CHARTER

This Charter may be amended at any time by a majority vote of the Oklahoma Federal Women's Council membership in consultation with the Chairperson of the Federal Executive Council.