



- 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.