

FEDERAL EXECUTIVE BOARD

OF MINNESOTA

CONSTITUTION AND BYLAWS

Article I NAME

The name of this organization shall be the Federal Executive Board of Minnesota, hereinafter referred to as the MNFEB. The MNFEB leadership body may also be referred to as the Policy Board.

Article II AUTHORITY AND PURPOSE

Sec. 1 Federal Executive Boards were established by direction of the President in a memorandum to heads of departments and agencies dated November 10, 1961, and a memorandum to the Director, Bureau of the Budget, dated August 13, 1969. Further direction for the operation and administration of Federal Executive Boards are found in the current Code of Federal Regulations under citation 5CFR960.

Sec. 2 Consistent with the range of authority and discretion which Policy Board members hold by delegation from superiors in their respective agencies, it shall be the purpose of the MNFEB to initiate improved coordination of governmental activity within the State of Minnesota through cooperative action among field establishments in their areas of government-wide policy implementation, service to the community, and improving the quality of the Federal government.

Sec. 3 From time to time, and under the guidance of the Director, Office of Management and Budget, and the Director, U.S. Office of Personnel Management, the MNFEB shall direct its cooperative activity to specific programs concerning Presidential policies of general application.

Article III MEMBERSHIP

Sec. 1 DEFINE MEMBER AGENCIES FEB

Membership of the MNFEB shall consist of regional or field agencies located in the State of Minnesota. For the purposes of broad membership in the MNFEB as an organization, the agency is considered the member. Member agencies are included by their mere geographic presence in the state. Agencies listed in Appendix A are the known member agencies that comprise the MNFEB.

Sec. 2 DEFINE POLICY BOARD MEMBERSHIP

From the broader MNFEB membership, agency heads may participate on the Policy Board to lead and make decisions governing the MNFEB. An agency head is defined as the highest level of leadership of an agency with a staff presence in Minnesota, for which the next level of reporting is outside of the state. Agencies with one representative working in Minnesota without accompanying staff will not be considered agency heads. Policy Board members may each delegate an alternate, who may fully participate in board meetings the absence of the agency head.

Sec. 3 Voting privileges in meetings of the Policy Board shall be restricted to the members or, in their absence, their designated alternates.

Sec. 4 DEFINE MNFEB COUNCIL AND COMMITTEE MEMBERSHIP

Policy Board members may designate or remove officials and employees on their staff to participate in activities undertaken by the MNFEB or work on councils or committees under the MNFEB. Such assignments will not constitute membership on the Policy Board. (See Article VII for work of councils and committees)

Article IV OFFICERS, CONTINUTUNITY, AND ELECTIONS

Sec. 1 The officers of the MNFEB shall be Chair, First Vice Chair, Second Vice Chair, and Treasurer.

Sec. 2 TERM OF OFFICE

The term of office for the Chair and Vice Chairs shall last one year, and may be extended for up to two consecutive years concurrent with the Federal Fiscal Year. For continuity of leadership on the MNFEB, the First Vice Chair shall be the Chair-elect, and assume the position of Chair the following year. Likewise, the Second Vice Chair shall assume the position of First Vice Chair the following year. In addition, former Chairs shall function as an informal *ex officio* advisor to the new officers and the Policy Board. The Treasurer shall serve for any length of time, provided the services continue to be valuable to the Policy Board.

Sec 3. ELECTIONS

The Chair, First Vice Chair, Second Vice Chair shall be confirmed by Policy Board membership vote during the annual Policy Board Strategic Planning meeting. Officers will assume their duties on the first day of the new fiscal year. In the event of a vacancy in the office of Chair, the First Vice Chairperson shall at once succeed to the title and duties of such office, and the Second Vice Chair shall succeed to the title and duties of the First Vice Chair. A special election for Second Vice Chair will be held during the year whenever the office of Second Vice Chair becomes vacant.

Sec 4. OFFICER VOTING

The Officers may hold a special session by phone or email to make a time-sensitive decision before the next monthly board meeting. These special sessions may include the Chair, Vice Chair, Second Vice Chair and Treasurer, but not *ex officio* members. The Policy Board empowers its officers, including the Treasurer if an eligible member, to act for it on minor, emergency or continuing items of business and to recommend major policies and procedures for approval at a regular or special Policy Board meetings.

Article V DUTIES OF MNFEB OFFICERS AND MEMBERS

Sec. 1 DUTIES OF OFFICERS

A. The Chair shall preside at all Policy Board meetings, appoint all standing and special committees, call such special meetings as may be required and act as spokesman for

the Federal Executive Board on all occasions. The Chair may also convene and lead a hiring panel for the MNFEB Executive Director, if the position becomes vacant.

- B. The First Vice Chair shall, when called upon, assist the Chair and shall preside at meetings in the absence of the Chair.
- C. The Second Vice Chair shall, when called upon, assist the Chair and shall preside at meetings in the absence of the Chair and the First Vice Chair. The Second Vice Chair will also serve as Chair of the Civil Servant of the Year planning committee for the spring event that occurs during their term.
- D. The Treasurer shall oversee the fiscal records of the Policy Board, per the MNFEB Fiscal Policy. The Treasurer shall support an annual audit of the MNFEB fiscal records (see Article X). Most often the Treasurer position will be filled by a budget analyst or accountant from a member agency, rather than be filled by an agency head. The Treasurer will require approval from their agency head to fulfill these duties. This position does not have regular voting privileges unless they meet the membership requirement as defined in Article III.

Sec. 2 ORDER OF SUCCESSION OF OFFICERS

The Chair is the lead officer of the MNFEB. When the Chair is no longer able to perform the duties of the position, temporarily or permanently, the order of succession shall be:

- A. First Vice Chair
- B. Second Vice Chair
- C. Most recent Ex Officio Chair

Sec. 3 The Executive Director shall issue the notices of all meetings, prepare and keep the minutes of all meetings, conduct the routine correspondence of the MNFEB, and keep such records as may be required. The Executive Director shall manage the functions of each MNFEB council or committee, ensuring continuity of council leadership and program results.

Sec. 4 The Policy Board shall seek ways and means to undertake with diligence and serious purpose those activities in the areas of government-wide policy implementation, service to the community, and improving the quality of the Federal Government that will best contribute to the effectiveness and economy of government operations in the State of Minnesota.

Article VI MEETINGS

In addition to the annual Strategic Planning meeting in September, Policy Board meetings shall be held at least four times each year upon notice by the Chair or the Executive Director. Additional meetings of the Board will be scheduled as needed by the Chair or the Executive Director. Policy Board meetings take place in the FEB conference room or may be hosted by member agencies to encourage inter-agency exposure and collaboration.

Article VII MNFEB COUNCILS AND COMMITTEES

Sec. 1 AUTHORITY

The MNFEB may authorize councils, committees, short-term task forces and programs to meet the needs of MNFEB member agencies. Current activities may be updated in Appendix B. Councils, committees and task forces of the MNFEB shall act in accordance with the leadership requirements of the MNFEB, and all programs of the MNFEB function with approval and favor of the Policy Board members.

Sec. 2 MNFEB councils and committees must report activity at least once a year at the annual Policy Board Strategic Planning meeting, or more often upon request from the Policy Board. At the discretion of the Executive Director, councils may brief activity periodically throughout the year. Councils may create bylaws to guide their leadership structure and activity, and any bylaws must be approved by the Policy Board.

Article VIII ANNUAL WORK PLAN

In preparation for each fiscal year, the Executive Director, in consultation with the Policy Board, shall prepare and submit to the Representative of the Director, Office of Personnel Management, a work plan setting forth the objectives of the MNFEB for the ensuing year. The work plan also shall outline MNFEB activities and projects for government-wide policy implementation, for service to the community, and for improvement in the quality of the Federal Government that will fulfill the stated objectives.

Article IX REPORTS

At the end of each fiscal year, the Executive Director shall prepare and submit to the Policy Board and to OPM, a report of the accomplishments and progress during the last year in relation to the annual work plan.

Article X AUDIT

The Chair shall commission an audit composed of at least one Federal employee knowledgeable in accounting procedures to audit the Treasurer's records of receipts and disbursements. This audit shall be conducted at least once every two years, or prior to a Treasurer transition. A report of the audit shall be transmitted to the Chair and members of the Policy Board and made part of the permanent records of the MNFEB.

Article XI EFFECTIVE DATE OF CONSTITUTION AND BYLAWS

This Constitution and Bylaws, as amended, shall become effective upon adoption by a majority of the members present and voting.

Article XII AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution and Bylaws may be adopted at any Policy Board meeting provided that a written notice of the proposed change has been given to the Appendix A membership in advance of the meeting. A quorum shall consist of at least a majority of the voting Policy Board officers and a minimum of 10 additional member agencies.

ADOPTED: August 24, 1966

AMENDED: October 25, 1967	(Article IV, Sec. 3)
February 28, 1968	(Article IV, Sec. 4)
September 25, 1968	(Article IV, Sec. 1)
February 25, 1970	(Article XI, Sec. 1, 2 & 3)
	(Article IV, Sec. 1 & 2)
	(Article V, Sec. 4)
	(Article VII, Sec. 1 & 2)
	(Article VIII)
September 23, 1970	(Article IV, Sec. 1)
	(Article III, Sec. 2)
September 22, 1971	(Article IV, Sec. 1)
September 17, 1971	(Article IV, Sec. 4)
September 13, 1972	(Article II, Sec. 3)
	(Article IV, Sec. 1 & 2)
	(Article V, Sec. 2 & 3)
	(Article VII & Article III)
May 17, 1973	(Article I)
April 23, 1975	(Article IV, Sec. 2, 3 & 4)
April 23, 1980	(Article II, Sec. 3)
	(Article III, Sec. 1)
	(Article IV, Sec. 2 & 4)
	(Article V, Sec. 2)
	(Article VII)
	(Article VIII)
	(Article IX)
August 12, 1992	(Article IV, Sec. 1)
January 1998	(Article III, Sec. 1 & 2)
	(Article IV, Sec. 1, 2 & 3)
	(Article V, Sec. 1, 2, 3, 4 & 5)
	(Article VII)
	(Article IX)
	(Article XI)
May 1998	(Article I, Article III)
	(Article V, Sec. 4)
June 1998	(Article XI)
June 2000	(Article II, Sec. 2)
	(Article IV, Sec. 1)
	(Article V, Sec. 4)
September XX, 2017	(Article I)
	(Article II)
	(Article III)
	(Article IV)
	(Article V)
	(Article VI)

(Article VII)
(Article VIII)
(Article IX)
(Article X)
(Article XI)
(Article XII added)

APPENDIX A: Minnesota FEB Member Agencies

934th Airlift Wing
ATF
BOP Federal Medical Center Rochester
BOP Federal Prison Camp Duluth
BOP Sandstone Correctional Facility
BOP Waseca
Bureau of Labor Statistics
CDC
Coast Guard Marine Safety Detachment St. Paul
Comptroller of the Currency - lg banks
Comptroller of the Currency - sm banks
Corporation for National and Community Service
DCMA Twin Cities
Defense Contract Audit Agency
Department of Commerce International Trade Administration
DHS CBP MHC
DHS CBP Port
DHS Citizenship and Immigration Services
DHS Citizenship and Immigration Services - Office of Intake and Documentation
DHS Citizenship and Immigration Services, EEO Office
DHS Federal Protective Service
DHS ICE Enforcement and Removal Operations
DHS ICE Homeland Security Investigations
DHS ICE Office of Chief Counsel
DHS ICE Security Division
DHS Secret Service
DHS Transportation Security Administration
DHS TSA FAMS
DIA / US Pacific Command Joint Intelligence Operations Center Minneapolis
DOD EP Liaison Officers
DOI Bureau of Indian Affairs
DOI Fish and Wildlife Service
DOI National Park Service - Grand Portage Nat'l Monument
DOI National Park Service - Mississippi Nat'l River and Recreation Area
DOI National Park Service - Pipestone Nat'l Monument
DOI National Park Service - St. Croix Nat'l Scenic Riverway
DOI National Park Service - Voyageurs Nat'l Park
DOI Office of Hearings and Appeals
DOI U.S. Geological Survey
DOL Occupational Safety and Health Administration

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DOL Office of Federal Contract Compliance Programs
DOL Wage & Hour Division
Drug Enforcement Administration
EPA Mid-Continent Ecology Division
FAA Air Traffic Organization - Terminal
FAA Office of Airports
Farm Credit Administration
FBI
FDA
Federal Deposit Insurance Corporation
Federal Highway Administration
Federal Railroad Administration (FRA)
Federal Reserve Bank of Minneapolis
FMCS
GSA Federal Acquisition Service
GSA Public Buildings Service
HHS Office of the IG
Housing and Urban Development
Indian Health Service
Indian Health Service/Billings Area Office
IRS
Marine Corps: Recruiting Station Twin Cities
Marine Wing Support Squadron 471
Minneapolis Army Recruiting Battalion
Minneapolis MEPS
Minneapolis Passport Agency
Minnesota National Guard (MNNG)
National Labor Relations Board
Navy Joint Reserve Intelligence Center (JRIC)
Navy Recruiting District Minneapolis
NOAA NWS
OPM Human Resources Solutions, Federal Staffing Center, USA Staffing
OPM National Background Investigations Bureau
Peace Corps
Small Business Administration
Social Security Administration Bloomington
Social Security Administration Minneapolis
Social Security Administration St. Cloud
Social Security Administration St. Paul
U.S. Army Corps of Engineers
United States Attorney's Office
United States Postal Service
University of MN Naval ROTC
USDA APHIS
USDA APHIS PPQ
USDA Farm Service Agency (FSA)
USDA Forest Service
USDA FSIS
USDA Natural Resources Conservation Service

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USDA, Rural Development
USDA-Agricultural Research Service
USDA-AMS- Dairy Programs-Federal Milk Market
USDA-Risk Management Agency
USDA-Risk Management Agency-Northern Regional Compliance Office
VA Debt Management Center
VA Health Care System Minneapolis
VA Health Care System St. Cloud
VA National Cemetery Fort Snelling
VA Regional Office
VHA Office of Emergency Management

APPENDIX B: Minnesota FEB Councils (September 2017)

In order of inception date:

1. Diversity & Inclusion Council, since 1997
2. Small & Disadvantaged Business Opportunities Council, since 1998
3. Human Resources Council, since 2012
4. Shared Neutrals Program, since 2012
5. Federal Outreach & Leadership Development (FOLD) Program Planning Council, since 2013
6. Closed Point of Dispensing (POD) Task Force, since 2013
7. Continuous Improvement Council, since 2014
8. Civil Servant of the Year Planning Committee, since 2015