

SEATTLE FEDERAL EXECUTIVE BOARD

Constitution and Bylaws

Last updated: June 25, 2021

ARTICLE I

Name

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

ARTICLE II

Authority and Purpose

Section 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. On June 10, 1982, the Office of Management and Budget transferred administrative responsibility for the Federal Executive Boards to the U.S. Office of Personnel Management ([5 CFR § 960](#)).

Section 2 Consistent with the range of authority and discretion which the Board members hold by the delegation from supervisors in their respective agencies, it shall be the purpose of the Executive Board to initiate improved coordination of government activities, to enhance communication among Federal executives and to foster workforce development.

Section 3 From time to time, and under the guidance of the Director of the U.S. Office of Personnel Management, the Executive Board shall direct its cooperative activity to specific programs concerning Presidential initiatives of general application.

ARTICLE III

General Membership

Section 1 **Membership.** The Executive Board shall consist of the top executives of federal agencies with offices in Clallam, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Pierce, Mason, Skagit, Snohomish, Thurston and Whatcom counties in Washington State.

Section 2 **Alternates.** Additionally, each member of a Federal Executive Board may designate an alternate member, who shall attend meetings and otherwise serve in the absence of the member. An alternate member shall be the deputy or principal assistant to the member or another senior official of the member's organization.

Section 3 **Staff.** As they deem necessary and proper, members shall, from time to time, designate personnel from their respective organizations to serve as the staff, or otherwise to participate in the activities, of the Federal Executive Board.

Section 4 **Board Actions.** Actions of the Federal Executive Board shall be taken only with the

approval of a majority of the members thereof. This authority may not be delegated. All activities of a Federal Executive Board shall conform to applicable laws and shall reflect prudent uses of official time and funds.

ARTICLE IV Officers and Organization

- Section 1 **By-Laws.** A Federal Executive Board shall adopt by-laws or other rules for its internal governance, subject to the approval of the Director of the US OPM.
- Section 2 **Chair.** The Executive Board shall have a Chair, who shall be elected by the members from among their number, and who shall serve for a term of office not to exceed one year.
- Section 3 **Staff.** As they deem necessary and proper, members shall, from time to time, designate personnel from their respective organizations to serve as the staff, or otherwise to participate in the activities, of the Federal Executive Board. Other personnel may be engaged, by appointment, contract, or otherwise, only with the approval of the Board Officers.
- Section 4 **Expiration of committees.** Unless otherwise expressly provided by law, by directive of the President or the Director of OPM, or by the by-laws of the Federal Executive Board, every committee, subcommittee council, and other sub-unit of the Federal Executive Board, and every affiliation of the Federal Executive Board with external organizations, shall expire upon expiration of the term of office of the Chair. Such a committee, subcommittee, council, other sub-unit, or affiliation may be reestablished or renewed by affirmative action of the Federal Executive Board.
- Section 5 **Board Actions.** Actions of the Federal Executive Board shall be taken only with the approval of a majority of the members thereof. This authority may not be delegated. All activities of a Federal Executive Board shall conform to applicable laws and shall reflect prudent uses of official time and funds.

ARTICLE V Duties of Officers

- Section 1 Board Officers shall include the Chairperson, Vice-Chairperson, at least three and no more than 5 elected members, and such additional members (not less than two) as shall be appointed by the Chairperson. Additionally, the Board Officers shall include ex officio members from the Executive Director's funding agency, the General Services Administration, and Department of Homeland Security, Federal Protective Service. The ex officio members have the same rights and privileges as the other Board Officers.
- Section 2 The term of office of the Chairperson, Vice-Chairperson, and the appointed members of the Executive Leadership Council shall be for one fiscal year. The ex officio Board Officers will maintain their role for the same duration as their tenure at the designated agencies.

- Section 3 The term of office of the elected members of the Executive Leadership Council shall be for two fiscal years. Interim vacancies of the elected members shall be filled by appointment by the Chairperson until the next regular election, at which time; they shall be filled by election for the unexpired terms. In the event the positions of both the Chairperson and the Vice-Chairperson are vacated, the remaining members of the Executive Leadership Council will select one of their memberships to serve as Chairperson until the next regular election. The Chairperson so selected will designate an alternate from the Executive Leadership Council to serve as Chairperson in the absence of the Chairperson.
- Section 4 Elections shall be held annually before or soon after the end of the fiscal year. The newly elected officers will assume their duties at the time of election. Current officers will maintain their duties until annual elections are complete.
- The Chair shall coordinate the nomination process for each elective office, in addition to a Chair and Vice Chair for the Combined Federal Campaign Planning Committee. To permit full consideration of candidates, a list of the nominees will be transmitted to all voting members with the notice of the meeting at which the election will be held. After formal presentation of the nominations at the meeting, the Chair will invite additional nominations from the floor.
- Section 5 Election will be by ballot of all members present at the annual meeting of the full Executive Board; one vote per agency. In all instances, the candidate receiving the greatest number of votes 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 unanimous consent.
- Section 6 The Chair shall preside at all meetings of the Executive Board, appoint all standing and special committees, call such special meetings as may be required, supervise SFEB staff and act as spokesperson for the Executive Board on all occasions.
- Section 7 The Vice-Chair shall preside at meetings in the absence of the Chairperson, and shall succeed the Chairperson in case of vacancy. The Vice Chair will usually be nominated as Chair in the year following their Vice Chair role.
- Section 8 The staff of the SFEB includes the Executive Director and other staff as appropriate. The Executive Director shall conduct the operations of the office in such a manner as to further the mission of the Executive Board under the general direction of the Chairperson. The Executive Director is neither a Board Officer nor voting member of the Executive Leadership Council.
- Section 9 The Executive Leadership Council shall determine those activities that will facilitate communications among Federal executives and foster executive development opportunities.
- Section 10 The Executive Leadership Council shall monitor the operations of the SFEB which includes committee activities and general operations of the SFEB.

ARTICLE VI
Meetings

The full Executive Board membership will meet annually, usually in November, to elect officers. Other full Board meetings will be held throughout the year upon notification by the Chairperson. The Executive Leadership Council shall meet quarterly, or as necessary. The Chairperson shall call special meetings of the officers of the Executive Board as deemed necessary.

ARTICLE VII
Finance and Staff Support

- Section 1 Any Executive Board membership agencies may provide financial, administrative, or other support for the day-to-day operations of the Seattle FEB. The funding agency shall pay the salary of the Executive Director. The General Services Administration shall provide equipment and office space. Other agencies may support additional full or part-time positions.
- Section 2 Member agencies may provide support and resources for special projects and portions of SFEB programs.
- Section 3 The ADR Program Manager and other SFEB support positions may be paid through MOUs with other funding agencies or contracted out if funds are available. If seeking to contract these positions, the Executive Director will solicit proposals for services through a competitive process and recommend the selection of a qualified firm(s) to be ratified by SFEB Officers. The authority to sign for contractual services will be established by the SFEB Chair. Procedures for approval of payment of services contracts and disbursement of funds are defined in the SFEB Financial Procedures.
- Section 4 The Executive Director will report on Board finances to the Board Officers annually.

ARTICLE VIII
Committees

- Section 1 Committees shall be established and abolished by the Executive Leadership Council. All committees operate at the discretion of the Board. Members of the Executive Leadership Council will be appointed by the Chair to serve as liaison between the Board and each committee.
- Section 2 Committees may adopt by-laws consistent with those of the Board, and subject to approval of the Executive Leadership Council. Committee chairs will serve one-year terms and may be re-elected.
- Section 3 Each committee will prepare and submit an annual work plan and budget in October of each year. This work plan shall include a report of accomplishments obtained during the current fiscal year as well as an activity plan for the next fiscal year. The committee will present these items to the Board Officers and Executive Director.

Section 4 Financial support for committee activities will be provided through the SFEB Activity Fund as approved and directed by the Executive Director, by SFEB Officers and Executive Leadership Council.

ARTICLE IX
SFEB Staff Office

The SFEB staff office is responsible for the day-to-day operation of the SFEB, including an annual report to OPM for the prior calendar year, collection and analysis of committee work plan and budgets, monitoring the activities of committees, special task forces, etc. and keeping the Executive Leadership Council advised on the status of current and planned SFEB activities.

ARTICLE X
Effective date of Constitution and By-laws

This Constitution and By-laws shall become effective upon adoption by a majority of the Executive Leadership Council as defined in Article XI.

ARTICLE XI
Amendments to the Constitution

Amendments to the Constitution and By-laws shall be referred to the Executive Leadership Council. Amendments may be adopted at any regular meeting of the Executive Leadership Council with the concurrence of the majority of the members present and voting, or amendments can be adopted through a mail ballot or an electronic ballot with a concurrence by a majority of ballots cast; one vote per agency.