



San Francisco Bay Area Federal Executive Board

Bylaws

Table of Contents		
ARTICLES	SECTIONS	PAGES
ARTICLE I Name		2
ARTICLE II Authorities & Oversight	Section 1: Authorities Section 2: Oversight Section 3: Structure	2
ARTICLE III Membership & Participation	Section 1: Membership Section 2: Participation	2-3 3
ARTICLE IV Leadership	Section 1: Board of Directors Section 2: General Responsibilities Section 3: Officers Duties Section 4: Ex Officio Board Member Duties Section 5: Military Chairs Section 6: Appointed Members Duties Section 7: Standing Committee Chairs & Directors Duties Section 8: Ad Hoc Committees Section 9: FEB Office Staff & Volunteers	3 4 5 5 6 6-9 9 9-10
ARTICLE V Decision Making	Section 1: Voting & Quorums Section 2: Types, Frequency & Dates	10 10-11
ARTICLE VI Meetings	Section 1: Regular Meetings Section 2: Annual Meetings Section 3: Special Meetings	11 11-12 12
ARTICLE VII Ethics and Accountability	Section 1: Authorities	12
ARTICLE VIII Amendments to Bylaws	Section 1: Previous Notice Section 2: Motions & Voting Section 3: Effective Date	12
ARTICLE IX Record of Changes to Bylaws		12-13

ARTICLE I
Name The title of this organization will be the **San Francisco Bay Area Federal Executive Board (SFFEB)**.

ARTICLE II
Authorities & Oversight **Section 1**
Authorities Federal Executive Boards (FEB) were established by:
1) direction of the President in a memorandum to heads of Executive Branch departments and agencies, dated November 10, 1961;
2) a memorandum to the Director, Bureau of the Budget, August 13, 1969;
3) Office of Personnel Management (OPM) amendment to CFR Title 5, Chapter 1, Part 960 101 through 108, effective September 28, 1984.

The San Francisco FEB was among the original ten metropolitan areas where FEBs were established. The OPM Director has defined the **SFFEB territory** as the 9-county San Francisco Bay Area (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma counties).

Section 2
Oversight 5CFR 960.101 identifies that “Federal Executive Boards are organized and function under the authority of the Director [of the United States Office of Personnel Management].” OPM directs and advises FEBs on activities and programs, and issues further rules, directives, and guidance for FEBs, under 5CFR 960.107(d) and (e).

Section 3
Structure 5CFR 960.105(a) requires that the Federal Executive Board must adopt bylaws or other rules for its internal governance, that reflect the particular needs, resources, and customs of each FEB, provided that these are consistent with the provisions of these regulations or with the directives of the President or the Director.

The original San Francisco FEB Bylaws were adopted on January 29, 1962. Article IX contains Bylaws Amendments.

ARTICLE III
Membership & Participation **Section 1**
Membership **FEB Membership** originates from 5 CFR 960.104 , which requires “...the heads of agencies to arrange for the leading officials of their respective agencies’ field activities to participate personally in the work of Federal Executive Boards... The head of every Executive agencyⁱ will designate, by title of office, the **principal regional officer**, if any, and the **principal area officer** or officers, if any, who will represent the agency on each Federal Executive Board....”

1) “Principal regional officer” is the senior official of that agency in a Regional Office. “Principal Area Officer” means the senior official within that metropolitan area, other than in the Regional office, which has no superior official within that metropolitan area.

ⁱTitle 5, Chapter I, Part 960.101 Definitions: “Executive Agency means a department, agency, or independent establishment in the Executive Branch.”

Where an agency maintains facilities of more than one bureau or other subdivision within the metropolitan area, and where the heads of those facilities are in separate chains of commands within the agency, there may be more than one principal area officer.

- 2) Members may also designate an **alternate member** "...to attend meetings and otherwise serve in the absence of the member...An alternate member will be the deputy or principal assistant to the member or another senior official of the member's organization.
- 3) Designations should be made in writing to the Chair of the FEB, and may be amended at any time by the head of an agency.

**Section 2
Participation**

The San Francisco Bay Area FEB has a tradition of inclusion in its programs' participation, inviting civilian, postal, and military employees from the federal Executive, Legislative, and Judicial Branches of government agencies of the Bay Area, and, as appropriate, cross-sector partners, consistent with the FEB Strategic Plan's 3rd Line of Business, "Intergovernmental and Interagency Collaboration and Community Outreach."

**ARTICLE IV
Leadership**

**Section 1
Board of
Directors**

The SFFEB is governed by a cross-agency **Board of Directors ("The Board")**, comprising elected and appointed Officers, Ex Officio members, and Standing Committee Chairs. The Board acts as an executive policy council to provide internal governance and strategic direction, consistent with OPM guidance, to reflect the particular needs, resources, and customs among our membership. All Board of Directors Members are voting members.

1. The SFFEB **Board Year** runs from January 1 to December 31 of the year.
2. 5CFR 950.105 directs each FEB to have a **Chairman**, elected from among the membership, for a term not to exceed one year, although subsequent elected terms are possible (no term limits). The SFFEB is referred to as the Chair.
3. **Elected Officers** of the SFFEB Board include the Chair, 1st Vice Chair, and 2nd Vice Chair. The Vice Chair positions automatically succeed to the Chair position.
 - a. When the Chair position is vacated, the 1st Vice Chair automatically assumes the Chair.
 - b. When the 1st Vice Chair assumes the Chair position, the 2nd Vice Chair moves to the 1st Vice Chair position.
 - c. When a 2nd Vice Chair assumes the 1st Vice Chair position, a vacancy is created requiring a membership election.
 - d. If a vacancy occurs among the three Officers positions prior to the end of the Board year, Officers move up, and a midterm election is held to fill the 2nd Vice Chair vacancy.

4. **Ex Officio Members** include organizations that require continual representation on the Board by virtue of their function:
 - a. Regional Administrator, US Department of Labor, Office of the Assistant Secretary for Administration and Management (OASAM)
 - b. Manager, US Office of Personnel Management, San Francisco Field Office
 - c. Regional Administrator, General Services Administration
 - d. Regional Administrator, Department of Homeland Security, Federal Emergency Management Administration
 - e. Regional Director, Veterans Benefits Regional Office, Veterans Administration
 - f. Regional Director, Department of Homeland Security, NPPD, Federal Protective Service
 - g. Special Agent in Charge, US Department of Justice, Federal Bureau of Investigation (FBI) San Francisco Division
 - h. Immediate Past Chair
5. **Military Chairs**, up to three, represent the Commanders of the various military installations in the Bay Area, such as US Coast Guard, US Army Corps of Engineers, etc.
6. **Appointed Members**, up to a maximum of ten, may be designated by the Chair, and serve for one Board year. Any FEB Member may volunteer to the Chair for an Appointed position, or recommend another member for appointment. Appointed Members serve during the term of the Chair, and may be reappointed by subsequent Chairs.
7. The eight **Standing Committee Chairs** and their terms are:
 - a. Combined Federal Campaign (CFC), Local Federal Coordinating Committee (LFCC) Chair (3-year term);
 - b. Emergency Preparedness Advisory Council (EPAC) Co-Chairs, as elected in accordance with EPAC bylaws;
 - c. Executive Leadership (SES) Committee Chair (2 years).
 - d. Federal Employees of the Year Awards (FEYA) Event Chair (2 year term);
 - e. Human Resources Council Co-Chairs (1 year);
 - f. Leadership Development Program Director (no defined term);
 - g. Public Affairs Officers Committee Chair (1 year);
 - h. Shared Neutrals Program Committee Director (no defined term).

**Section 2
General
Responsibilities**

The SFEB Board of Directors is responsible for:

- 1) setting policy and guidance for activities undertaken or sponsored by the FEB
- 2) assisting in reaching agency heads in the FEB's jurisdiction to identify and address areas of mutual interest and collaboration;
- 3) as deemed necessary and proper, designate personnel from their respective organizations to engage in the activities of the FEB,

- such as committees, councils, projects, or programs.
- 4) attending meetings to address areas of mutual interest and collaboration, and supporting events approved by the Board as appropriate.

Actions of the Board will only be taken with the approval of a majority of the members. All activities must conform to applicable laws and reflect prudent uses of official time and funds [5CFR960.105(e)]

**Section 3
Officers Duties**

In addition to the general responsibilities of all Board members outlined in Sec. 2, specific Officers' duties are shown below:

- 1) The **Chair** is the chief executive officer of the FEB, and chairperson of the Board of Directors, and as such speaks for the Board, and is:
 - a) elected by the general membership annually (5CFR Sec. 960.105 (b)), and may be reelected to successive terms;
 - b) presides at all Board meetings, and calls regular and special meetings as necessary;
 - c) calls for nominations and an election to fill a vacancy for the 2nd Vice Chair;
 - d) accepts nominations for, and recommends to the full Board for their approval, Appointed Members, Ex Officio, and Standing and Ad Hoc Committee Chairs, as needed, seeking broad representation of diverse agencies;
 - e) serves as Ex Officio member of all committees;
 - f) may approve the formation of an Ad Hoc Committee; and
 - g) may vote on any matter before the Board.
- 2) The **1st Vice Chair** acts for the Board Chair in the absence of the Chair, and:
 - a) automatically succeeds the Chair position after one year of serving as 1st Vice Chair, and a prior year serving as 2nd Vice Chair;
 - b) if the Chair position becomes vacant before the end of his or her term, assumes the Chair's position for the remainder of the term; and
 - c) may vote on any matter before the Board.
- 3) The **2nd Vice Chair**:
 - a) is elected by the general membership, and serves a term of one year, after which he or she succeeds the 1st Vice Chair, if that position has moved up to the Chair position;
 - b) acts as Chair in the absence or vacancy of the 1st Vice Chair and Chair, or fulfills the remainder of the term if the 1st Vice Chair vacates that position; and
 - c) may vote on any matter before the Board.

**Section 4
Ex Officio Board
Members
Duties**

Ex Officio Members are defined in Article IV, Section 1, and have these duties and responsibilities, in addition to the general responsibilities of all Board members outlined in Sec. 2:

- (1) serve on the Board by virtue of their position as the principal regional or area officer of their agencies, which are considered

critical to FEB operations, either because of their material operational support or lead responsibilities in certain critical domains;

- (2) continue as Ex Officio Members so long as their agency's participation remains central to the FEB;
- (3) have no term limits, but may rotate seated representatives based on organizational leadership changes; and
- (4) may vote on any matter before the Board.

**Section 5
Military Chairs**

Up to three Board positions can be filled by **Military Chairs**, who are the Commanders or their designees of bases, districts, or military branches. There are no term limits to these positions. In addition to the general Board Member responsibilities in Sec. 2, Military Chairs duties include:

- (1) bringing to the attention of the Board and federal community areas or programs in their Commands which could benefit from the collaboration available through the FEB
- (2) assisting the Board Officers and Committee Chairs by seeking ways and means to undertake activities in line with the FEB purpose;
- (3) serving as Standing or Ad Hoc Committee Chairs if appropriate;
- (4) ensuring their installations continue to have a representative to the Board despite rotational assignments;
- (5) voting on any matter before the Board.

**Section 6
Appointed
Members
Duties**

Appointed Members are at-large Members, who join the Board by nomination by the Chair, with a vote of concurrence by the full Board, to represent the diversity of the SFFEB Bay Area Federal Community and gain wide support for cross-agency collaboration. In addition to the general responsibilities of all Board members outlined in Sec. 2, Appointed Members duties include:

- (1) assisting Board Officers and Committee Chairs by seeking ways and means to undertake activities in line with the FEB purpose;
- (2) serving one year terms, but may be reappointed by Board vote, without term limits;
- (3) may also serve as Standing or Ad Hoc Committee Chairs; and
- (4) may vote on any matter before the Board.

**Section 7
Standing
Committee
Chairs and
Directors
Duties**

The eight **Standing Committee Chairs and Directors**, defined above in Article IV, Sec. 1, direct established committees, councils, or subcommittees that address major FEB programs or activities, and bring matters of concern to the Board for support or recommendations in those areas.

- (1) In addition to the general responsibilities of all Board members outlined in Sec. 2, Committee Chairs and Directors responsibilities include the following general principles, which may be further defined by each Committee's charter or bylaws:
 - a) strong involvement or interest in the areas addressed by their Committee;
 - b) assistance in obtaining Membership support for and involvement with their Committee's activities;

- c) regular status reports to the Board regarding their Committee's activities;
 - d) providing executive oversight of their Committee's adherence to FEB guidelines for Committees and Councils.
- (2) **Combined Federal Campaign (CFC) Chair** is the Chair of the Norcal CFC Local Federal Coordinating Committee (LFCC), which exists under Bylaws developed in compliance with OPM CFC regulations and guidance. The position:
- a) has a 2-year term, which coincides with the campaign and audit cycle, and may be renewed;
 - b) acts with other LFCC members to oversee the selection of a Principal Campaign Fund Organization (PCFO), the nonprofit that runs the annual federal workplace charity campaign, and monitor its compliance with CFC regulations and policy;
 - c) promotes Membership involvement with the annual CFC in accordance with OPM regulations, seeking volunteer Loaned Executives, Coordinators and Keyworkers, and workplace activities that promote campaign awareness;
 - d) participates in Cabinet meetings during each campaign;
 - e) coordinates the annual required compliance audits of the PCFO and LFCC; and
 - f) reports to the Board on program progress and/or challenges.
- (3) **Emergency Preparedness Advisory Council (EPAC)** responsibilities are defined in the "San Francisco Bay Area Federal Executive Board Emergency Preparedness Plan" (*EP Plan*) as follows:
- a) The EPAC mission is to promote strategic, effective, and ongoing coordination of emergency preparedness, security, and employee safety within the FEB member agencies;
 - b) EPAC plays a vital role in implementation of the emergency notification and advisory procedures of the EP Plan;
 - c) Elects Co-Chairs from its membership, who must be approved by the Board of Directors;
 - d) Acts as the subject matter experts and advisors to the Board and Membership regarding emergency preparedness, security, and employee safety issues;
 - e) Provides guidance and oversight to the FEB Emergency Preparedness Working Group (EPWG), and brings forward to the Board any areas of concerns, as well as reports of their activities; and
 - f) Promotes awareness and participation in the EPWG and preparedness activities by the FEB general Membership.
- (4) **Executive Leadership Council** This subcommittee Chair addresses issues of concern to SES level federal workforce among the FEB Membership, and serves a 1-year term. Duties are:
- a) assists in creating a network among SES members in the Bay Area FEB area;

- b) solicits ideas for programs or training appropriate to the concerns of SES members; and
- c) works with FEB office staff to provide and promote such events.

(5) **Federal Employees of the Year Awards (FEYA)** This Chair serves a 2-year term, and addresses the annual Public Service Recognition Week (PSRW) in the first week of May, as well as the biennial FEYA Awards event. Duties include:

- a) recruits Member agencies to join the activities and provide support as for FEYA biennial employee recognition competition events, or on PSRW during in between years;
- b) consults with the FEB office for historical perspective, program, and venue advice;
- c) promotes PSRW and FEYA to the Membership through nominations, PSAs, and other means;
- d) welcomes participants and guests at the event and distributes awards;
- e) reports regularly to the Board about event plans and results, and post-event recommendations for improvement to the Board and incoming Chair.

(6) **Human Resources Council Co-Chairs (HRC)** coordinates several HR-related subcommittees that were previously separate. The HRC Co-Chairs (1-year term, renewable) responsibilities may be further defined by each subcommittee's bylaws. These HR-related subcommittees are: **Diversity and Inclusion, Pathways, and Training and Development**

a) **Diversity and Inclusion Subcommittee.** This Co-Chair who seek to share best practices and leverage resources on common program themes, and coordinate an annual plan of activities that the FEB can support. Specific duties, which may also be covered in the group's bylaws or charter, include:

- i) serves as principal advisor to a multi-agency Diversity and Inclusion Council, comprising individual diversity/inclusion committees from agencies or federal installations;
- ii) assists the group with coordinating an annual plan of events or programs, for which they may request FEB support;
- iii) promoting Membership involvement of their leadership and staff;
- iv) encourages coordination of local area events related to heritage months and diversity/inclusion themes;
- v) brings areas of concern to the Board for consideration of action.

b) **Pathways Subcommittee.** The Chair of this subcommittee supports programs related to hiring authorities under OPM's Pathways regulations, students, recent graduates, and PMF programs. Duties include:

- i) serves as principal advisor to a committee organizing an annual event "Perpetual Pipeline",

which develops relationships between federal hiring officials and academic career centers to promote federal employment opportunities;

- ii) identifies areas of concern to human resource professionals and federal selecting officials related to hiring applicants eligible under OPM's Pathways regulations;
- iii) works with OPM, FEB staff, and the Leadership Development Program to organize, promote, and staff this event, or federal career fairs, and gain participation by the full FEB Membership.

c) Training and Employee Development (TED)

Subcommittee. The Chair oversees the TED Subcommittee that promotes networking of federal training and development professionals to identify commonalities that may be more efficient or cost-effective when coordinated through the FEB. Duties include:

- i) serves as principal advisor to TED subcommittee;
- ii) brings to the Board matters related to staff development and training at all levels that could be addressed by coordinated FEB programming;
- iii) encourages sharing of best practices, calendar events, and resources for trainers or training space, or media tools, for training and development programs and activities.

(7) Leadership Development Program (previously titled Executive Development Program "EDP") Director has no specific term limit, but this position is approved by the Board, and has these responsibilities:

- a) serves as the Director of the FEB's LDP;
- b) convenes and Chairs an Advisory Council, as needed;
- c) acts as principal advisor to participants ("Associates"), and decides program admission and graduation;
- d) oversees monthly Program meetings;
- e) seeks program participation among general membership by seeking nominations, shadow assignments, speakers, and mentoring of Associates;
- f) reports to the Board on program progress and/or challenges.

(8) Public Affairs Officers Council The Chair duties include:

- a) serving as principal advisor to a professional network of agencies' public affairs officers or staff;
- b) assisting the Council in developing an annual plan of activities and gain support and participation by the FEB Membership;
- c) utilizing the Council for subject-matter advice for the Board on matters related to media and public affairs.

(9) Shared Neutrals Program (SNP) Committee The Director of this FEB program oversees the coordination of a voluntary alternative dispute resolution called the Shared Neutrals Program (SNP), which saves agencies millions of dollars by avoiding costs

associated with dispute resolution. Director Duties include:

- a) serves as principal liaison for the SNP to the Board and FEB staff;
- b) promotes use of the program, and recruitment of mediators, as needed;
- c) directing a program that matches agencies' requests for mediation with appropriate, trained volunteer mediators in a timely manner;
- d) training and tracking new mediators to ensuring they receive adequate mentoring by more experienced mediators, with co-facilitation experience and evaluation before being individually assigned;
- e) coordinating a survey of involved parties to identify levels of service satisfaction and areas for improvement, and reporting those to the Board for solution ideas and support;
- f) collecting and reporting statistics required by OPM for annual FEB reports on cost-avoidance.

**Section 8
Ad Hoc
Committees**

The Chair may establish **Ad Hoc committees and work groups** as needed for a single year or a term appropriate to the activity involved. Such groups will receive direction from and report to the Board of Directors. Conversion to a Standing Committee requires a vote by the full Board.

**Section 9
FEB Office Staff
and Volunteers**

Activities of the Board are supported by personnel from FEB Members' organizations, who provide staff for the FEB Office, as well as volunteers to coordinate and run the activities conducted under the FEB's sponsorship and the Board's programs.

- (1) **FEB Office staff**, the Executive Director and Program Specialist, assist in the Board's operational needs such as:
 - Board Meetings and functions;
 - maintenance of Directories and email lists, including emergency notification lists;
 - historical records of the San Francisco FEB;
 - assistance to Chair and Committees for events;
 - finances, audits, and required documents;
 - liaison with the OPM Offices and national FEB Network.
- (2) FEB Members provide their own employees as **Volunteers** to staff Committees, assist with activities of the FEB Board and Office, and provide event assistance.

**ARTICLE V
Decision
Making**

**Section 1
Voting &
Quorums**

- (1) 5CFR 960 requires than actions of an FEB will only be taken with the approval of a majority of the members.
 - a. "**Majority**" is defined in Roberts Rules of Order as more than half.
- (2) The Board, as a forum of equal partners, seeks full discussion and consensus on all matters to the extent possible, but voting is expected in at least these five instances:

- a. Election of Officers
- b. Confirmation of Nominees to Board Positions
- c. Establishment of Committees
- d. Motions Raised by Chairs, Directors, or Members
- e. Bylaws Amendments

- (3) Each Member, as defined in Article III, Section 1, has one vote.
- (4) The Chair may decide, depending on the circumstances and topic, to call for a voice vote (aye or nay), show of hands, e-mail, or other means of identifying votes cast.
- (5) Members may designate by written **proxy** that another Member will cast her or his vote. The Member should present the proxy to the Chair at the start of the meeting.
 - a) A vote may only be held at a meeting where a **quorum** is present. A quorum for each Board of Directors Meeting will be a simple majority of seated (that is, not vacant) Board Members. The quorum status will be checked when the Chair opens the meeting, and if Members have exited during the meeting, before a vote is taken.
 - i. *For example: The maximum number of filled Board seats defined by these bylaws is 32 (3 Elected Officers; 8 Ex Officio positions; 3 Military Chairs; 10 Appointed Members; 8 Standing Committee Chairs. Therefore, a quorum would be 17. If any Board positions are vacant, a simple majority of the number of seated Members is the quorum number.*
 - b) Motions require an affirmative vote of the simple majority (over 50%) to pass.
 - c) A “simple majority” is defined as over 50% of Members present (including by proxy) and voting at a meeting.

**Section 2
Types,
Frequency and
Dates**

- (1) **Elections of Officers** (Chair, 1st Vice Chair, 2nd Vice Chair) will be held annually during November to provide that new officers are installed in January of the following calendar year.
 - a) Officer elections may include filling the vacant 2nd Vice Chair positions, or renewing the term of the previously elected Chair or 1st Vice Chair.
 - b) The Chair-elect will work closely with the outgoing Chair prior to assuming duties, and once elected, may seek assistance from the Ex Officio Immediate Past Chair.
- (2) **Confirmation of other term-limited positions** identified in these bylaws. The Chair will call for a vote to confirm nominees these Board positions:
 - a) Federal Employees of the Year Awards/PSRW
 - b) Human Resources Council
 - c) Public Affairs Officers Council
 - d) Executive Leadership Council
- (3) Members may **nominate** themselves based on interest, or may nominate another Member to the Chair, who may propose their

confirmation to the full Board at any regular or special meeting.

(4) **Confirmation of Program Directors** will require a nomination to the Chair, and an affirmative vote by the Board for these appointed term- unlimited positions:

- Combined Federal Campaign Chair
- Emergency Preparedness Advisory Council
- Leadership Development Program Director
- Shared Neutrals Program Director

(5) **Confirmation of Appointed At-Large Members** who are recommended by the Chair may be done at any regular or special Board meeting.

(6) **Approval of Committee Proposals** may also come before the Board for voting, depending on the Board's requests or the Committee's bylaws.

(7) **Approval of Ad Hoc or Standing Committee Status** may be sought by the Chair at any regular or special meeting.

**ARTICLE VI
Meetings**

**Section 1
Regular
Meetings**

Regular Meetings of the San Francisco FEB Board of Directors will be held monthly and quarterly:

- (1) **Monthly meetings** will be held to conduct Board business, on the second Thursday of the month, to the extent possible, primarily in San Francisco at a federal building, but elsewhere if necessary.
- (2) The Chair may decide to hold longer, open meetings with presentations or speakers of interest to the full Membership and their invited guests, scheduled **quarterly** in the months of April, July, and October. The Chair may determine if internal Board business needs to be discussed at a Members-only portion of these quarterly open meetings.
- (3) Regular meetings will include invitations to all FEB Membership, as well as to FEB Leadership Development Program (LDP) Associates, presenters, and other guests.

**Section 2
Annual
Meetings**

The incoming Board of Directors will hold an **Annual Meeting** at the beginning of the Board Year in January to develop an annual operational strategic plan, review reports from the outgoing Chair or members, conduct installation of new officers, receive the incoming Chair address, and for any other business that may be needed.

- (1) Notice of the Annual Meeting will be sent to Board officers and members at least 60 days before the meeting date.
- (2) Attendance by non-Board members is by invitation only.

**Section 3
Special
Meetings**

Special meetings of the Board of Directors may be called by the Chair or Acting Chair as needed. Notice will include the specific business to be conducted at the meeting, and specify whether the meeting is open to Board Member-only or to general Membership.

ARTICLE VII Ethics and Accountability	Section 1 Authorities	5CFR950.106 (e) directs that: “Actions of a Federal Executive Board will 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 will conform to applicable laws, OPM-issued rules, directives, or guidance, and reflect prudent uses of official time and funds. [5CFR 950.105 (e), 960.108]
ARTICLE VIII Amendments to Bylaws	Section 1 Previous Notice	Proposals to amend these bylaws , and the proposed text, as well as its proposed location in the existing and proposed bylaws must be provided at a meeting before a meeting when the motion will be introduced.
	Section 2 Motions & Voting	Once a proposal to amend the Bylaws is made at a Board meeting, and seconded, a vote may be called by the Chair at the next meeting. (1) Motions to change Bylaw require a second to be moved to discussion. (2) The Chair determines when the discussion is closed, and announces a call for a vote. (3) Modifications to proposals may constitute another proposal, requiring Section 1 to be invoked, at the discretion of the Chair.
	Section 3 Effective Date	Bylaws amendments become effective upon adoption by a majority of the members present and voting at a meeting with a quorum, as outlined in Article V Sec. 1.
ARTICLE IX Record of Changes to Bylaws		<ol style="list-style-type: none">1) <u>Adopted January 29, 1962</u>2) Amended September 15, 1966 (Article V)3) Amended June 15, 1967 (Article IV, Section 1)4) Amended September 23, 19705) Amended April 20, 1972 (Article IV, Section 1,2,3,5, and 6; and Article V, Section 2)6) Amended January 20, 1977 (Article IX, Section 3)7) Amended June 18, 1982 (Article II, III, IV, and V)8) Amended September 28, 1984 (Article II, Section 3; Article IV; Article V, Section 1; Article VIII, Section 1 and 2; Article XI)9) Amended January 15, 1988 (Article VI)10) Amended January 13, 1989 (Article IV)11) Amended March 17, 1993 (Article IV; Article V; Article VI; Article VIII)12) Amended January 5, 1994 (Article IV)13) Amended February 17, 1999 (Article III, Article IV, Article V, Article IX, Article XI)14) Amended September 2002 (Article IV, Article IX, Section 3, Section 7, Section 9, Section 12)15) Amended June 18, 2009 (Article IV, Article IX, Section 12)16) Revision approved at Board Meeting April 10, 2014