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TYPE: Directive

SUBJECT-NO: EEO-3

TRANSMITTAL-NO: 267

SUBJECT: Federal Women's Program Advisory Committee

ISSUED-DATE: 07/25/86

APPROVAL: Jed D. Christensen, Director

PURPOSE: 1. Purpose. This directive sets forth operating guidelines for the Office of Surface Mining Reclamation and Enforcement (OSMRE) Federal Women's Program Advisory Committee (FWPAC), hereafter referred to as the Committee.

DEFINITIONS: 2. Definitions. None.

POLICY-PROCEDURE: 3. Policy/Procedure.

a. Policy. It is the policy of the Office of Surface Mining Reclamation and Enforcement (OSMRE) to establish and maintain a Federal Women's Program Advisory Committee. Basic authority for the Committee is derived from Public Law 92-261, the Equal Employment Opportunity Act of 1972

b. Objectives.

(1) The Committee serves to assist the OSMRE Equal Opportunity (EO) Officer advance the interests of Women within OSMRE.

(2) The Committee identifies OSMRE policies and practices that adversely impact Women, and makes corrective recommendations to the OSMRE EO Officer.

(3) The Committee identifies issues and problems impacting Women in the OSMRE workplace, and communicates these to the OSMRE EO Officer, along with recommendations for corrective action.

c. Functions of the Committee.

(1) Advises the OSMRE EO Officer on activities designed to enhance employment and career opportunities for Women throughout OSMRE.

(2) Promotes, ensures and encourages the active participation of OSMRE personnel in meeting the objectives of the Federal Women's Program through appropriate activities.

(3) Maintains open communications with other Departmental Federal Women's Program Advisory Committees.

(4) Promotes programs on a quarterly basis to provide assistance and information to employees including programs relating to Women's Week and National Secretaries Week.

d. Membership.

(1) All OSMRE employees are eligible for Committee membership.

(2) Members shall be chosen from all PATCO categories (professional, administrative, technical, clerical and other), and shall be selected to provide a balance of experience and grade level.

(3) The Committee shall consist of 12 voting members from Headquarters.

(4) The voting members will be appointed from the following units:

(a) The Director's Office--three. (The Director's Office includes all Staff Offices under his/her jurisdiction and the immediate offices of the Deputy Directors).

(b) Budget and Administration--three.

(c) Finance and Accounting--three.

(d) Program Operations--three.

(5) The following Divisions will have a representative on the Committee at all times:

(a) The Director's immediate staff.

(b) Division of Personnel.

(6) The OSMRE Federal Women's Program Coordinator (FWPC) will serve as an ex-officio member of the Committee. The OSMRE FWPC will serve in an advisory capacity and will not be eligible to vote or hold office.

(7) Members generally will serve a one year term but may be appointed for more than one year. A member's term commences with the first meeting held after the employee has been designated a member by the Director or the applicable Assistant Director.

(8) The OSMRE EO Officer may request the Director or appropriate Assistant Director to replace any member who misses two consecutive meetings, or who does not actively participate or demonstrate support for Committee functions and responsibilities.

(9) Any member who wishes to voluntarily resign from the Committee shall submit a letter of resignation to his/her Assistant Director as applicable and send a courtesy copy of the letter to the Chair.

e. Officers.

(1) The Committee shall have the following officers: Chair, Vice-Chair and Administrative Officer.

(2) The Officers shall be elected by the voting members of the Committee at the first meeting of the Fiscal Year.

(3) The term of office shall be one year. An Officer may serve only two consecutive terms in an office. No member shall hold more than one office simultaneously.

(4) The Chair may appoint subcommittee Chairs as needed.

(5) Each Officer shall be trained in accordance with existing procedures.

f. Program Responsibilities.

(1) The Director will ensure that sufficient resources are allocated to maintain an effective Federal Women's Program Advisory Committee.

(2) The OSMRE Equal Opportunity Officer will serve as the link between the Committee and the Director, and when necessary, obtain the Director's approval for Committee activities; will provide guidance and direction to the Committee,

and meet with the Chair and other Committee officers on a quarterly basis to discuss pertinent issues and concerns; will take action, as appropriate, on issues and problems raised by the Committee, and the recommendations it makes. The OSMRE EO Officer will ensure that the name, phone number and work location of each FWPAC member is prominently posted on the appropriate bulletin boards throughout OSMRE Headquarters.

(3) The OSMRE Federal Women's Program Coordinator will be the OSMRE Equal Opportunity Officer's liaison to the Committee. The OSMRE Federal Women's Program Coordinator will provide the Committee with information and materials obtained from the Departmental Women's Program activities and programs; and will notify and encourage managers and supervisors to attend Committee sponsored activities. The OSMRE Federal Women's Program Coordinator will obtain clerical support for the Committee from the Equal Opportunity Office, when needed.

(4) The Director and Assistant Directors will designate members to represent their respective units in accordance with section 3d(3). The Director and Assistant Directors will authorize Committee members representing their units to spend not more than ten percent of their duty time on Committee activities; except for the Chair, who will be authorized to spend not more than twenty percent of duty time on Committee activities. The Director and Assistant Directors will be accessible to discuss Committee issues with Committee members representing their units.

(5) The Assistant Directors, Eastern and Western Field Operations are authorized to establish and maintain field Committees to serve their respective areas of jurisdiction in line with the general framework of this Directive and policy guidelines and operating procedures set forth by the OSMRE Equal Opportunity Officer.

(6) The Chair shall call and preside over Committee meetings; rule on points of order; appoint the chair and members of all subcommittees; remove the chair and members of all subcommittees, with the advice and majority consent of total Committee membership; act as an ex-officio member of all subcommittees; prepare or approve required reports and arrange for distribution to all Committee members; approve the time, place, and agenda for the monthly Committee meetings.

(7) The Vice-Chair shall act as deputy to the Chair at the latter's discretion and shall perform such duties of the Chair as the latter shall designate. In the absence of the Chair, the Vice-Chair shall preside over Committee meetings and other activities.

(8) The Administrative Officer shall be responsible for recording all proceedings of the Committee, including the minutes of the meetings; maintain all permanent records of the Committee; and notify members of the date, time, place, and agenda of scheduled meetings. The Administrative Officer shall take attendance and notify the Chair when members miss two consecutive meetings; and, perform such other duties as the Chair may request. Also, it is the responsibility of the Administrative Officer to submit an approved copy of the minutes for each meeting to the OSMRE EO Officer and each Committee member no later than two weeks following the date of the meeting.

(9) Members of the Committee will bring to Committee meetings the concerns, views, and recommendations of the employees whose units they represent. Members will regularly communicate information about Committee functions and activities to the employees they represent.

g. Procedures.

(1) Committee meetings will be held at least once a month, at a time and place determined by the Chair. Generally, the monthly meetings will be conducted on the second Tuesday of the month, unless members are otherwise notified by the Administrative Officer.

(2) All votes taken by the Committee will be by open ballot unless one or more voting members present requests the ballot be secret, in which case the Committee will vote by secret ballot. There will be no proxy or absentee voting.

(3) All OSMRE employees are welcome to attend the monthly Committee meetings. Employees who are not Committee members may participate in the meetings upon recognition by the Chair or presiding Officer.

(4) A quorum is a majority of the current membership. The Chair or presiding Officer may convene a committee meeting in the absence of a quorum, but voting on official FWPAC business may not take place.

REPORTING-REQUIR: 4. Reporting Requirements.

a. Annual Report. The Chair is responsible for the preparation of an annual report of the Committee's activities for the Fiscal Year, as of September 30 of each year. The report will be provided to the OSMRE EO Officer, and the newly installed Committee officers, within 15 calendar days following the close of the Fiscal Year.

b. Project Report. Within 15 calendar days after the completion of each Committee project, such as seminars, workshops/training and long term programs, a project report will be prepared by the chair of the applicable subcommittee and submitted to the Committee Chair. The Chair will review and approve the report, and forward copies to the OSMRE EO Officer and the Administrative Officer within seven calendar days of receipt.

REFERENCES: 5. References. OPM, Handbook for Federal Womens Program Managers, August 1979.

EFFECT-OTHER-DOC: 6. Effect on Other Documents: Supersedes directive EEO-3, dated November 17, 1982; EEO-3-1, dated January 27, 1984 and EEO-3-2, dated October 28, 1985.

EFFECTIVE-DATE: 7. Effective Date. Upon issuance.

CONTACT: 8. Contact. Office of Equal Opportunity, 343-3471.

DIRECT-HISTORY: 1. EEO-3-1, Transmittal No. 198, 01/27/84 revises EEO-3, Transmittal No. 143, 11/17/82.

2. EEO-3-2, Transmittal No. 251, 10/28/85 revises EEO-3, Transmittal No. 143, 11/17/82.

3. EEO-3, Transmittal No. 267, 07/25/86 supersedes EEO-3, Transmittal No. 143, 11/17/82, EEO-3-1, Transmittal No. 198, 01/27/84 and EEO-3-2, Transmittal No. 251, 10/28/85.