

CHARTER

COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS

1. Official Designation
This body shall be known as the “Council of Federal Executive Secretariats.”

2. Membership
Membership is voluntary and is open to any Federal agency with an Executive Secretariat or equivalent function.

3. Functions
The Council provides a forum for Executive Secretariats within the Federal Government to:
 - a) Exchange information and ideas on executive correspondence management and other functions performed by Federal Executive Secretariat offices.
 - b) Research, discuss, share and promote best practices to more effectively enhance the management, work, effectiveness and administration of all Federal Executive Secretariats.

4. Term of Mission
The time period necessary for the Council to carry out its purpose is indefinite.

5. Accountability and Authority
The Council is self-directed and ad hoc in nature.

6. Staff Support for the Council
Immediate support is generally provided by the staffs of current officers. Support for selected writing, notification, or special project needs is provided on a voluntary, as-needed basis from members of the Council.

7. Operating Costs
Web site and meeting costs will be shared by the Council members.

8. Officers

The Council seeks to provide for the ongoing leadership of the organization by having the following officers and plan for succession:

- a) Chair: The Chair is responsible for chairing each Council meeting, and for providing leadership and direction to the Council and structure for the Council meetings during the current year.
- b) Vice Chair: The Vice Chair assists the Chair as needed during the current year, and assumes the role of Chair for the following year. The Vice Chair is responsible for chairing the monthly meeting in the absence of the Chair.
- c) Incoming Vice Chair: The Incoming Vice Chair serves no formal role during the current year, and assumes the role of Vice Chair the following year, and then Chair the year after that.

Officers are appointed for a one-year term (January 1-December 31) in each position by a simple majority of the Council members. The regular schedule for selection of officers is at the December meeting of the Council. Absent vacancies, the selection each December would be for "Incoming Vice Chair" since the other officers would move up to the next position as of January 1 of the coming year. In the event of a vacancy, the other officers would move up to the next position assuming each officer was agreeable to moving up at that time, and any vacancy would be filled at the next regular meeting of the Council.

9. Meetings

Meetings are held at the call of the Chairperson. They are in general held on a monthly basis from September through June, although any member may request that the Chairperson call a special meeting. The meetings will be hosted by member agencies on a voluntary rotational basis.

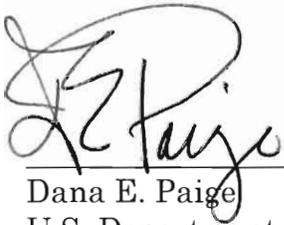
10. Minutes

Minutes are kept of each Council meeting and certified by the Chairperson.

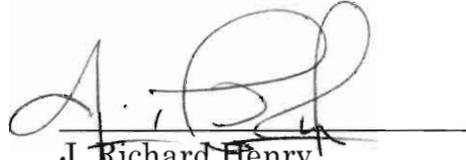
11. Subcommittees

Subcommittees can be established as required.

12. This Charter for the Council of Federal Executive Secretariats is hereby approved on November 4, 2007.



Dana E. Paige
U.S. Department of Justice
2007 Chair



J. Richard Henry
U.S. Department of Transportation
2007 Vice-Chair