



*Cleveland FEB*  
*Strategic & Operational Plan*  
*FY 2016–2020*



# *Cleveland Federal Executive Board*

## *Strategic & Operational Plan*

### *FY2016–2020*



When President Kennedy directed the establishment of Federal Executive Boards throughout the country in 1961, he announced,

*“Federal officials outside of Washington provide the principal day-to-day contact of the Government with the citizens of this country and generally constitute the actual point of contact for the Federal programs with the economy and other phases of our national life.”*

President Kennedy’s message is as meaningful today as it was fifty-four years ago. In continuing times of Federal government personnel reductions, budget cutbacks, and reorganization, to meet the needs of individual Federal agencies, intergovernmental and interagency collaboration is critical to achieving effective communication and exemplary results. In fact, intergovernmental and interagency collaboration is no longer just a wise choice; it is the most effective and efficient approach to meet individual agency goals.

The Cleveland Federal Executive Board (FEB) symbolizes President Kennedy’s model for partnership-based, “day-to-day contact of the Government.” Every day, the Cleveland FEB makes intergovernmental and interagency coordination possible by identifying common ground and building cooperative relationships. Pursuant to our Vision Statement, Mission Statement, and by-laws, the Cleveland FEB serves as a conduit of information and a meeting point for over 96 Federal agencies. In addition, the Cleveland FEB promotes awareness of the Federal Government’s involvement in, and contribution to, our Northern Ohio communities.

As Chairperson of the Cleveland FEB, I am excited to present this five-year strategic and operational plan. With the arrival of 2016 Republican National Convention to Cleveland, first-class museums and performing arts, countless attractions, sports teams, and access to Lake Erie, federal employees represented by the Cleveland FEB are incredibly fortunate to live and work in Northern Ohio. To that end, I urge the 25,000 Federal employees of Northern Ohio to review this five-year plan and to seek out opportunities to carry out the Cleveland FEB’s mission and vision. As a team, we will remain steadfast to our operational objectives to remain prepared and safe, to develop a well-rounded workforce, and to maintain and improve our community outreach efforts.

It has been an honor serving as Chairperson, and I look forward to all of the Cleveland Federal Executive Board’s future successes.

Sincerely,  
Rear Admiral Fred M. Midgette, U.S. Coast Guard  
FY2015 Cleveland Federal Executive Board Chairperson

*The Cleveland Federal Executive Board's  
Vision and Mission Statements, Guiding Principles  
and Strategic Objectives*

*Vision Statement*

*To provide relevant and needed information to our employees and strengthen our community by utilizing agency expertise and resources.*

*Mission Statement*

*To promote unity of purpose among Federal agencies to better serve our employees and communities through cooperation, communication, and collaboration of agency activities throughout Northern Ohio.*

*Guiding Principles*

- *Promote the Ideals of Public Service*
- *Encourage Professional Development*
- *Value all of our Customers*
- *Give consideration to our Community*
- *Leverage Resources through Collaboration*
- *Balance Competing Priorities*
- *Promote Safety and Welfare for All*

*Strategic Objectives*

*#1 – Emergency Preparedness, Security and Employee Safety*

*#2 – Workforce Development and Support*

*#3 – Intergovernmental and Interagency Collaboration and Community Outreach*

## **Line of Business # 1:**

### ***Emergency Preparedness, Security and Employee Safety***

The Federal Government is the Nation's largest employer (and the first or second largest in many metropolitan areas). In times of emergency, we have a responsibility to collaborate in our communities. To that end, Federal Executive Boards play a vital role. This Line of Business produces interagency communication, shared resources and workforce education. The goal is to create effective collaboration on emergency readiness and recovery, and to educate our Federal workforce on issues during emergency situations.

#### **The Cleveland FEB will:**

1. Maintain an Emergency Preparedness Committee that will meet at least biannually.
2. Operate an All Hazards Emergency Notification and Advisory Plan that includes:



- A protocol for emergency actions;
  - A 24/7 database of agency contacts updated at least annually; and,
  - A 24/7 communications systems – Communicator NXT and the USCG Alert Warning System (AWS) – which will be tested at least once annually.
3. Sponsor interagency, emergency planning events and educational/training programs annually.
  4. Disseminate information to/from Headquarters establishments within established timeframes.
  5. Provide preparedness, security, and safety guidance and assistance to members.
  6. Liaise with Federal, Tribal, State, and local officials on emergency preparedness issues.
  7. Distribute preparedness information shared by other interagency partnerships.

#### **The Emergency Preparedness Committee will:**

1. At least once annually, conduct safety and awareness programs focused on improving individual and workplace safety and security. Programs may include but are not limited to the following:
  - Active Shooter Awareness
  - Sheltering in Place
  - Office Safety and Security
  - Bomb Threats

- Suspicious Package and Mail Procedures
  - Code Adam Alert
  - Home Security
  - Occupant Emergency Program Planning/Development
2. At least annually, the Cleveland FEB will facilitate an interagency continuity training event or Continuity of Operations (COOP) exercise. Whenever possible, the exercise will include city, county, and state stakeholders. Other training events and exercises may include:
    - Prophylaxis Point of Distribution (POD) Exercises
    - Devolution full-scale exercise in conjunction with FEMA Region V
    - COOP Workshops
    - COOP Tabletop Exercises
    - COOP Full Scale Exercises
    - Participation in National Exercise Program (NEP) Exercises
  3. Facilitate the networking of federal agencies and local governments to enhance coordination during emergency situations, to include assistance in the development of facility-specific Occupant Emergency Program (OEP) Plans.
  4. Liaise with local, state, and federal agencies to identify preparedness and security trends, and provide security and safety information to our community stakeholders.
  5. Be responsive to requests for information from both internal and external stakeholders.
  6. Ensure that all agencies are invited to send representation to Emergency Preparedness Committee meetings, thereby ensuring situational awareness.

## Line of Business # 2:

### *Workforce Development and Support*

This Line of Business focuses on interagency communication, shared resources, and workforce education. The goal is to provide accurate, timely and useful information.

1. The Cleveland FEB will annually sponsor at least two Workforce Development Best Practice Forums.

#### Employee Recognition Initiatives

- **Public Service Recognition Week (PSRW) and Wings of Excellence (WOE):** PSRW has been celebrated the first week of May since 1985, and was organized to honor employees who serve our nation as federal, state, county, and local government employees. The Cleveland FEB will further promote PSRW by facilitating a public recognition program for local federal employees. The Cleveland FEB in the month of May will conduct an awards program that will: Recognize employees whose outstanding performances, either on or off the job, have served as an inspiration to others and/or brought credit to the Federal service.

#### Leadership Development Models



Cleveland Federal Community Leadership Institute (CFCLI) is a nine-month training program. The program's mission is to identify and develop leaders committed to advancing greater cooperation among Federal agencies and strengthening community partnerships. The goals are achieved by focusing on Leadership Competencies that address Personal and Professional Development, Team Leadership, Networking and Collaboration, Partnerships, and Global Perspectives.



*Class of 2015*

## Diversity and Inclusion Workshops

- Provided at various times throughout the year, these workshops will be offered to promote a diverse and inclusive work environment. Workshops will include but not be limited to: Knowing your rights, protected classes, diversity and inclusion, and special emphasis programs.



*2015 Know Your Rights Workshop*



*2015 LGBT Workshop*

2. The Cleveland FEB will annually sponsor at least two Education/Training Programs shaped by local stakeholder needs.

## Management Training

- Cleveland Federal Employee Development Seminar (CFEDS). CFEDS is a collaborative training program developed to assist and encourage continual growth and professional advancement of Northern Ohio Federal employees.

## Career Development Seminars

- Such seminars may include workshops and presentations on resume writing, emotional intelligence, conflict management, generational difference, and career exploration.

## Pre-Retirement Planning

- Retirement seminars will continue to be offered upon member agency request. In addition, the Cleveland FEB will continue to work with and at the direction of the Office of Personnel Management to develop national and locally-based retirement planning programs.

## Community Tutorial Program

- The Cleveland FEB will sponsor locally-based tutoring programs for children who need and request assistance to advance reading, writing, and mathematics skills. To maintain this program's exceptional success, we will aggressively seek support from our federal community agency employees and its retirees to conduct a weekly tutoring session during the academic year.

- Health Benefits Fairs. Such programs will be provided various times throughout the year. Each event will raise employee’s awareness of relevant health issues and topics and promote healthy life styles.



*Photos from 2015 American Heart Association Wear Red Health Program*

- Annual Open Season Benefits Fair. This fair will occur during the month of November to raise employee’s awareness of options and changes to the Federal Employees Health Benefits for the coming year.

3. Alternative Dispute Resolution (ADR) Program. The Cleveland FEB will continue to offer interagency mediation group assistance. ADR provides basic mediation training and services to interested agencies and parties.

4. Recruitment and Retention. The Cleveland FEB will provide such assistance to member agencies upon request. Such assistance may be facilitated through:

- The ongoing partnership between Baldwin Wallace University, Case Western Reserve University School of Law, Cleveland State University, Cuyahoga Community College, Hiram, John Carroll University, Notre Dame University, and Ursuline College—a consortium created to promote continued education and student engagement.
- Government Career Days. Such events will promote public service and will include workshops and briefings on job searching utilizing USAJobs, hiring reforms, career profiles, current and future positions, and understanding the state and federal hiring systems.



*Photos Taken at Government Career Day held at Cleveland State University*

### **Line of Business # 3:**

#### ***Intergovernmental and Interagency Collaboration and Community Outreach***

The Cleveland FEB strives to advance opportunities for Northern Ohio community's participation in outreach activities and local and national initiatives. To meet this objective, the Cleveland FEB will support its constituent to align intergovernmental and interagency efforts and resources to strengthen local communities. This will be accomplished through the following undertakings:

1. Maintain informational handbooks and directories on the Cleveland FEB agencies, Northern Ohio U.S. Congressional offices, and any state and county partnerships.
2. Establish and enhance collaborative relationships with local U.S. Congressional, state, and county offices. Invite officials and staff to monthly meetings to exchange information on issues relevant to the federal and local communities.
3. Maintain census information on Northern Ohio federal agencies, to include missions, staffing, and services.
4. Share best practices for federal leaders, employees, and programs management through interagency partnerships and community outreach.
5.  Promote philanthropy through the **Combined Federal Campaign (CFC)** and encourage participation in all facets of the development of campaign strategies, goals, programs, and activities.
  - Incorporate additional Ohio and Eastern Pennsylvania counties into the local CFC.
  - Educate campaign key workers and agency leaders on the new CFC rule changes for the 2016 campaign and assist with transitioning their campaigns.
6. Promote and support Harvest for Hunger and Feds Feed Families, and seek participation in other authorized local charity drives.
7. Promote and grow tutoring and mentoring programs in local schools across Northern Ohio where member agencies reside.
8. Sustain and increase federal agencies' participation in job fairs such as Government Career Day.
9. Update and maintain the Cleveland FEB website to make it an easily accessible resource for members and other interested stakeholders. The website will be a source of information including calendar events, weather advisories, disaster planning, FEB sponsored programs, services and board meetings.
10. Distribute White House correspondence and Office of Personnel Management (OPM) policy initiatives and updates to the local federal network.
11. Establish a briefing book for new board members.

## **APPENDIX A: PRESIDENTIAL DIRECTIVE 1961**

### **Memorandum on the Need for Greater Coordination of Regional and Field Activities of the Government.**

#### **Memorandum for Heads of Department and Agencies**

As an integral part of present steps to increase the effectiveness and economy of Federal agencies, I want coordination of government activities outside of Washington significantly strengthened. That is to include improvement of the management and direction of Federal offices throughout the country by the chief departmental officials in Washington, and provision for an interagency working group for closer coordination across department and agency lines in important centers of Federal activity outside of the National Capital area.

More than ninety percent of all Federal employees work outside of the Washington area. Decisions affecting the expenditure of tens of billions of dollars are made in the field. Federal programs have their impact on State and local governments largely through the actions of regional and local representatives of our departments and agencies. Most important, Federal officials outside of Washington provide the principal day-to-day contact of the Government with the citizens of this country and generally constitute the actual point of contact for Federal programs with the economy and other phases of our national life.

In the international assistance programs, previously separate U.S. efforts are being brought together in order to provide a common focus on the needs and problems of individual countries. Here at home we must similarly bring more closely together the many activities of the Federal Government in individual states and communities throughout the nation.

Although each Executive agency and its field organization have a special mission, there are many matters on which the work of the departments converge. Among them are management and budgetary procedures, personnel policies, recruitment efforts, office space uses, procurement activities, public information duties, and similar matters. There are opportunities to pool experience and resources, and to accomplish savings. In substantive programs, there are also opportunities for a more closely coordinated approach in many activities, as on economic problems, natural resources development, protection of equal rights, and urban development efforts.

As a first step in bringing Federal officials outside of Washington closer together, I have directed the Chairman of the Civil Service Commission to arrange for the establishment of a Board of Federal Executives in each of the Commission's administrative regions. Where associations of Federal regional officials exist in other regional centers they will be continued. Each Executive department and agency is directed to arrange for personal participation by the heads of its field offices and installations in the work of these Federal Executive Boards. These activities are not to require additional personnel but provide means for closer coordination of Federal activities at the regional level.

The cooperative activities of Federal Executive Boards must be undertaken primarily through the initiative of the head of our field activities. The Chairman of the Civil Service Commission and the Director of the Bureau of the Budget will furnish the Boards from time to time with guides on official goals and objectives in the management field and will arrange for periodic briefings by national executives of the government. Each of the Boards will consider management matters and interdepartmental cooperation and establish liaison with State and local government officials in their regions. A clearinghouse will be provided in the office of the Chairman of the Civil Service Commission on problems and recommendations submitted by the regional Boards.

Following a reasonable period for evaluation on these initial steps, recommendations are to be prepared by the Chairman of the Civil Service Commission and the Director of the Bureau of the Budget for continuing improvement of the management and coordination of Federal activities.

Within each department, I want the chief officers of each agency, particularly the chief operating officials for administrative matters, to make critical appraisal of pending field management procedures with the principal regional officers of that agency. The Director of the Bureau of the Budget shall provide guidance to department and agency heads on their internal appraisals of field management. Over all, new emphasis shall be placed on management skills in support of improved economy, efficiency, and the substantive effectiveness of the Executive Branch of the Government.

***JOHN F. KENNEDY***

## **APPENDIX B: 5 CODE OF FEDERAL REGULATIONS PART 960**

### **§ 960.101 DEFINITIONS.**

For purposes of this part:

- (a) The term Director means the Director of the United States Office of Personnel Management.
- (b) The term Executive agency means a department, agency, or independent establishment in the Executive Branch.
- (c) The term metropolitan area means a geographic zone surrounding a major city, as defined and delimited from time to time by the Director.
- (d) The term principal area officer means, with respect to an Executive agency, the senior official of the Executive agency who is located in a metropolitan area and who has no superior official within that metropolitan area other than in the Regional Office of the Executive agency. Where an Executive 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 command within the Executive agency, then the Executive agency may have more than one principal area officer.
- (e) The term principal regional officer means, with respect to an Executive agency, the senior official in a Regional Office of the Executive agency.
- (f) The term special representative means, with respect to an Executive agency, an official who is not subject to the supervision of a principal regional officer or a principal area officer and who is specifically designated by the head of the Executive agency to serve as the personal representative of the head of the Executive agency.

### **§ 960.102 AUTHORITY AND STATUS.**

Federal Executive Boards are established by direction of the President in order to strengthen the management and administration of Executive Branch activities in selected centers of field operations. Federal Executive Boards are organized and function under the authority of the Director.

### **§ 960.103 LOCATION.**

Federal Executive Boards have been established and shall continue in the following metropolitan areas: Albuquerque-Santa Fe, Atlanta, Baltimore, Boston, Buffalo, Chicago, Cincinnati, Cleveland, Dallas-Fort Worth, Denver, Detroit, Honolulu, Houston, Kansas City, Los Angeles, Miami, Minneapolis-St. Paul, New Orleans, New York, Newark, Philadelphia, Pittsburgh, Portland, St. Louis, San Francisco, and Seattle. The Director may, from time to time, dissolve, merge, or divide any of the foregoing Federal Executive Boards, or establish new Federal Executive Boards, as he may deem necessary, proper or convenient.

#### **§ 960.104 MEMBERSHIP.**

(a) Presidential Directive. The President has directed 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.

(b) Members. The head of every Executive agency shall designate, by title of office, the principal regional officer, if any, and the principal area officer or officers, if any, who shall represent the agency on each Federal Executive Board; and by name and title of office, the special representative, if any, who shall represent the head of the agency on each Federal Executive Board. Such designations shall be made in writing and transmitted to the Director, and may be transmitted through the Chairmen of the Federal Executive Boards. Designations may be amended at any time by the head of the Executive agency.

(c) Alternate Members. 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.

#### **§ 960.105 OFFICERS AND ORGANIZATION.**

(a) By-Laws. A Federal Executive Board shall adopt by-laws or other rules for its internal governance, subject to the approval of the Director. Such by-laws and other rules may reflect the particular needs, resources, and customs of each Federal Executive Board, provided that they are not inconsistent with the provisions of this part or with the directives of the President or the Director. To the extent that such by-laws and other rules conflict with these provisions or the directives of the President or the Director, such by-laws and other rules shall be null and void.

(b) Chairman. Each Federal Executive Board shall have a Chairman, 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.

(c) 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 Director.

(d) Unless otherwise expressly provided by law, by directive of the President or the Director, 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 Chairman. Such a committee, subcommittee, council, other sub-unit, or affiliation may be reestablished or renewed by affirmative action of the Federal Executive Board.

(e) Board Actions. Actions of a 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.

**§ 960.106 OPM LEADERSHIP.**

(a) Role of the Director. The Director is responsible to the President for the organizational and programmatic activities of the Federal Executive Boards. The Director shall direct and oversee the operations of Federal Executive Boards consistent with law and with the directives of the President. He may, from time to time, consult with, and require the advice of, the Chairman, members, and staff of the Federal Executive Boards.

(b) Role of the Director's Regional Representatives. The Chairman of each Federal Executive Board shall report to the Director through the Director's Regional Representative, an official of the Office of Personnel Management. The Director's Regional Representatives shall oversee the activities of, and periodically visit and meet with, the Federal Executive Boards.

(c) Communications. The Office of Personnel Management shall maintain channels of communication from the Director through the Director's Regional Representatives to the Chairmen of the Federal Executive Boards, and between and among the Federal Executive Boards through the Director and the Director's Regional Representatives. Any Executive agency may use these channels to communicate with the Director and with the Federal Executive Boards. Chairmen of Federal Executive Boards may communicate with the Director on recommendations for action at the national level, on significant management problems that cannot be addressed at the local level, and on other matters of interest to the Executive Branch.

(d) Reports. Each Federal Executive Board shall transmit to the Director, over the signature of its Chairman, an annual work plan and an annual report to the Director on the significant programs and activities of the Federal Executive Board in each fiscal year. Each work plan shall set forth the proposed general agenda for the succeeding fiscal year. The work plan shall be subject to the approval of the Director. Each annual report shall describe and evaluate the preceding fiscal year's activities. The work plan for Fiscal Year 1985 shall be submitted on or before July 1, 1984, and the annual report for Fiscal Year 1984 shall be submitted on or before January 1, 1985. Subsequent annual reports shall be submitted on or before January 1 and subsequent annual work plans shall be submitted on or before July 1 in every year thereafter. In addition, members of Federal Executive Boards shall keep the headquarters of their respective Executive agencies informed of their activities by timely reports through appropriate agency channels.

(e) Conferences. The Director may, from time to time, convene regional and national conferences of Chairmen and other representatives of Federal Executive Boards.

**§ 960.107 AUTHORIZED ACTIVITIES.**

(a) Each Federal Executive Board shall serve as an instrument of outreach for the national headquarters of the Executive Branch to Executive Branch activities in the metropolitan area. Each Federal Executive Board shall consider common management and program problems and develop cooperative arrangements that will promote the general objectives of the Government and of the several Executive agencies in the metropolitan area. Efforts of members, alternates, and staff in those areas shall be made with the guidance and approval of the Director; within the range of the delegated authority and discretion they hold; within the resources available; and consistent with the missions of the Executive agencies involved.

(b) Each Federal Executive Board shall: (1) Provide a forum for the exchange of information between Washington and the field and among field elements in the metropolitan area about programs and management methods and problems; (2) develop local coordinated approaches to the development and operation of programs that have common characteristics; (3) communicate management initiatives and other concerns from Washington to the field to achieve better mutual understanding and support; and (4) refer problems that cannot be solved locally to the national level.

(c) Subject to the guidance of the Director, the Federal Executive Boards shall be responsible for:

(1) Presidential initiatives on management reforms; personnel initiatives of the Office of Personnel Management; programs led by the Office of Management and Budget, such as Reform '88 and the President's Council on Integrity and Efficiency; and facilities planning led by the General Services Administration;

(2) The local Combined Federal Campaign, under the direction of the Director;

(3) The sharing of technical knowledge and resources in finance, internal auditing, personnel management, automated data processing applications, interagency use of computer installations, and similar commonly beneficial activities;

(4) The pooling of resources to provide, as efficiently as possible, and at the least possible cost to the taxpayers, common services such as employee first-aid, cardiopulmonary resuscitation ("CPR"), CPR training, preventative health programs, assistance to the aging, blood donor programs, and savings bond drives;

(5) Encouragement of employee initiative and better performance through special recognition and other incentive programs, and provision of assistance in the implementation and upgrading of performance management systems;

(6) Emergency operations, such as under hazardous weather conditions; responding to blood donation needs; and communicating related leave policies;

(7) Recognition of the service of American Veterans and dissemination of information relating to programs and benefits available for veterans in the Federal service; and

(8) Such other programs, projects, and operations as may be set forth in the annual work plan approved by the Director.

(d) The Office of Personnel Management shall advise Federal Executive Boards on activities in the areas of performance appraisal and incentives, interagency training programs, the educational development of Government employees, improvement of labor-management relations, equal employment opportunity, the Federal Women's Program, the Federal Equal Opportunity Recruitment Program, the Hispanic Employment Program, the Veterans Employment Program, and selective placement programs for handicapped individuals.

(e) The Director may, from time to time, direct one or more of the Federal Executive Boards to address such specific programs or undertake such cooperative activities as he may deem necessary or proper.

**§ 960.108 ADDITIONAL RULES AND DIRECTIVES.**

The Director may, from time to time, issue further rules and guidance for, and directives to, the Federal Executive Boards.

## **APPENDIX C: THE CLEVELAND FEDERAL EXECUTIVE BOARD'S CONSTITUTION & BYLAWS**

### **ARTICLE I – NAME**

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

### **ARTICLE II – AUTHORITY AND PURPOSE**

Sec. 1. Federal Executive Boards are established by direction of the President, and are organized and function under the authority of the Director, U. S. Office of Personnel Management. Establishing documents are: Memorandum from the President of the United States to Heads of Departments and Agencies, dated November 10, 1961 and July 6, 1966; Memorandum to the Director, Bureau of the Budget, dated August 13, 1969; and 5 Code of Federal Regulations (C.F.R.) Part 960, Office of Personnel Management regulations. The Executive Board was established on July 6, 1966 by presidential directive.

Sec. 2. Consistent with the range of authority and discretion which Executive Board members hold by delegation from their respective agencies, it shall be the purpose of the Executive Board to initiate improved coordination of governmental activity and communication within Cleveland and the northern counties of Ohio<sup>1</sup> through cooperative action among field establishments in the areas of Government-wide policy implementation, service to the community, and improving the quality of the federal government. In addition, it shall be of primary importance for the Executive Board to marshal resources of the entire federal community, whether to aid a member agency in crisis, assist the citizenry in a public emergency, or ensure the continuity of operation of the federal government in any emergency condition.

Sec. 3. In concert with any committees established by the Chairperson, the Executive Board shall have the following Standing Committees: the Strategic Planning Committee and the Security Committee. Both committees are addressed in the Strategic Plan of the Executive Board. Standing Committees may not be dissolved without the approval of the Full Board.

Sec. 4. From time to time and under the guidance of the Director, Office of Personnel Management, the Executive Board shall direct its cooperative efforts to specific programs concerning Presidential initiatives of general application.

Sec. 5. Activities of Federal employees within the scope of this Constitution and Bylaws are considered to be official business of the United States Government.

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<sup>1</sup> Northern Counties include the following: Allen, Ashland, Ashtabula, Auglaize, Carroll, Columbiana, Crawford, Cuyahoga, Defiance, Erie, Fulton, Geauga, Hancock, Hardin, Henry, Holmes, Huron, Lake, Lorain, Lucas, Mahoning, Marion, Medina, Mercer, Ottawa, Paulding, Portage, Putnam, Richland, Sandusky, Seneca, Stark, Summit, Trumbull, Tuscarawas, Van Wert, Wayne, Williams, Wood, and Wyandot.

### **ARTICLE III – MEMBERSHIP**

Sec. 1. Membership of the Executive Board shall consist of the heads of field establishments located in the Cleveland area and the northern counties of Ohio, as designated by the head of each department or agency.

Sec. 2. Executive Board members will each designate an alternate who will participate in Executive Board meetings when the member is unable to attend.

Sec. 3. At the request of the Chairperson, Executive Board members will designate officials and employees on their staff to participate in activities undertaken by the Executive Board or work on committees, councils, or task forces under the Executive Board. Such assignments will not constitute membership on the Executive Board; however, such assignments may constitute membership on the committees, councils, or task forces. These assignments will constitute associate membership on the Executive Board.

### **ARTICLE IV – OFFICERS**

Sec. 1. The officers of the Executive Board shall be a Chairperson, Vice Chairperson, and the members of the Policy Committee. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Executive Board.

Sec. 2. The Policy Committee shall be composed of: Agency representatives from those agencies within the Cleveland area and northern counties of Ohio having greater than 250 employees, six (6) elective members representing smaller agencies (less than 250 employees), and ex-officio members as follows; the immediate past Executive Board Chairperson (when not a permanent member of the Policy Committee); the Defense Contract Management Agency Commander; and the principal General Services Administration representative. Any department or agency, which might come into being with a population of 250 or more within the Cleveland area or northern counties of Ohio, will automatically become a permanent member of the Policy Committee. Agency personnel count will be taken annually during the update to the agency rosters.

Sec. 3. The term of office for the Chairperson, Vice Chairperson, and six elective members of the policy committee shall be one year. Each will be concurrent with the Federal fiscal year (October 1 through September 30). Chair, Vice Chair, and six elective member positions may serve a second consecutive term if re-elected. To facilitate consistency with smaller elective member agencies, three will be nominated to serve in alternating fiscal years.

Sec. 4. A vacancy in the elected officers of the Executive Board shall be filled as follows: a vacancy in the office of Chairperson shall be filled by the Vice Chairperson; a vacancy in the office of Vice Chairperson shall be filled by appointment of an Executive Board member by the Policy Committee. All members so appointed will serve to the end of the fiscal year in which the appointment was made.

## **ARTICLE V – DUTIES OF OFFICERS AND EXECUTIVE DIRECTOR**

Sec. 1. The Chairperson shall preside at all meetings of the Executive Board, appoint all committees other than the Standing Committees, call such special meetings as may be required, and act as spokesman for the Executive Board on all occasions. The Chairperson shall also function as Chairperson of the Policy Committee.

Sec. 2. The Vice-Chairperson shall preside at meetings in the absence of the Chairperson. The Vice-Chairperson shall also serve as a member of the Policy Committee. In addition, the Vice-Chairperson shall serve as ex-officio member of all committees

Sec. 3. In the event emergency or special meetings must be called and both the Chairperson and the Vice-Chairperson are unavailable to preside, the Chairperson's alternate shall preside.

Sec. 4. The Policy Committee is charged with the formulation and guidance of Executive Board program undertakings and 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 Cleveland area and northern counties of Ohio. It will also consider specific proposals prior to assignment to committees, review the progress of work and make recommendations to the Executive Board on implementation.

Sec. 5. The Chairperson shall have a permanent staff consisting of an Executive Director and an Administrative Assistant to be furnished by the department or agency designated as the support agency by the Office of Management and Budget.

Sec. 6. The Executive Director shall assist in the formulation and planning of Executive Board programs and projects; issue the notices and be responsible for the minutes of all Executive Board meetings; analyze for the Chairperson matters requiring inter-committee coordination or clarification; provide a continuing evaluation of the Executive Board operations and make recommendations to the Chairperson; assist in preparation of reports of Executive Board accomplishments; conduct the routine business of the Executive Board and keep and be accountable for such records, including financial accounts as may be required.

Sec. 7. The Executive Board empowers its officers at duly called meetings of the Policy Committee 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 meeting of the Executive Board.

## **ARTICLE VI – ELECTIONS**

Sec. 1. Elections shall be held annually at the regular third quarter meeting of the Executive Board. Officers will be installed at the regular fourth quarter meeting of the Executive Board and assume their duties the first day of October. It shall be the duty of the Chairperson to appoint a nominating committee of not less than five (5) members who shall place in nomination one or more names for each elective office. In order to permit full consideration of candidates, a listing of the nominees will be transmitted to members with the notice of the meeting at which the election will be held. After formal presentation of the nominations at the meeting, the Chairperson will provide an opportunity for additional nominations from the floor.

Sec. 2. Election shall be by ballot. 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.

#### **ARTICLE VII – MEETINGS**

Sec. 1. Regular meetings of the full Executive Board will be held at least four (4) times each year upon notice by the Chairperson. Special meetings of the Executive Board will be on call by the Chairperson.

Sec. 2. Regular meetings of the Policy Committee will be held at such frequency as to effectively accomplish the duties outlined in Articles II and V of the Bylaws, or on call by the Chairperson.

Sec. 3. At all meetings of the Executive Board, business shall be conducted by a simple majority of those members or alternates who are present and voting.

Sec. 4. Voting privileges in meetings of the Executive Board shall be restricted to members or, in their absence, their designated alternates. Associate members are non-voting members.

#### **ARTICLE VIII – ANNUAL WORK PLANS AND REPORTS**

Sec. 1. As required by the Office of Personnel Management, the Chairperson, in consultation with the Policy Committee and with the assistance of the Executive Director, shall prepare and submit to the Office of Personnel Management an annual plan of objectives. The plan shall be submitted on or before July 1 for the next fiscal year.

Sec. 2. The Chairperson, in consultation with the Policy Committee and with the assistance of the Executive Director, shall prepare and submit to the Office of Personnel Management and to the Executive Board an annual report which describes and evaluates accomplishments and progress in relation to the annual work plan referred to in Article VIII, Section 1. The report shall be submitted on or before January 1 each year for the previous fiscal year.

#### **ARTICLE IX – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, newly revised, shall govern the Executive Board in all cases in which they are applicable.

#### **ARTICLE X – EFFECTIVE DATE OF CONSTITUTION AND BYLAWS**

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

## ARTICLE XI – AMENDMENTS

Any Executive Board member may propose amendments to the Constitution and Bylaws in writing. Proposed amendments shall first be referred to the Policy Committee and upon a favorable report by that Committee, shall be presented for adoption at any regular meeting of the Executive Board provided that a written notice of the proposed change has been given to the members in advance of the meeting. A concurrence of the majority of the Executive Board members present and voting is required.



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