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INSTRUMENT OF RATIFICATION FOR THE CHARTER OF
THE OFFICE OF RESEARCH & DEVELOPMENT MANAGEMENT ADVISORY GROUP

The Career Service Panel of the Office of Research & Development has considered the proposed Charter for the Office of Research & Development Management Advisory Group. By the signature of the Chairman of the Career Service Panel below, the Panel, as a whole, ratifies the proposed Charter and endorses its entry into force as of this date.

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[Redacted signature box]

Chairman, ORD Career Service Panel

Sept. 27, 1979
Date

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INTRODUCTION

In the Spring of 1979, the Office of Research and Development Career Service Panel affirmed their desire for the employees of the Office to establish a Management Advisory Group. They stipulated that the Charter for the Management Advisory Group be written by the employees and that the members of the Management Advisory Group would be elected by the employees.

This document shall be the initial charter for the Office of Research and Development, Management Advisory Group, and it shall become effective when the conditions for its entry into force are met.

MEMBERSHIP & FRANCHISE

The Management Advisory Group (the Group) shall consist of five Members all of whom are Agency Staff employees assigned to the Office of Research and Development (the Office). There shall be no predetermined formula for the make-up of the group; and specifically, there shall be no quotas for demographics of the membership with regard to:

1. Age
2. Sex
3. Grade
4. Race
5. National Origin

Membership will be limited to those employees who do not hold management positions within the Office. Management positions which will make the incumbent ineligible for membership in the Group shall be:

1. Office Director and Deputy Director
2. Division Chiefs
3. Branch Chiefs
4. Executive Officer
5. Chief of Support Staff
6. Chief of Contracts Staff

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Membership will be by election. Voting privileges shall be extended to all Agency Staff employees assigned to the Office at the time of the election who are eligible for membership as outlined immediately above. The Chairman of the Group will be determined by the member receiving the greatest number of votes in the electoral process. In the case of a tie in the voting, the Members will decide on the person to hold the position of Chairman. In the case where there is a tie in the voting for membership which would exceed the stipulated five members, a special run-off election will be held.

The term of membership on the Group shall be one year. The Chairman of the Group shall assume the responsibility for managing the election of members to replace the incumbent Group. There shall be no limit on the number of terms of office that any Member or Chairman can hold.

The initial election of Members to the Group will be managed by a Special Election Chairman. The secretary to the Director of the Office of Research and Development has agreed to serve as the Special Election Chairman.

ELECTIONS

A nominating form will be sent to all eligible voters, as described above, four weeks before the election date. This form will ask each employee three questions:

1. Do you desire to stand for election to the Office of Research & Development Management Advisory Group?
2. If nominated by your Office colleagues, would you stand for election to the Office of Research & Development Management Advisory Group?
3. Do you wish to nominate any other person(s) for the Office of Research & Development Management Advisory Group?

An individual may be placed on the ballot by answering yes to the first question posed or by being nominated by three or more eligible voters. No one shall have his/her name on a ballot if there is a negative response to the second question posed. Failure to return the nominating form will constitute a de facto agreement to stand for election if nominated by the required number of eligible voters.

The nominating forms will be returned within ten days of their distribution and the Election Chairman will prepare the election ballot from the tabulated results of the nominating forms within three days. Two weeks before the election date, the ballots will be sent to all eligible voters for completion and returned by the close of business on the election date.

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The Members will be the five individuals receiving the greatest number of votes and the Chairman of the Group will be the individual receiving the greatest number of votes. Procedures involved in tie votes are outlined in the section on MEMBERSHIP & FRANCHISE above.

MEETINGS & PROCEDURES

The Group shall meet at least once a month. The Chairman will be responsible for the meeting schedule.

A quorum for the Group shall be the presence of at least three elected Members.

Special meetings may be called at the discretion of the Chairman. Should a Member desire a special meeting, it will be incumbent on the Chairman to issue the call for the meeting.

The Group shall elect a Secretary (other than the Chairman) whose responsibilities will be the recordkeeping for the Group.

With the exception of any action to amend the Group Charter, all matters before the Group will be decided on a majority vote basis of the Members in attendance at a given meeting. In order to amend the Charter, the initial motion for amendment must be unanimously approved by all Members of the Group and then ratified by a majority vote of all eligible voters in the Office. Charter amendments must also be ratified by the Office Career Service Panel.

It will be acceptable to have Members vote by proxy on issues before the Group provided that the proxy is delivered to the Chairman in writing prior to the beginning of the meeting.

The Group will schedule its regular monthly meetings to best accommodate the desires and schedules of the Members. However, it will be incumbent on the group to hold these regular meetings.

FUNCTIONS OF THE GROUP

The Group shall study any topic pertinent to the Office and make its deliberations known to the Chairman of the Office of Research & Development Career Service Panel. There shall be no restrictions on

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the topics to be considered other than those topics which may require revelation of compartmented information for which all members are not granted access.

Normally, the output of the Group will be a written report of the findings of their study and recommended actions for Office Management.

RESPONSIBILITIES OF THE GROUP

The Group shall prepare a report on all topics it feels are worthy of consideration by the Office Career Service Panel. This report shall be signed by the Chairman for the Group as a body. All Members will be granted the opportunity to take exception with any portion of the Group report by attaching a Clarification Annex to the report and signing that Clarification Annex for himself/herself. Since it will necessarily be the case that many of the reports prepared will deal with perceived problem areas it is a major responsibility of the Group to include in its report one or more suggested means for alleviation of the problem under discussion.

Reports will be presented to the Office Career Service Panel at the Panel's regularly scheduled meetings or if the Group feels that time is of the essence the Chairman may request that the Director of the Office convene a special session of the Career Service Panel to consider the report in question.

After the Career Service Panel has received a Group report, copies of the report will be sent to all Divisions and Staffs within the Office for circulation to all employees.

The Group will also distribute to all Divisions and Staffs for circulation a brief synopsis of the topics discussed at each meeting of the Group. To be included specifically in the synopsis shall be a list of all study topics considered for acceptance at a meeting and the results of the acceptance voting (see below).

ESTABLISHMENT OF STUDY TOPIC AGENDA

Topics for study may be presented to the Group by:

1. Written statement of the topic submitted to the Group from any eligible voter within the Office.

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2. Written statement of the topic submitted to the Group from the Office Career Service Panel.
3. Written statement of the topic submitted to the Group from any other Management Advisory Group or Panel within the Agency.

From the menu of presented topics for study, the Group will accept as many topics as it feels are appropriate by majority vote of the Members present at any meeting where candidate topics are brought up for acceptance vote. In this way, the Group can accept or decline any topic at its discretion. Acceptance of any topic constitutes a responsibility for preparation of a written report by the Group.

In the case where an accepted topic of study originates from another Agency Management Advisory Group or Panel, the Group report will be sent simultaneously to the originating body and to the Office Career Service Panel. In this way, there will be no outside perception of Office management scrutiny of Group reports prior to their transmission to the original requester.

ENTRY INTO FORCE OF THIS CHARTER

This Charter for the Group shall enter into force at such time as the Office Career Service Panel reviews the Charter and ratifies its terms and conditions. At that time, the Charter and its provisions for holding elections will become the primary authority for the initial establishment of the Group. After the Call to Order of the first meeting of the Group, the members will have the authority to amend this Charter under the provisions for amendment cited above.

With the assumption that the Office Career Service Panel will next meet in September 1979 and assuming that the Panel ratifies the conditions of this Charter, the initial election of Members for the Group will be held on 9 November 1979. Thereafter, elections will be held on the second Friday of November in each year.

SPECIAL AUTHORITIES GRANTED TO THE GROUP

The Group shall have the authority on its initiative to:

1. Request a special session of the Office Career Service Panel.

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2. Make a verbal presentation to augment the Group report to the Office Career Service Panel if the Group feels it is appropriate.
3. Attend meetings of other Agency Management Advisory Groups or Panels at the invitation of the other organization.
4. Invite members of other Agency Management Advisory Groups or Panels to the meetings of the Group.
5. Request the presence of any Office employee at a Group meeting to gather information pertinent to any accepted topic of study.
6. By prior arrangement with D/ORD or DD/ORD, send one Member to present topics not pertinent to Career Service Panel deliberations to regularly scheduled Office staff meetings.

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