

Department of the Army
Little Rock District, Corps of Engineers
P.O. Box 867
Little Rock, AR 72203-0867

Regulation
No. 15-1-1

9 September 1994

Army Programs
COMMITTEE MANAGEMENT

Summary. This revision updates the procedures and responsibility of committee management in the Little Rock District.

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1. Purpose. The purpose of this regulation is to prescribe responsibilities and guidance for the establishment, function, and termination of committees.
2. Applicability. The provisions of the regulation apply to all organizations of the Little Rock District, U.S. Army Corps of Engineers.
3. Reference. AR 15-1, Committee Management.
4. Procedures. Committees will be established only when it is necessary and beneficial to the Little Rock District or as directed by higher headquarters. Committees may investigate, advise, and report on specific problems or subject areas. Committees will be terminated two years after establishment unless otherwise specified. If the termination date is indefinite, the committee chair will verify every two years that the committee's purpose and structure remains the same. All proposals to continue a committee which has reached its expiration date must provide the documentation required in paragraph 4b below.
 - a. Proposals on establishment, membership, use, charter modification, or termination of a committee will be submitted to the Committee Management Officer (CESWL-RM-M) for evaluation and processing.
 - b. All proposals to establish a committee will include:
 - (1) An explanation of the committee's objectives.

(2) An explanation of why its objectives exceed the capabilities of normal staff processes.

(3) A charter containing, as a minimum, the information specified in Appendix A.

(4) Membership nominations either by position (preferable) or name, and fully coordinated.

(5) An appointment memorandum prepared for the District Engineer's, Deputy District Commander's, or Deputy District Engineer's signature establishing the committee and designating membership.

d. Proposals for termination of a committee will be fully coordinated with all interested organizational elements prior to forwarding to the Committee Management Officer (CMO) CESWL-RM-M.

e. Employee Welfare Committees. Procedures for the membership and management of committees involved in matters of employee welfare or in areas of interest to all employees (e.g., health, safety, awards) are provided in Appendix B.

5. Responsibilities.

a. The Management Analysis Officer will function as the CMO and is responsible for operation of the Committee Management Program.

b. Committee chairpersons are responsible for:

(1) Maintaining committee management files containing, as a minimum:

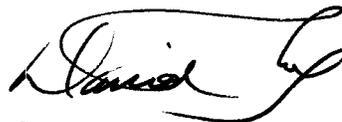
(a) A record of the date of meetings per calendar year.

(b) A summary of minutes and accomplishments.

(c) Copies of agendas, reports, studies, etc.

(2) Reporting changes in membership and/or the charter, and recommending termination of the committee to the CMO.

(3) Providing written verification to Management Analysis Branch every two years that the committee's purpose and structure remains the same.



DAVID R. RUF
Colonel, Corps of Engineers
District Engineer

2 Appendixes
App A - Committee Charter
App B - Employee Welfare
Committees

DISTRIBUTION A

Appendix A

COMMITTEE CHARTERS

1. Mission Related Committee Charter. The following charter format is for committees whose purpose is to facilitate accomplishment of the District missions.

Committee Charter

1. Name of Committee. Program Budget Advisory Committee (PBAC)
2. Date Established. 1 May 1990
3. Date to be Terminated. Indefinite
4. Mission or Purpose. PBAC will meet formally at the call of the Chairman to deal with substantive operating budget issues.
5. Authority. ER 37-1-24
6. Composition.

Deputy District Engineer, Chairman
Resource Management Officer, Executive Secretary
Chief, Programs Management Officer, Member
Chief, Engineering Division, Member
Chief, Construction-Operations Division, Member
Chief, Planning Division, Member
Chief, Real Estate Division, Member
Chief, Logistics Management Office, Member
Chief, Information Management Office, Member

2. Employee Welfare Committee Charter. The following format is to be used for committees involved in matters of employee welfare or in areas of interest to all employees.

COMMITTEE CHARTER

1. Name of Committee.

2. Authorization.

Regulation, law, policy, VOCO, etc.

3. Committee Sponsor.

District organization establishing the committee and responsible for oversight and providing direction and control.

4. Committee Purpose.

What does the committee do, produce, provide, etc.

5. Committee Reports and Approvals.

Identify the position to which the committee reports or committee actions and recommendations are provided for approval (e.g., DDE, DE, DDE(PM), etc.)

6. Committee Composition.

a. Number of members.

Provide justification if more than seven or the recommended membership allocation table will not be used.

b. Category of members.

Specify eligibility or sources for membership (e.g., all employees, supervisors only, senior management only field personnel only, etc.). Provide justification if membership is limited to a specific category.

c. Advisory members.

Identify by position or organization any subject matter experts required or potentially required to support the committee (e.g., EEO specialist, lawyer, etc.).

Appendix B

EMPLOYEE WELFARE COMMITTEES

Guidelines for the membership and management of committees involved in matters of employee welfare or in areas of interest to all employees (e.g., health, safety, awards) are as follows.

a. All qualified and available personnel will be given equal consideration for membership on employee welfare committees.

b. Representation on employee welfare committees will be selected with consideration given to regulatory requirements, the purpose of the committee, and the organizational relationships and dispersion of personnel.

c. Committee size should be limited to the minimum number of members required to accomplish the committee purpose and provide appropriate representation. Unless an exception is obtained, employee welfare committees will consist of seven members selected by popular vote of the chiefs of the organization represented as shown in the membership allocation table shown at Figure 1.

d. Primary membership will be limited to a two year term. Individuals may not serve two consecutive terms. An alternate member will be designated for each primary committee member. The alternate does not have to be assigned to the same organization as the primary member.

e. Committee proponents or committees may designate subject matter experts to serve in a non-voting advisory capacity and establish work groups to address specific one-time issues.

f. Chairpersons will be elected by the committee members to a one year term, except where the chairperson is designated by the Executive Staff or higher headquarters regulation.

g. A quorum of 80% is recommended but no less than 70% representation (attendance by primary or alternate) is required for employee welfare committee actions requiring a vote.

h. Committee meeting agendas will be distributed at least 5 working days prior to the meeting date. Committee minutes will be published not later than 5 working days following the meeting.

ALLOCATION TABLE FOR A SEVEN MEMBER
EMPLOYEE WELFARE COMMITTEE

ORGANIZATIONAL GROUP	MEMBERSHIP ALLOCATION
GROUP 1.....1 Executive Office Public Affairs Safety Equal Employment Opportunity Internal Review Office of Counsel Information Management Logistics Human Resources Resource Management	
GROUP 2.....1 Engineering	
GROUP 3.....1 Planning Real Estate Contracting Programs & Project Management	
GROUP 4.....1 Construction-Operations Little Rock Construction Greers Ferry Millwood-Tri Lakes	
GROUP 5.....1 Clearwater Mountain Home Upper White River	
GROUP 6.....1 Pine Bluff Nimrod-Blue Mountain	
GROUP 7.....1 Russellville	

Figure 1