

2 FAM 1630

ESTABLISHMENT OF A COMMITTEE

(TL:GEN-1018; 04-12-1967)

2 FAM 1631 CRITERIA

(TL:GEN-1018; 04-12-1967)

The criteria for determining whether a committee should be established are:

a. A committee is the most efficient means of conducting the business in question; and/or

b. The relationships of the Department within the Government and with the public, insofar as they affect substantially the ability of the Department to conduct effectively the business in question, require the establishment of a committee.

2 FAM 1632 AUTHORIZATION

(TL:GEN-1018; 04-12-1967)

All proposals for the establishment of a committee by the Department are submitted as set forth below to the Deputy Under Secretary for Administration for concurrence.

TO: Deputy Under Secretary for Administration

THROUGH: Committee Management Officer.

FROM: (Requesting Organization)

SUBJECT: Request for concurrence in (the establishment of) (affiliation with) a committee.

1. Identification: Proposed name and symbol of committee.
2. Purpose: Objectives of committee.
3. Nature and Role:
 - a. Anticipated Nature of Committee Business.
 - b. Anticipated Nature, Effect, and Status of Committee Actions:

Nature—Will committee actions be in the form of reports, orders, action recommendations, etc?

Effect—What legislation, policy regulations or procedures will be affected by committee actions and in what manner will they be affected?

Status—Will committee actions be decisive in themselves? Will they be recommendations to administrative authority for disposition at its discretion? Will they have standing primarily as information?

4. Organization of Committees:

a. Chairman—Name, title, and organization.

b. Secretary—Name, title, organization, office address, and phone number, provided designation of such an officer is authorized.

5. Position of Committee:

a. General Level of Membership. State whether membership is generally at branch, branch chief, division, division chief, office, office director, bureau or area, bureau or area chief, under secretary, or cabinet level.

b. Relationship to Existing Committees Working in Same or Related Fields. Distinguish between subject matter and objectives of proposed committee and others in same or related fields. State whether business to be dealt with by proposed committee is also dealt with in any manner by another committee and, if so, describe the relationship between the committees.

6. Administration and Procedures:

a. Operating Procedures. Describe briefly proposed procedures or formalities, if any, on matters such as voting, quorum, categories of membership, resolution of deadlocks, appeals, establishment and operation of subcommittees, introduction of business, etc. As a general rule, it will not be necessary or desirable to establish detailed formalized procedures for committee operations. Experience has shown that informality in the operation of a committee is most effective. However, if formal procedures of the sort mentioned above are proposed, they are described in the memorandum requesting approval of the committee.

b. Anticipated Source of Committee Business. From what units and/or agencies will business come?

c. Documentation. Describe briefly proposed system for document reference and identification, types and format of committee papers such as agenda, minutes, working papers or documents, etc. Describe the proposed arrangements for production, reproduction, and distribution of committee documents.

7. Estimated Number and Frequency of Meetings.

8. Duration: How long will it be necessary to operate the committee? Express this estimate in terms of time, i.e., number of weeks, months, or in terms of a target date.

9. Justification: Specify whether alternatives to the establishment of a committee have been (a) considered or (b) attempted. Describe the alternatives and explain why it is proposed either to reject, supplement, or supplant them with the establishment of a committee.

2 FAM 1633 THROUGH 1639 UNASSIGNED