

## CHARTER

### Department of Housing and Urban Development Agency-wide Employee Advisory Board

#### 1. MISSION

The purpose of the Employee Advisory Board (EAB or Board) is to support the Department as a productive agency-wide venue for voicing, discussing, validating, and making recommendations and implementation plans for positive change.

#### 2. SCOPE OF AUTHORITY

- (a) Subject to review as provided in Section 4.5, the Board shall have the authority to:
- (1) Propose recommendations for positive change to the Deputy Secretary and HUD's Senior Leadership;
  - (2) Provide an agency-wide voice for HUD employees to bring matters of concern to the Deputy Secretary and Senior Leadership;
  - (3) Plan agency-wide employee initiatives that will encourage positive relationships across the organization.
- (b) In addition, the Board may recommend enhancements to HUD's EPPES, PACS and EPACS development process to improve employee morale and engagement.
- (c) The Board has the authority to request information on HUD initiatives that directly impact HUD staff morale and engagement.
- (d) The Board is an internal deliberative body within HUD. The Board's authority does not extend to contractors or other external participants.
- (e) The agency-wide Board does not replace any existing Program or Support Office Employee Advisory Boards. All Program and Support Offices without an EAB will be encouraged to create a local EAB. The Agency-wide Board will serve to enhance the local EABs.

#### 3. COMPOSITION

To ensure HUD-wide representation, the Board is composed of bargaining unit volunteer members representing each HUD program and support office as identified in table below. The

composition should properly reflect the HQs/Field ratios. Each member will be appointed for a minimum term of two (2) years, starting at the beginning of the fiscal year. Each Program and Support Office will seek volunteers from within their respective agencies for participation on the Board. Once volunteers have been identified, a peer to peer vote will be undertaken within each organization to select the final representative(s). Fifty (50) percent of the original members agree to serve on the Board for one year beginning FY 2014, at which time they will be replaced with new members from respective program and support offices, each to serve a two (2) year term, in order to initiate a staggering of the terms of the Board. The result will be that 50 percent of the EAB will have new members each year. For HUD program and support offices that have more than one (1) Board Member, the minimum number from the field shall be as noted below.

<b>HUD Program/Support Office Size</b>	<b>Maximum # of Participating Board Members</b>	<b>Minimum Number from the Field</b>
<b>Extra Large Offices (Over 1000 employees)</b>	4	3
<b>Large Offices (&gt; 500 and &lt;= 999 employees)</b>	3	2
<b>Medium Offices (&gt;250 and &lt;=499 employees)</b>	2	1
<b>Small Offices (&lt;=249 employees)</b>	1	Either field or HQ

The EAB will vote for a Chairperson, Assistant Chairperson and Secretary, which shall be named the Executive Board, to serve for a period of 12 months, and shall begin their duties immediately upon conclusion of the election. *The composition of the Board will consist of a member(s) of each program and support office as identified in Attachment A.* The EAB Chairperson will serve on the Board as voting sponsor and organize regular meetings of the EAB. If one of the voting members resigns from the Board or otherwise cannot continue to serve, the EAB Assistant Chairperson will consult with the program office to solicit a volunteer replacement. The new member will serve a two (2) year term that runs concurrent with the expiration of the person that was replaced.

#### **4. PROCEDURES**

##### **4.1 Responsibilities of the Officers'**

The Chairperson will be responsible for:

- A. Developing the agenda in coordination with the Deputy Secretary or his/her appointee for the Board to address, with input from all other members of the Board.
- B. The Chairperson [*in partnership with the Secretary*] will be responsible for retaining the official minutes of the Board and all documents considered by the Board in

reaching its determinations/recommendations, such responsibility not to preclude the use of other HUD staff to maintain records and record minutes.

- C. Primarily responsible for distributing nominations and holding votes on nominations.

The Assistant Chairperson will be responsible for:

- A. Taking on the responsibilities of the Chairperson, in the absence of the Chairperson.
- B. Primarily responsible for planning agency-wide employee events.
- C. If the Chairperson is unable to complete his term for any reason, the Assistant Chairperson shall be the immediate replacement.

The Secretary will be responsible for:

- A. Taking minutes at each EAB meeting, and recording all documents considered by the Board in determinations/recommendations.
- B. Provides relevant updates and information to the appropriate HUD office for publication in the HUD Happenings Newsletter.
- C. Maintain all records, including photos used to promote events and awards.

#### **4.2 Schedule of Meetings**

Meetings of the Board will be held at such times as the Chairperson deems necessary to dispense with the business of the Board. It is the intent of the Board to meet at least once a month, provided at least seven (7) Board members are available.

To maintain open and honest communication with the Deputy Secretary, the EAB will have a conference call with the Deputy on the first Tuesday of the first month of each quarter.

#### **4.3 Electronic Meetings**

Regular and Special Meetings of the Board may be held by electronic means (such as e-mail or other Internet communication systems, telephone conferences, video conferences, facsimile, etc.) subject to the following:

- A) All members of the Board shall have access to the appropriate electronic meeting media, as verified by their response to a call for any particular meeting.

The technology used for the electronic meetings shall allow the members full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.

- B) The affirmative vote of the majority of the members of the Board shall be necessary for the adoption of motions.

#### **4.4 Referral of Matters to the Board**

Matters that concern HUD staff and management can be brought before the Board for its consideration. Other matters needing to be considered by the EAB may be referred by the Deputy Secretary or a member of the Board. The individual referring the matter to the Board will be responsible for preparing a referral package (in cooperation with the EAB Secretary) and for timely updating the package as necessary.

The referral package should include information on the organization and the issue being referred to the Board, including all relevant correspondence and materials, and a range of possible actions it would like the Board to take. The notice may also recommend to the Board a course of action for its consideration.

#### **4.5 Factors to Be Considered By the Board in Its Decisions**

The actions of the Board may depend upon various factors, including:

- A) Employee Surveys
- B) Employee Feedback
- C) Management Requests
- D) Management Feedback

#### **4.6 Recommendations by the Board**

Any recommendation by the Board shall be made by a majority decision. If a tie occurs, the Chairperson will break the tie.

### **5. REPORTS**

At least quarterly, the Board shall provide a report at an all staff meeting, identifying the recommendations made by the Board during the reporting period, and briefly describing the bases for these actions. Additionally, the Board will periodically provide updates and relevant information to the Office of the Deputy Secretary for publication in the HUD Happenings Newsletter.

### **6. PROTECTION OF CONFIDENTIAL INFORMATION**

Information regarding sensitive material is confidential and the Board shall take precautions to ensure the information reviewed in order to reach recommendation is secured and is not further distributed within HUD, except as provided in this Charter. Any Board Member who does not keep the information Confidential will be referred to the Chairperson and Deputy Secretary or his/her appointee for further discussion.

## **7. MEETING ATTENDANCE**

Time spent to participate in meetings or conference calls and related projects shall be during work hours. The Board Member shall keep his/her supervisor informed regarding work time spent for this initiative.

## **8. APPROVAL AND MODIFICATION OF BOARD PROCEDURES**

Approval and modification of these procedures shall be effective upon approval by the EAB consisting of a majority vote.

DRAFT

Attachment A

**HUD Agency-Wide Employee Advisory Board (EAB)  
Program Office Representation**

<b>HUD Offices</b>	<b># EAB Reps</b>
Housing	4
Public & Indian Housing	4
Community Planning & Development	3
Fair Housing & Equal Opportunity	3
General Counsel	3
Policy Development & Research	3
Chief Financial Officer	2
Chief Information Officer	2
Chief Procurement Officer	2
Chief Human Capital Officer	2
Departmental Management:	1
Office of the Secretary	
Office of the Deputy Secretary	
Office of Congressional and Intergovernmental Relations	
Office of Public Affairs	
Office of Small Disadvantaged and Business Utilization (OSDBU)	
Office of Adjudicatory Services (OAS), formerly Office of Hearing and Appeals	
Office of Sustainable Housing and Communities	1
Office of Strategic Planning and Management	1
Office of Faith-Based and Neighborhood Partnerships	1
Office of Departmental Equal Employment Opportunity	1
Field Policy & Management	1
Ginnie Mae	1
Lead Hazard Control	1
<b>TOTAL</b>	<b>35</b>