

**ORGANIZATION OF THE FEDERAL ADVISORY COUNCIL
ON OCCUPATIONAL SAFETY AND HEALTH**

ARTICLES OF ORGANIZATION

ARTICLE I NAME

The name of the organization shall be the Federal Advisory Council on Occupational Safety and Health (hereafter referred to as the Council).

ARTICLE II AUTHORITY

The Council is established to advise the Secretary of Labor (hereafter referred to as the Secretary) on matters relating to the occupational safety and health of Federal employees. These matters relate to occupational safety and health programs carried out by the Secretary under Section 7902 of Title 5 of the United States Code, Section 19 of the Occupational Safety and Health Act of 1970, 84 Stat. 1590, Executive Order 12196, and 29 CFR Part 1960 Basic Program Elements for Federal Employee Occupational Safety and Health Programs.

ARTICLE III FUNCTION

The Council shall advise the Secretary concerning the development and maintenance of effective occupational safety and health programs for Federal employees. It will also act as a clearinghouse for information related to occupational safety and health for all Federal employees in the Federal service.

ARTICLE IV OBJECTIVES

The objectives of the Council are:

- (1) To reduce and keep to a minimum the number and severity of accidents in the Federal Government.
- (2) To encourage the establishment and maintenance of adequate and effective occupational safety and health programs in each Federal Department and Agency.

ARTICLE V MEMBERSHIP

The Council will consist of a Chairperson and sixteen (16) members appointed by the Secretary, eight (8) members representing the management of Federal Departments and Agencies, and eight (8) members from Labor organizations representing Federal employees. Members shall serve at the pleasure of the Secretary for terms not to exceed three (3) years, unless reappointed for a succeeding term by the Secretary.

ARTICLE VI ORGANIZATION

Section 1. The Secretary or his designee shall serve as Chairperson of the Council.

Section 2. The Vice Chair of the Council will be elected by the Council members on an annual (calendar year) basis. This office will be rotated between agency and labor members.

Section 3. In the event of loss, through death or otherwise of a member, the Secretary will make an interim appointment to fill the unexpired term.

Section 4. The Council will establish Subcommittees as it finds necessary. Chairpersons of Subcommittees will be appointed by the Council Chairperson. Representation of Federal agencies and Labor organizations representing Federal employees as members on a Subcommittee shall be proportionate to that on the Council itself. Those appointed to Subcommittees need not be members of FACOSH.

Section 5. A member may designate an alternate, in writing, to the Chairperson. Such designee shall have full signature authority and the power to act for the respective organization.

Section 6. The Council will operate through the procedures as established or as amended in these Articles of Organization.

Section 7. The Office of Federal Agency Programs, Occupational Safety and Health Administration, U.S. Department of Labor, will act as the Secretariat to the Council.

ARTICLE VII DUTIES AND FUNCTIONS

Section 1. The Chairperson will preside at all meetings of the Council.

Section 2. The Vice Chair will act in the absence of the Chairperson and so advise on Council matters.

Section 3. In the absence of the Chairperson and Vice Chair, the Chairperson will appoint a Council member to act pro tempore.

Section 4. The Council will advise the Secretary in the development of broad plans, programs, and policies consistent with the objectives of Section 19 of the Occupational Safety and Health Act of 1970, Executive Order 12196, Section 7902 of Title 5 of the United States Code, and 29 CFR Part 1960 — Basic Program Elements for Federal Employee Occupational Safety and Health Programs. It will also assign projects to Subcommittees as needed.

ARTICLE VIII MEETINGS OF THE COUNCIL

Section 1. Meetings will be held upon the call of the Chairperson. However, an annual meeting will be held at least 60 days before the beginning of each calendar year. At this meeting, new appointments should be announced by the Secretary for the ensuing calendar year beginning January 1.

Section 2. A quorum shall be six (6) members (or alternates) as long as there are at least three (3) members (or alternates) representing Federal agencies and three (3) members (or alternates) from Labor organizations representing Federal employees.

Section 3. Resolutions require a majority vote for passage in any Council meeting.

Section 4. Parliamentary procedure to be followed in Council meetings will be that identified in Robert's Rule of Order.

Section 5. Including the annual meeting, the Council shall hold no fewer than two (2) meetings during each calendar year, and it is contemplated that no more than six (6) meetings a year will be held. No meeting shall be held except at the call or with the approval of the Secretary of Labor, or his duly authorized representative. An agenda shall be approved in advance by the person calling the meeting, in consultation with the Chairperson or the designee. No particular form for the agenda is prescribed. Members of the Council may propose items for the agenda.

Section 6. A special meeting of the Council may be called by the Chairperson upon request of at least four (4) members of the Council.

Section 7. At least one (1) week before a scheduled Council meeting, the Chairperson shall furnish all members an agenda and the minutes of the previous meeting.

Section 8. Detailed minutes of each Council and Subcommittee meeting shall be kept. Minutes of Council meetings shall be certified as accurate by the Chairperson.

ARTICLE IX AWARDS

The Council may serve as advisors in establishment of a program for the honorary recognition of outstanding contributions to the advancement of Occupational safety and health.

ARTICLE X FREEDOM OF INFORMATION ACT

Subject to the Freedom of Information Act (Title 5 U.S.C. 552), there shall be available for public inspection and copying in the Office of Federal Agency Programs, occupational Safety and Health Administration, U.S. Department of Labor, documents which were made available to, or prepared for, or by the Council.

ARTICLE XI TRANSCRIPTS

Except where prohibited by contractual agreements entered into before the effective date of the Federal Advisory Committee Act (January 5, 1973), any transcripts of the Council meetings are to be made available to any person at the actual cost of duplication.