



COMMITTEE FOR PURCHASE FROM
PEOPLE WHO ARE BLIND OR SEVERELY DISABLED

June 8, 1993

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ADMINISTRATIVE MEMORANDUM NO. 2

Subject: Committee Meetings

1. Purpose

This memorandum delineates the procedures for scheduling and conducting Committee meetings. It supersedes the memorandum on the same subject dated June 15, 1987.

2. Frequency

Committee meetings shall be normally scheduled once each month; however, special meetings may be called by the Chairperson at any time. Requests for special meetings may be made to the Chairperson by any Committee member or the Executive Director. The date and time of scheduled meetings shall be established by the Executive Director.

3. Agenda

a. The proposed agenda for meetings shall be developed by the Executive Director, based on items requiring Committee consideration. Items usually considered at meetings are of an informational or policy nature. Routine operations matters are normally processed by written vote; however, decisions on these matters may be made at a Committee meeting. Committee members desiring the inclusion of an item on the agenda shall advise the Executive Director. The Chairperson shall review and approve the Committee agenda. Meetings shall normally be held in the staff conference room; however, the Executive Director may change the place of the meeting.

b. The time and place of the meeting shall be indicated on the agenda.

c. The notice of the meeting shall be mailed to the members in advance of the meeting together with a copy of the agenda, the minutes of the previous meeting, and background information, as appropriate, on the agenda items.

4. Quorum

Attendance of more than one-half of the Committee members constitutes a quorum.

5. Voting

Vote by a majority of those members attending a meeting in which a quorum is present is required on matters being considered for a Committee decision. The Chairperson shall announce his or her vote after the other members have voted. On significant matters, the Chairperson may require that the decision at the Committee meeting be confirmed by the written vote of all the Committee members. Only Committee members may vote.

6. Appearance of Interested Persons

a. Requirements and procedures for appearance of interested persons at committee meetings are set forth in the Committee regulations at 41 CFR 51-2.9. As outlined in the regulation, appearances will normally be limited to one spokesperson per interested party, whose remarks and handouts must be limited to issues the party already raised in written comments.

b. When interested persons appear before the Committee on a particular matter, the following procedure shall normally apply:

(1) The Chairperson summarizes the issues before the Committee and introduces the person or persons to speak.

(2) Each spokesperson presents an oral statement.

(3) The Committee members may ask questions during or following each presentation with a view to developing pertinent facts in the case.

(4) When spokespersons have presented opposing views, the Chairperson may, at his or her discretion, permit the persons concerned a brief period for rebuttal.

7. Open Meetings

a. Committee meetings shall be open to the public. The Committee may close a portion of a meeting when it has determined that one or more of the exceptions listed in 5 U.S.C. 552b(c) apply.

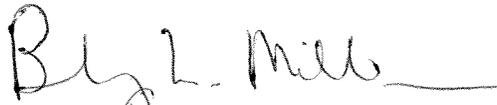
b. Visitors at Committee meetings will not be permitted to make comments or to participate in the Committee's discussions unless called upon by the Chairperson to do so.

8. Recording of Minutes

The minutes of the Committee meetings shall normally be a summary of the discussion and conclusions reached. They shall contain a record of any motions made and the results of Committee votes.

9. Observers

The presidents of the National Industries for the Blind and NISH are routinely invited to participate as observers at open meetings of the Committee.


Beverly L. Milkman
Executive Director