

FAA NATIONAL EMPLOYEE'S FORUM

Charter

1. PURPOSE

- 1.1. The purpose of the FAA National Employee's Forum is to be an active and integral partner with senior management as a voice for equality; and serve as a catalyst for change with regard to Equal Employment Opportunity (EEO), Affirmative Action (AA), diversity and personnel management issues in support of the Agency's mission.

2. HISTORY

- 2.1. On April 1, 1996, as a part of the FAA Reform, The FAA adopted a new personnel management system, entitled the Federal Aviation Service (FAS). The FAA National Employee's Forum (Forum) was created as one of the system's key components to ensure that the valuable contributions made by Employee Associations and Special Emphasis Programs in the areas of equal employment opportunity (EEO), affirmative action (AA), and diversity would continue. The first Forum was held on May 22, 1996, and the parties in attendance agreed to meet in August 1996 to develop a charter.
- 2.2. The charter does not alter or revise the language or intent of the Forum's authorizing document (the FAS)
- 2.3. This charter was last reviewed and amended on *September 22,* 2011

3. GOAL AND OBJECTIVES

The Forum establishes the following goals:

- 3.1. Provide input to management on Agency matters affecting employees.
- 3.2. Improve and enhance communications throughout the agency on work environment issues including EEO, AA and diversity.
- 3.3. Foster a climate of inclusion without regard to political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, genetic information, or any other characteristics not bearing on job performance.
- 3.4. Assist management in meeting AA goals to correct underrepresentation, and to maximize the utilization of women, minorities, and people with disabilities at all levels of the agency.
- 3.5. Identify ways to maximize the utilization and development of employees in order to help them meet their full potential.

- 3.6. Strengthen relationships between management and employees to foster a better work environment.
- 3.7. Review and provide input to management on policies, programs, and procedures to ensure that they are equitably applied to the affected workforce.
- 3.8. Monitor, assess and make recommendations on the Agency's progress with regard to stated objectives and strategic vision.
- 3.9. Assist the Agency in educating employees on civil rights and human resources programs and the FAA's mission.

4. MEMBERSHIP

- 4.1. The Forum will consist of the Administrator, the Deputy Administrator, the Assistant Administrator for Civil Rights and Diversity Advocate, Assistant Administrator for Human Resource Management, National Special Emphasis Program Managers, and National President/Chairperson of Employee Associations whose constituencies primarily focuses on civil rights matters.
- 4.2. Each member will have the same rights, status, privileges, and responsibilities while participating in the discharge of the duties of the Forum.
- 4.3. The Forum will be co-chaired by the Assistant Administrator for Civil Rights and Diversity Advocate and the Assistant Administrator for Human Resource Management.

5. ROLES AND RESPONSIBILITIES

- 5.1 The Office of Human Resource Management will be responsible for scheduling meetings, advising participants of meetings scheduled, distributing agendas, obtaining meeting rooms, ensuring that notes from the meetings are recorded and distributed, and obtaining a facilitator as required.
- 5.2 The Agency will be responsible for ensuring that training is provided to the members of the Forum. Such training may include EEO, AA, model work environment, team building, dispute resolution, partnering for success, and other types of training.
- 5.3 The Agency will provide resources and support, include funding for the Forum.

- 5.4 Requests for issues to be addressed by the Forum may come from any Agency employee and may be made through the Assistant Administrator for Civil Rights and Diversity Advocate, the Assistant Administrator for Human Resource Management, National President/Chairpersons of Employee Associations, or National Program Managers of Special Emphasis Programs.
- 5.5 The Agency will coordinate and provide responses on issues addressed within the Forum as agreed.
- 5.6 The Forum is not the exclusive venue for pursuing issues by any of its members, nor is it the voice for the individual Employee Association and Special Emphasis Programs. It does not preclude Employee Associations and Special Emphasis Programs from pursuing issues through other avenues.
- 5.7 Issues unique to a particular workforce or line of business (LOB) and staff offices (SO) will be addressed within the appropriate LOB/SO before being raised at the Forum.
- 5.8 The Forum will annually evaluate its effectiveness in meeting its objectives.
- 5.9 Special committees or task forces may be established as needed to support the goals and objectives of the organization; members can be appointed by the Forum.

6. PROCEDURES

- 6.1. The Forum members will conduct business in accordance with their established operating norms and will strive to reach consensus. Consensus is defined as the ability of all members to accept and support decisions.
- 6.2. The draft Forum agenda along with issues and recommendations shall be distributed at least 20 calendar days in advance of meetings to allow for collaboration among the members. The agenda will be finalized and distributed not later than 5 calendar days prior to the meeting.
- 6.3. The minutes on decisions and outcomes will be distributed within 10 working days to Forum members and the Administrator's management board, and will be available to FAA employees.
- 6.4. **Consensus:**
 - **Quorum:** A binding vote for the Forum requires a quorum of the Forum members. Using Roberts Rules of Order governing meetings, the Forum will reach a quorum, when one member over half in attendance agree to effect change. The Forum quorum is 8 members in attendance. If 80% of the members are duly convened (quorum of 8) in attendance, then the proposal may concur. A voting process may be by voice or ballot. The

Forum believes the consensus of the Forum should be; if every member can live with the proposal. Everyone does not have to agree but to live with the proposal.

- **Designated Alternate Member:** If absolutely necessary, the primary member may designate an alternate to attend Forum meetings on their behalf. Any designated alternate has the authority to make decisions and commitments for the primary member and the organization being represented.
- **Decision-Making:** The Forum will use consensus methods or any other collaborative problem-solving/decision-making techniques to address issues brought to the attention for action. The Forum will ensure that decisions focus on addressing interests presented by the parties involved, rather than the positions of the parties.

6.5. **Amendments**

- Charter amendments will only occur during the 4th Quarter Employee Forum meeting if needed.
- Amendments to the charter shall be submitted to the Forum no later than 60 days prior to any annual or special meeting of the Forum


7. **MEETINGS**


- 7.1 The Forum meeting will be held on a quarterly basis. The Forum may call special meetings as appropriate. Every effort must be made to ensure that the Employee Association Presidents or Vice Presidents, Chairpersons or Vice Chairpersons, National Special Emphasis Program Managers, the Assistant Administrator for Civil Rights and Diversity Advocate, the Assistant Administrator for Human Resource Management be present. If the listed parties are unavailable, a designee may be sent to serve as representative.
- 7.2. Other employees may be invited to attend the Forum meeting as deemed appropriate by the Administrator.
- 7.3. The Forum agenda will outline the following points in all meetings:
- Call to order (past, current, and future categories)
 - Vote on the meeting minutes
 - Forum member updates
 - Report of committees
 - Actions items / IOU
 - Discuss tabled action items


8. **EFFECTIVE DATE.**

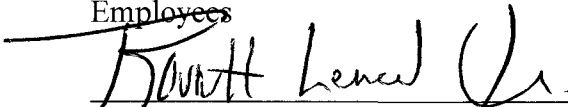
The FAA National Employee Forum charter amendment was agreed to by the parties as designated by the signature below. The effective date of the charter is

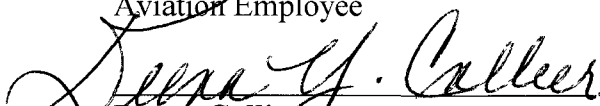
September 22, 2011

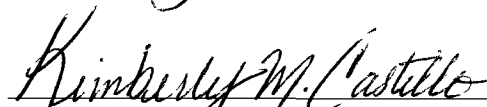

Randy Babbitt
Administrator, Federal Aviation Administration



Fanny Rivera
Assistant Administrator for Civil Rights and FAA Diversity Advocate


Darrell Heath Williams
FAA Gay, Lesbian, or Bisexual Employees


Roosevelt Lenard, Jr
National Black Coalition of Federal Aviation Employee



Deena Collier
National Federal Women's Program



Kimberly Castillo
National Hispanic Employment Program



Michael Looney
National People with Disabilities Program

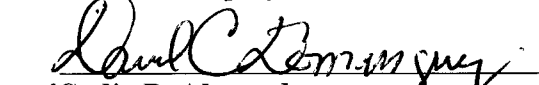

Vicki J. Wagonis
Technical Women's Organization



Michael Huerta
Deputy Administrator, Federal Aviation Administration



Tina Amereihn
Assistant Administrator for Human Resource Management


Zena L. L. Huen
National Asian and Pacific American Association


for **Judy Ryckman**
National Coalition of Federal Aviation Employee with Disabilities


for **Sadie P. Alvarado**
National Hispanic Coalition of Federal Aviation Employees


Kathleen Simmons
National Native American Alaska Native Coalition of Federal Aviation Employees


Robin Rush
Professional Women Controllers, Inc