

COUNCIL OPERATING PROCEDURES

MISSION

The mission of the Federal Office of Small and Disadvantaged Business Utilization (OSDBU) Directors Interagency Council (OSDBU Council) is to exchange information on methods, initiatives, and best practices. The members may use the information within their respective agencies to more effectively utilize small businesses in prime contracts and subcontracts to the maximum extent practicable.

DIRECTOR'S AUTHORITY

The Small Business Act as amended by Public Law 95-507 established the Office of Small and Disadvantaged Business (OSDBU). The Director of the OSDBU is the primary advocate within each Federal Executive Agency responsible for promoting the maximum practicable use of all designated small business categories within the Federal Acquisition process. The OSDBU is tasked with ensuring that each Federal agency and their large prime vendors comply with federal laws, regulations, and policies to include small business concerns as sources for goods and services as prime contractors and subcontractors. Some Federal Departments and entities may have offices in their organizations that are not designated as OSDBU but have similar responsibilities. The goal of the OSDBU and each of these offices is to advocate for and manage the small business utilization programs for their organization.

COUNCIL GOALS

- Foster an environment within the Federal and private sectors that promotes awareness and respect for the roles of Federal OSDBUs, encourages innovation and empowerment in utilizing small businesses to accomplish the Government's business. The Council discusses but does not take a formal position concerning pending and administrative policy initiatives. Formal positions of the OSDBU Directors are issued through their respective organizations.
- Convene monthly meetings to discuss the stated purpose and intent of existing and/or pending legislation and administrative policy initiatives directed at small businesses. Each organizational Director will host a monthly Council meeting on a rotating basis.
- Gather, maintain, and exchange information on significant future small business outreach events planned by each OSDBU, Congressional members, the Small Business Administration, the Minority Business Development Agency, prime vendors, professional and trade organizations and the Federal acquisition community.
- Convene an Annual OSDBU Directors Interagency Procurement Conference designed to bring together all Federal departments and OSDBUs, the small business community, trade and professional Associations, the Federal acquisition community and educational

institutions. Council members will co host the conference on an annual rotating basis, with a lead host one year and the co-host becoming the lead host the following year.

- Exchange information on best practices that promotes agency compliance with all federal laws, regulations, and policies designed to maximize the participation of all designated small business categories in the federal marketplace.
- Exchange information on planned sizeable procurements and Federal small vendors with a past performance record that will assist OSDBUs in recommending small business acquisition strategies; and, in the case of full and open competition, strong small business subcontracting strategies.
- Exchange information on training courses available to OSDBUs and the federal procurement workforce community in the principles and methodologies to maximize small business utilization.
- Communicate with the Federal acquisition community, professional and technical trade associations; federal prime contractors and other interested organizations to exchange information and strategies for improving Federal small business contracting.

OFFICERS, ELECTIONS AND MEMBERSHIP

Officers: The Executive Officers of the OSDBU Council will consist of the Chair, Vice Chair, and Secretary. Executive Officers of the OSDBU Council will be active OSDBU Directors, elected every year, from and by the voting membership.

Terms: The term of office shall be for one year beginning in October. Elected Executive Officers must have been a member of the OSDBU Council for at least one year, and have both the opportunity and expectation of serving a full one-year term. The Chair will not be eligible to serve for more than two consecutive terms.

Vacancies: In the case of an Officer's inability to fulfill the entire one-year term, an interim election shall be conducted to fulfill the remainder of the term. The Chair may appoint an acting Executive Officer from the voting OSDBU Council membership to fill the position until the election process is complete but not to exceed 60 days. In the event the Chair is unable to complete the one-year term, the Vice Chair shall complete the Chair's term and elections conducted to fill the Vice Chair's remaining term.

Nominations: Any OSDBU Council (voting and non-voting) member may submit nominations for the Executive Council officers. Nominations shall be received by the second week of July. The Nominating Committee will publish Executive Officer Nominations accepted by their agency by the first week in August. Voting will be conducted during the month of August. Elected Executive Officers will be announced at the September meeting.

Voting Members: The voting members of the OSDBU Council shall be either the OSDBU Director or their designated representative for the following departments and agencies:

The U.S. Departments of: Agriculture, Commerce, Defense (Air Force, Army and Navy), Education, Energy, Health and Human Services, Homeland Security, Housing and Urban Development, Interior, Justice, Labor, Transportation, Treasury, State and Veteran Affairs, Agency for International Development, Environmental Protection Agency, Executive Office of the President, Federal Deposit Insurance Corporation, General Services Administration, National Aeronautics and Space Administration, National Science Foundation, Nuclear Regulatory Commission, Office of Personnel Management, Smithsonian Institution, Social Security Administration and Postal Service.

Non-voting Members: Non-voting membership of the Council shall be open to interested federal parties not specifically named. Non-voting members must be approved by a majority vote of the membership.

The program activities of other agencies (e.g., Small Business Administration, Office of Federal Procurement Policy, and Minority Business Development Agency) may have a significant effect on the OSDBU Council in carrying out its purpose. Accordingly, program executives from these and other agencies may be invited to participate in OSDBU Council meetings.

VOTING

Although the Council does not take a formal position on issues, voting is required for election of Council Officers, approval of meeting minutes, operating procedure revisions and to address any administrative concerns. During the voting process, each Agency or Department will have one vote which may be cast by either the OSDBU Director or their designated representative. A majority of OSDBU Council members must be present to form a quorum for voting purposes.

MEETINGS

Unless otherwise specified, the OSDBU Council will meet monthly on the third Thursday from 10:00 to 11:30 A.M. at a location to be determined by the Executive Committee consensus. Meeting agendas will be established by the Chair with the objective of providing the agenda to the full membership at least ten (10) calendar days prior to the meeting. The Vice Chair will ensure appropriate stakeholder agencies are invited. The Vice Chair will, among other duties act for the Chair in the Chair's absence. The Secretary will arrange for the recording of the minutes.

COMMITTEES

Committees are to be organized by the OSDBU Council with a clear mission, and stated deliverables or outcomes and measures to determine the success and effectiveness of the effort. Each Voting Member is encouraged to serve on one or more of the Committees. The OSDBU Council may establish two types of committees:

Standing Committees: Standing committees will address particular functional areas that are of on-going interest to the entire OSDBU Council or of interest and applicability to a set of OSDBU Council members. The OSDBU Council's Standing Committees include but are not limited to:

- Outreach
- Subcontracting
- Legislative
- Small Business
- Liaison to Chief Acquisition Officers' Council
- External Liaison
- Nomination

Working Groups: Working Groups are ad hoc committees that will address particular areas of concern that last for a limited time. The OSDBU Council may schedule working group meetings as necessary.

AFFILIATION WITH OTHER ORGANIZATIONS

The OSDBU Council will provide representatives to serve as liaisons with the Acquisition Officers' Council and other councils or interested organizations as appropriate.

OPERATING PROCEDURES UPDATE:

The OSDBU Council Operating Procedures is a living document. It will be reviewed and revised by the OSDBU Council at least every five years or as needed. The OSDBU Council Secretary, will be responsible for the maintenance of this document. An OSDBU Council vote is required in order to finalize acceptance of any revisions to this document.