



COMMITTEE FOR PURCHASE FROM
PEOPLE WHO ARE BLIND OR SEVERELY DISABLED

June 23, 1997

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ADMINISTRATIVE MEMORANDUM NO. 8

Subject: Committee Officers

1. Purpose

This memorandum prescribes the procedures for nominating and electing the Chairperson and Vice-Chairperson of the Committee for Purchase From People Who Are Blind or Severely Disabled. The memorandum also defines the length of terms of the officers and the procedures to be taken in the event of unsatisfactory performance of an officer.

2. Nominating Subcommittee

a. The current Chairperson will appoint a Nominating Subcommittee to identify members as potential candidates to serve as officers of the Committee.

b. The Nominating Subcommittee will consist of two Federal members and two private citizen members. The Committee Chairperson will appoint one of those members to chair the Nominating Subcommittee.

c. The Nominating Subcommittee will be a standing subcommittee with members serving no longer than three years. The Committee Chairperson will appoint members to fill vacancies on the Nominating Subcommittee as they occur.

d. The first Nominating Subcommittee will be appointed on or before March 27, 1998 (90 days prior to the expiration of the most recently elected officer's term) or prior to that if circumstances necessitate a change.

3. Nomination and Election Procedures

a. When the Nominating Subcommittee has identified potential nominees, the Chairperson of the Nominating Subcommittee will contact the nominees to determine their interest in serving as an officer of the Committee.

b. Once the nominees agree to serve if elected, the nominees will be presented to the Committee. At that time, the Committee Chairperson will ask if there are any nominations from the floor.



c. When all nominees have been identified, the full Committee will formally elect the officers by motion and vote.

4. Terms of Officers

a. Upon election, the Chairperson and Vice-Chairperson will each serve two-year terms.

b. Prior to the end of the two-year term, the Nominating Subcommittee will contact the officer to determine if the officer wishes to serve an additional two-year term.

(1) If an officer agrees to serve an additional term if elected, the officer will be presented to the Committee along with any other nominees identified by the Nominating Subcommittee. The Committee Chairperson will ask if there are any nominations from the floor. When all nominees have been identified, the full Committee will formally elect the officer by motion and vote.

(2) If any officer does not agree to serve an additional term if elected, the Nominating Subcommittee will identify potential nominees. The Chairperson of the Nominating Subcommittee will contact the nominees to determine his/her interest in serving as an officer of the Committee. Once the nominees agree to serve if elected, the nominees will be presented to the Committee. At that time, the Committee Chairperson will ask if there are any nominations from the floor. When all nominees have been identified, the full Committee will formally elect the officer by motion and vote.

c. If an officer serves the initial two years, as well as the optional two years, prior to the end of the last term, the Nominating Subcommittee will identify new nominees for Chairperson or Vice-Chairperson in accordance with the procedures in 3. above.

5. Unsatisfactory Performance of an Officer

In the event an officer of the Committee does not perform to the satisfaction of the other Committee members, the following procedures will be taken to remove the officer from his/her leadership position:

a. Chairperson

(1) The Vice-Chairperson will talk with all other Committee members to determine if there is a consensus that action should be taken. At the same time, the Vice-Chairperson will obtain agreement from the Committee members as to the timeframe for improved performance by the Chairperson.

(2) The Vice-Chairperson, along with the Executive Director, will meet with the Chairperson to convey the concerns of the Committee members and to discuss possible resolutions to performance problems.

(3) If, after the period of time agreed upon by the Committee members, the performance of the Chairperson remains unsatisfactory, the members may formally request the resignation of the Chairperson.

(4) Upon the Chairperson's resignation as Chairperson, the Vice-Chairperson will serve as Chairperson and the Nominating Subcommittee will identify new nominees for Chairperson in accordance with the procedures in 3. above.


b. Vice-Chairperson


(1) The Chairperson will talk with all other Committee members to determine if there is a consensus that action should be taken. At the same time, the Chairperson will obtain agreement from the Committee members as to the timeframe for improved performance by the Vice-Chairperson.

(2) The Chairperson, along with the Executive Director, will meet with the Vice-Chairperson to convey the concerns of the Committee members and to discuss possible resolutions to performance problems.

(3) If, after the period of time agreed upon by the Committee members, the performance of the Vice-Chairperson remains unsatisfactory, the members may formally request the resignation of the Vice-Chairperson.

(4) Upon the Vice-Chairperson's resignation as Vice-Chairperson, the Nominating Subcommittee will identify new nominees for Vice-Chairperson in accordance with the procedures in 3. above.


Gary J. Krump
Chairperson


Beverly L. Milkman
Executive Director