

## **AVIATION BOARD OF DIRECTORS BYLAWS AND PROTOCOLS**

The Department of Energy strives to manage its Aviation Program toward the highest standards of safety, efficiency, fairness in contracting, preservation of competition in the private sector, open communication, prudent property management, and the best examples of resource management. Toward these ends, the Department has established a management structure led by a Board of Directors comprising active Federal employee aviation managers from the Department.

**AUTHORITY:** The following authorities serve as basis for this structure and system:

Office of Management and Budget Circular A-126,  
FMR 102.33,  
DEAR 109,  
DOE Order 440.2B,  
Aviation Management Review Team Report, March 1999, and  
Secretary of Energy Appointment and Delegation of Authority, April 15, 1999.

### **BACKGROUND (DRIVERS):**

PL 103-411, PL 105-137, and PL 106-181  
Secretary of Energy Management Structure Changes to DOE,  
Secretary of Energy's philosophy of performance based requirements, and  
Secretary of Energy's philosophy of DOE being a customer driven organization.

**RESPONSIBILITIES:** The DOE Aviation Board of Directors shall recommend broad policy, regulations, and procedures for the procurement, operations, airworthiness, safety, security and disposal of DOE aircraft. Additionally, Field elements and independent agencies of the Department are responsible for the day-to-day aviation operations, safety, security and maintenance programs. Lead Program Offices (LPSO) are responsible for broad program strategy, policy definition, evaluation and oversight (those LPSOS which are also assigned responsibility for one or more field elements also have site-wide Integrated Safety Management, business management and site service responsibilities).

**STAKEHOLDERS and CUSTOMERS:** Stakeholders and customers in the Aviation Program include other Federal and State agencies, Congress, managers, program offices, field offices, National laboratories, project managers, passengers, scientists, the public, and others who derive benefit from aviation activities conducted by the Department or its contractors. Additionally, those persons, organizations and companies who provide aviation support for the Department, and their representatives, are stakeholders and customers.

**BOARD OF DIRECTORS MEMBERSHIP:** The Senior Aviation Management Official shall be designated as Chairperson of the Board of Directors. The Board shall consist of members appointed by the Director, Office of Management, Budget and Evaluation/CFO (ME-1) from a list of nominees submitted by the Senior Aviation Management Official. The Board may have a maximum of twenty primary members, consisting of one nominee for regular membership and one alternate submitted from each of the following organizations:

- Office of Management, Budget and Evaluation/CFO,
- Office of Aviation Management,
- Office of Defense Nuclear Nonproliferation
- Office of Security
- Office of Emergency Operations
- Science LPSO,
- Environmental Management LPSO,
- Office of Fossil Energy,
- Bonneville Power Administration,
- Southwestern Power Administration,
- Western Area Power Administration,
- Aviation Operations Division, Office of Secure Transportation,
- Chicago Operations Office,
- Idaho Operations Office,
- Nevada Site Office,
- Livermore Site Office,
- Oak Ridge Operations Office,
- Richland Operations Office,
- Savannah River Operations Office, and
- Strategic Petroleum Reserves Project Management Office.

**CHAIRPERSON:** The Senior Aviation Management Official shall be included as the twentieth member of the Board to represent the Office of Management, Budget and Evaluation/CFO and shall serve as Chair of that Board.

**ABSENCE OF THE CHAIR:** In the absence of the Chair, a regular member of the Board, appointed by the Chair, shall serve as Acting Chair.

**ALTERNATES:** Each regular member should select an individual that is kept informed of Board activities to act on the regular members behalf in case of absences. In the event a Board member cannot serve or must be absent from a meeting, the member may appoint a Departmental employee as an alternate. During the time of temporary service, the alternate member shall have all of the powers and privileges of a full member. Upon the return of the regular member, the alternate will step aside.

**EXCLUSION:** Members of organizations operating aircraft outside the oversight of the Department shall not be eligible to serve on the Board.

**QUORUM:** A simple majority of voting membership shall constitute a quorum.

**BOARD FUNCTIONS:** The Board is charged to:

- Recommend Department wide-policy, procedures and regulations pertaining to the procurement, operations, safety, airworthiness, security and disposal of aircraft and aviation services within the Department to the Departmental policy review process, through the Director, Office of Aviation Management.
- Identify, recommend, and facilitate efficiencies and safety within the Departmental Aviation Program.
- Serve as the focal point for quality management within the Aviation Program.
- Evaluate recommendations and ideas for improvements in the Aviation Program.
- Assist with other business requiring decisions outside the scope or authority of individual aviation managers.

**DECISIONS and VOTING:** Decisions of the Board effecting policy shall be made by a two-thirds majority vote of the members. Each member present shall have one vote to cast on an issue, unless a formal proxy statement issued by another regular member is on file with the Executive Secretariat prior to the vote. Decisions of the Board are binding on all members of the Aviation Program.

**PROXY:** Proxy votes are allowed only if the absent Board member has designated the proxy in writing and the proxy becomes a permanent part of the minutes. Either regular or alternate Board members may assign a proxy. Facsimile notice to the proxy member and the Chair shall constitute sufficient notice. A proxy may be assigned to a regular member of the Board on a permanent basis by a PMA, LPSO, Field Office or Headquarter element to another regular member of the Board to act on the member=s behalf.

**MEETINGS:** The Board shall meet at the pleasure of the Chair or upon the call of two or more members. Except in emergency, 30 days prior notice of Board meetings shall be provided to the members and the Department at large. Meetings may be conducted via electronic interface as long as all participating members have equal opportunity to communicate.

**MINUTES AND RECORDS:** The Chair shall appoint an Executive Secretariat to the Board, whose duties shall include preparation of agendas, recording of the minutes, record keeping and distribution of information to interested parties. Summary minutes of Board decisions shall be recorded in writing. The Executive Secretariat shall not be a voting member of the Board unless appointed from the regular members.

**AGENDA:** An agenda shall be prepared and distributed by the Executive Secretariat in advance of regularly scheduled meetings. Items for the agenda shall be presented by the members or under the sponsorship of a member.

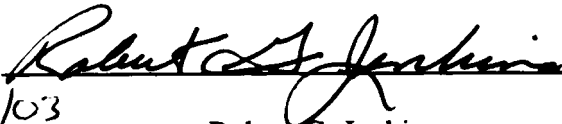
**OBSERVERS AND GUEST PRESENTATIONS:** Board meetings are open to all interested persons unless declared closed by the Chair. Persons wishing to address the Board, or invited to do so, may participate in Board meetings under the sponsorship of a regular member.

**PROTOCOLS:** The business of the Board will be generally conducted within Robert's Rules of Order. The Chair will appoint a Parliamentarian from the regular members to ensure proper procedures are followed during the meeting.

**BUSINESS MANAGEMENT:** The day-to-day business of the Aviation Program shall be managed by the cognizant field aviation managers with the advice and technical assistance of the Headquarters aviation staff. As its primary responsibility, the Aviation Program will fulfill the aerial transportation needs of the Department. The Board shall use on a case-by-case basis the issuance of orders, notices, technical standard orders, memorandum, or guidance in accordance with DOE Order 251.1, DIRECTIVES SYSTEM to issue policy established by the Board.

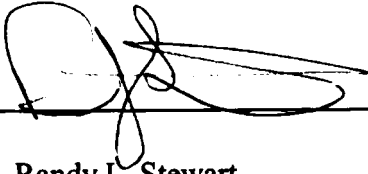
Date:

7/23/03

  
Robert G. Jenkins  
Senior Aviation Management Official

Date: 7/23/03

Witnessed by:

  
Randy L. Stewart  
Executive Secretariat  
Aviation Board of Directors