

# *Charter of the Council of the Inspectors General on Integrity and Efficiency*

*June 16, 2009*

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**Name:** The Council of the Inspectors General on Integrity and Efficiency (Council also known as CIGIE).

**Authority:** The Inspector General Reform Act of 2008, Public Law 110-409, signed by the President on October 14, 2008, which amends the Inspector General Act of 1978 (5 U.S.C. App.), as amended (IG Act).

**Mission:** The mission of the Council shall be to address integrity, economy, and effectiveness issues that transcend individual Government agencies; and increase the professionalism and effectiveness of personnel by developing policies, standards, and approaches to aid in the establishment of a well trained and highly skilled workforce in the Offices of Inspectors General.

**Membership:** The members are:

- All Inspectors General (IGs) whose offices are established under either section 2 or section 8G of the IG Act.
- The IGs of the Office of the Director of National Intelligence and the Central Intelligence Agency.
- The IGs of the Government Printing Office, the Library of Congress, the Capitol Police, the Government Accountability Office, and the Architect of the Capitol.
- The Controller of the Office of Federal Financial Management.
- A senior level official of the Federal Bureau of Investigation (FBI) designated by the Director of the FBI.
- The Director of the Office of Government Ethics.
- The Special Counsel of the Office of Special Counsel.
- The Deputy Director of the Office of Personnel Management.
- The Deputy Director for Management of the Office of Management and Budget (OMB).

At the option of the Chairperson, after considering advice from the members, representatives of other Government organizations may be periodically invited to attend, observe, or contribute to Council meetings and activities.

**Officers:**

**Executive Chairperson:** The Deputy Director for Management of OMB shall serve as the Executive Chairperson. The Executive Chairperson shall preside over Council

meetings; provide to the heads of agencies and entities represented on the Council summary reports of Council activities; and provide to the Council such information relating to the agencies and entities represented on the Council as assists the Council in performing its functions.

**Chairperson:** The Council shall elect, for a two year term, a Chairperson from among the IGs established under either section 2 or section 8G of the IG Act or from the IGs at the Office of the Director of National Intelligence or the Central Intelligence Agency. Candidates for Council Chairperson may be nominated by any member of the Council or self-nominated. The Chairperson, in consultation with the Executive Council, shall develop procedures for conducting elections. The Chairperson shall convene meetings of the Council and, in the absence of the Executive Chairperson, preside over meetings; appoint the Vice Chairperson; exercise the functions and duties of the Council; manage the administrative and business functions of the Council including making payments, executing contracts, and managing Council staff; establish standing committees of the Council (in consultation with the membership); serve as an ex officio member of each of the standing committees; and prepare and transmit an annual report to the President and the Congress on the activities of the Council.

**Vice Chairperson:** The Chairperson shall appoint a Vice Chairperson from among the IGs established under either section 2 or section 8G of the IG Act or from the IGs at the Office of the Director of National Intelligence or the Central Intelligence Agency, except that the Vice Chairperson must be appointed from a category different from the category under which the Chairperson serves. The Vice Chairperson shall assist the Chairperson in carrying out the functions of the Council and act in the absence of the Chairperson. If the Chairperson cannot fulfill his or her term, the Vice Chairperson will fulfill the duties of the Chairperson. If the Vice Chairperson cannot for any reason act in this capacity, the Executive Council will decide whether to appoint a new Chairperson or to hold an election for a new Chairperson.

### **Functions and Duties of the Council:**

- Continually identify, review, and discuss areas of weakness and vulnerability in Federal programs and operations with respect to fraud, waste, abuse, and mismanagement;
- Develop plans for coordinated, government wide activities that address these problems and promote economy and efficiency in Federal programs and operations, including interagency and interentity audit, investigation, inspection, and evaluation programs and projects to deal efficiently and effectively with those problems concerning fraud and waste that exceed the capability or jurisdiction of an individual agency or entity;
- Develop policies that will aid in the maintenance of a corps of well-trained and highly skilled OIG personnel;
- Maintain an internet website and other electronic systems for the benefit of all IGs as the Council determines are necessary or desirable;

- Maintain one or more academies as the Council considers desirable for the professional training of auditors, investigators, inspectors, evaluators, and other OIG personnel;
- Submit recommendations of individuals to the appropriate appointing authority for any IG appointment under sections 2 or 8G of the IG Act or an open IG appointment at the Office of the Director of National Intelligence or the Central Intelligence Agency;
- Make such reports to Congress as the Chairperson determines are necessary or appropriate; and
- Perform other duties within the authority and jurisdiction of the Council, as appropriate.

### **Council Strategic Planning:**

The Council shall periodically prepare strategic and business plans setting forth its vision and goals. These plans shall contain specific objectives and performance measures, as appropriate, to enable an assessment of results.

### **Council Meetings/Decision-Making Process:**

While the Council will meet monthly to the extent possible, meetings shall be held at least six times a year, and may be called more frequently than monthly at the discretion of the Chairperson. The Chairperson will set the final agenda after considering the recommendations of the members and reaching agreement on agenda items with the Vice Chairperson.

In order for decisions of the Council to be reached during meetings of the Council, there must be a quorum present. A quorum for the Council exists if the number of members plus authorized substitutes for absent members (as discussed below) equals two-thirds of the number of Council members.

Decisions of the Council will be made by consensus when possible. When consensus is not possible, any two members (a proposer and a second) may call for a vote on an issue. For an election or motion to be considered decided, it must have the agreement of a majority of the entire membership present. At the option of the Chairperson, elections and votes may be held by a show of hands, recorded vote, electronic vote, or by secret ballot. If a member is unable to attend a Council meeting, an authorized substitute for that member may attend a meeting and vote in the stead of the member or the member may designate another member to act as their proxy for voting. If necessary, electronic votes may be held between meetings.

### **Funding and Administrative Support:**

In accordance with Public Law 110-409 and notwithstanding section 1532 of title 31, United States Code, or any other provision of law prohibiting the interagency funding of activities, the Executive Chairperson may authorize the use of interagency funding for

Government wide training of OIG employees, Integrity Committee functions, or any authorized purpose determined by the Council. Upon the Executive Chairperson's authorization, any department, agency, or entity of the United States Government shall fund or participate in the funding of such activities.

Additionally, Public Law 110-409 authorizes a separate appropriations account for the Council.

The Council may establish in the U.S. Treasury a revolving fund entitled the "Inspectors General Council Fund" or enter into an arrangement with a department or agency to use an existing revolving fund. Any amounts in the fund shall remain available to the Council until expended, without any fiscal year limitation.

Annually, the Executive Council will present a proposed operating budget to the Council for approval. The Council Chairperson will execute and maintain all appropriate budget processes and documents of Council operations in accordance with governing laws, regulations, and principles. The Council will arrange for independent financial audits of Council operations at the conclusion of each fiscal year beginning fiscal year 2010..

If necessary in the absence of other funding, the Council Chairperson, in consultation with the Executive Council, will determine an assessment for each OIG member (prorated based on the member's appropriation or funding level) to cover the anticipated annual costs of the Council.

The Council will maintain its own permanent staff, which will be hired and managed under the provisions of Title 5 of the U.S. Code. The elected Chairperson of the Council will provide oversight to the staff. Payment for staff costs will be funded through monies available to the Council for such purpose. Council staff will be responsible for supporting the activities of the Council, including, but not limited to, preparing minutes of all Council meetings, drafting Council reports such as the annual report, administering the peer review activity, maintaining the Council's website and archives, and additional functions as identified.

### **Committees:**

**Integrity Committee:** The Council shall maintain an Integrity Committee as required by Public Law 110-409. The Committee will be chaired by the FBI official serving as a member of the Council, who shall maintain the records of the Committee. The Council Chairperson will appoint four Integrity Committee members from among the IGs appointed under sections 2 and 8G of the IG Act or from the IGs from the Office of the Director of National Intelligence or the Central Intelligence Agency. Each appointed member will serve a term of 4 years. Appointments will be staggered so that two members will be appointed every 2 years. The Special Counsel of the Office of Special Counsel and the Director of the Office of Government Ethics will also serve as members of the Integrity Committee. The Chief of the Public Integrity Section of the Criminal Division of the Department of Justice, or designee, shall serve as the Integrity

Committee's legal adviser. In conjunction with the Chairperson of the Council, the Integrity Committee will develop its own policies and procedures, which will be submitted to the congressional committees of jurisdiction.

**Standing Committees:** The Council will initially maintain the following standing committees, including but not limited to:

- Audit
- Professional Development
- Information Technology
- Inspection and Evaluation
- Investigations
- Legislation

The Council Chairperson, in consultation with the members of the Council, may establish such additional standing or special committees, redefine their purpose and responsibilities, or abolish existing committees as he or she determines best meets the needs of the Council and the IG community. Elections for the Chairs of these committees will be held in the Spring of every odd numbered year. The Chairs of these committees may be elected from among all IGs on the Council. Members of the Committees will be selected by the Council Chairperson in consultation with Committee Chairs. Members of each committee must include IGs appointed under both section 2 and section 8G of the IG Act. Members serve a two-year term and may serve consecutive terms if reappointed. Vice Chairs for these committees will be selected by the Chairs from among members appointed under a category of the IG Act different from the category under which the Chair is appointed. Committee Chairs and Vice Chairs will serve for two years. In the event a Committee Chair resigns during the term, then the Vice Chair becomes the Committee Chair and may appoint a new Vice Chair. The committees generally have the authority to act within their areas of jurisdiction; however, the issuance of any community-wide report or guidance, other than the Council's annual report which the Council Chairperson approves and issues, shall require a vote of the full Council. Additionally, the Council Chairperson must approve any expenditure of Council funds. The Committee Chairs will provide the Chairperson and the Council with regular reports on their committee activities.

**Executive Council:** There shall be an Executive Council of the Council consisting of the Chairperson and the Vice Chairperson of the Council, the chairs of each of the standing committees, the immediate past Chairperson and Vice Chairperson of the Council, and at the discretion of the Chairperson an additional at-large member selected by the Chairperson in consultation with the Executive Council. The Chair of the Integrity Committee is not a member of the Executive Council but may be consulted by the Chairperson or the Executive Council as they deem appropriate. The Executive Council assists the Chairperson in governance of and long range planning for the Council.

**Amendment of the Charter:** This Charter may be amended at any time by a two-thirds vote of the entire membership, provided such proposed amendment shall first have been

submitted to Council members at least 14 days in advance of the vote. Any member may have an authorized substitute or proxy holder vote in the stead of the member.

**Fiscal Year:** The fiscal year of the Council shall be October 1 through September 30.