

HUMAN RESOURCE COUNCIL CHARTER AND BY-LAWS

ARTICLE I

MISSION

The Human Resource Council (the “Council”) is responsible for:

- (i) Serving as a staff forum for discussions and recommendations with respect to human resource matters.
- (ii) Approving procedures that implement policies set out in the Peace Corps Manual pursuant to delegations of authority from the Senior Policy Committee (the “SPC”).
- (iii) Making recommendations to the SPC regarding adoption of new policies or revising existing policies in the Peace Corps Manual.

ARTICLE II

MEMBERSHIP

- (a) The members of the Council shall consist of the Chair of the Council, who shall be the Director of Human Resource Management and representatives from each of the Offices of the Director; Global Operations; the three Regions; General Counsel; Chief Financial Officer; Chief Information Officer; Inspector General; Safety and Security; Acquisition and Contract Management; Volunteer Recruitment and Selection; Overseas Programming and Training Support; and Volunteer Support. The heads of each such Office shall appoint one person from the Office to serve as a representative on the Council.
- (b) The Council conducts most of its business at meetings and regular attendance by members of the Council is vital for the Council to perform its mission. Members accept the obligation to attend meetings and participate in the work of the Council.

ARTICLE III

OFFICERS

- (a) The Director of Human Resource Management shall serve as the Chair of the Council and shall appoint the Vice Chair of the Council.

(b) The Chair shall call, prepare the agenda for, preside at, and close all meetings of the Council. In the absence of the Chair, the Vice Chair shall assume the duties of the Chair.

(c) The Chair shall appoint a staff member to serve as Secretary to the Council. The Secretary shall assist in the preparation and conduct of meetings of the Council and record and maintain minutes of meetings of the Council.

ARTICLE IV

MEETINGS OF THE COUNCIL

Meetings: The Council conducts its business at meetings where issues are discussed and decisions are made.

Regular Meetings: Regular monthly meetings of the Council will be held at a time and place designated by the Chair.

Special Meetings: Special meetings of the Council may be called by the Chair.

Quorum: A majority of the members of the Council shall constitute a quorum for the transaction of business at any meeting of the Council.

Decision-making Process: The Council shall make decisions through careful deliberation and discussion by the members of the Council. The Council will strive for consensus in its decision-making. For any matter where a consensus cannot be reached, the position receiving the votes of the majority of the members at the meeting shall constitute the decision of the Council. However, in cases when the Council is reaching a decision on procedures to implement a policy in the Peace Corps Manual, a member who objects to the decision has the right to ask that the matter be referred to the SPC for final decision.

Minutes: Minutes of meetings of the Council shall be presented to the Council for approval and, once approved, shall be distributed to the A Delegates.

Attendance at Meetings: Members must be present physically or by phone to cast a vote at a meeting. Voting by proxy is not permitted.

Action without a Meeting: Action may be taken without a meeting by written or electronic consent to the action by a majority of the members of the Council.

Non-member Attendance: Peace Corps staff who are not members of the Council may attend meetings of the Council at the request of the Chair.

ARTICLE V

DUTIES AND RESPONSIBILITIES

The Council shall have the following duties and responsibilities:

- (a) The Council shall serve to foster a relationship of trust between HRM and its customers to better serve the Peace Corps community.
- (b) The Council shall seek ways to enhance HRM customer service and increase its operational efficiency.
- (c) The Council shall serve as a forum for discussion of new HRM programs and provide feedback to HRM on implementation of such programs.
- (d) The Council shall make recommendations to the SPC regarding additions to and revisions of policies in the Peace Corps Manual dealing with human resource matters.
- (e) The Council shall oversee and approve the adoption of procedures that implement human resource policies pursuant to delegations from the SPC.
- (f) The Council shall promptly report to the SPC regarding procedures it has revised or approved.

ARTICLE VI

SUBCOMMITTEES AND OTHER GROUPS

Establishment: The Council may establish subcommittees and working groups, and may also authorize individuals or agency offices, to perform such duties as may be designated by the Council. Such groups or individuals may be used by the Council to assist it with matters under Council consideration.

Delegation: The Council may delegate to such groups or individuals so much of the authority of the Council as it determines to be appropriate.

ARTICLE VII

AMENDMENTS

This Charter and By-laws may be amended from time to time by the SPC.