

# Charter for SRTC Operations Council

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## **CHARTER**

The SRTC Operations Council is an SRTC-wide council representing SRTC sections and their primary support organizations. The Council addresses selected policies and procedures within SRTC and provides a vehicle for communication among SRTC organizations and between SRTC organizations and the primary support organizations. The Council also provides a forum for reviewing and resolving broad issues that impact multiple organizations within SRTC.

## **SCOPE**

The Council is empowered to make decisions and resolve issues having SRTC-wide impact. The Council acts as a supplement to the SRTC line organizations to address items selected by the Executive Committee or the Council membership. Council actions assist in the uniform application of policy, enhance communications among SRTC organizations, and increase opportunities to share Lessons Learned and recommended corrective actions.

More specifically the role of the Council is to:

Make decisions and resolve issues having SRTC-wide impact on selected items

- evaluate systems/procedures for efficiency/effectiveness
- removal of SRTC system barriers
- timely response to critical emerging issues
- develop uniform implementation mechanisms for SRTC-wide solutions

Provide recommendations to SRTC senior staff on SRTC-wide issues

Provide a mechanism for SRTC management level interaction with support organizations

Provide a mechanism for council members to bring forth issues impacting SRTC

Provide a communication mechanism between SRTC departments/sections

Provide ownership of SRTC Division Level Procedures L1, L7.7, and the Conduct of Research & Development (R&D) manual

Develop, provide, and monitor implementation plans for SRTC-wide solutions to selected issues

Issues may come to the Council for consideration from a number of sources, including the SRTC Senior Staff, members of the Council, and other organizations that bring items before the Council.

The Council also serves as a policy setting body for Conduct of R&D manual requirements, development, management, training, and use within SRTC. The Conduct of R&D Board is a sub-committee of the Council and acts as the point of contact for changes/revisions to the SRTC Conduct of R&D manual.

## **MEMBERSHIP**

The Council membership is composed of the following:

The Section Managers (L3) from each section of the Technical Departments in SRTC

Selected L3 Project/Program Managers from the Technical Departments in SRTC

One L3 Manager from each of the Programmatic/Support Departments of SRTC

One L3 Manager from each of the Support Departments to SRTC

The Programs & Administration Principal Program Planner

One First Line Supervisor / Specialist

One L4 Manager from each of the Technical Departments in SRTC

The Council Executive Secretary will maintain a specific by-name council membership list. All council members or their designated alternates will have full council voting rights. Council membership will be reviewed annually.

#### Officers:

The officers of the Council are the Chairperson, the Vice-Chairperson and the Executive Secretary. These officers serve as the Executive Committee for the Council. The Executive Committee can be expanded, utilizing other Council members as necessary to address specific issues.

Both the Council Chair and Vice-Chair serve in their respective roles for a period of one year, with possible extension for an additional six months at the discretion of the SRTC Director. Both the Chair and Vice-Chair may serve as representatives for their organizations.

The manager of the SRTC Program Integration & Control Section will function as the Executive Secretary and will be a regular member of the council.

#### Appointments:

Council members are the persons in the positions described above, or are persons designated by the appropriate manager to represent the particular organization on the Council. In all cases, the individuals on the Council should be individuals with appropriate backgrounds and responsibility for managing or supporting SRTC programs.

The Council Chair and the Vice-Chair are appointed by the SRTC Director. The Vice-Chair is the Chair-Elect and assumes the position of Chair following the term of the current Chair. As the Vice-Chair assumes the Chair, the SRTC Director will appoint a new Vice-Chair. In this way, the Council maintains continuity of leadership.

#### Subcommittee Appointments:

There are three standing committees within the Operations Council; the L1 Manual Procedure Review Committee (PRC), the L7.7 Manual PRC, and the Conduct of R&D Board. The chairs of these standing committees are appointed by the Executive Committee, and serve a one-year term with possible extension for an additional six months. Membership is selected as appropriate based on discussions between the Executive Committee and the chair.

Special subcommittees/teams are appointed by the Executive Council to address special issues as needed. The chair and membership remain in place until the issue is resolved.

### **ROLES AND RESPONSIBILITIES**

The Chair of the SRTC Operations Council is responsible for:

- Setting the agenda and leading Council meetings
- Calling special Council meetings as needed
- Presenting issues to the Council for action and decisions
- Creating special ad hoc subcommittees to deal with specific issues, as needed
- Communicating results of Council actions to the SRTC Senior Staff
- Performing other tasks as directed by the SRTC Director and Deputy Director

The Vice-Chair is responsible for:

- Assisting the Chair in setting the agenda for Council meetings
- Acting for the Chair as directed.

The Executive Secretary is responsible for:

- Scheduling Council meetings
- Facilitating meetings
- Communicating Council business to the Council members and recording and issuing Council meeting minutes
- Maintaining a records file of all Council correspondence, minutes, and any reports and presentations made to the committee.

Council members are responsible for:

- Participating in Council deliberations and discussions of issues important to SRTC
- Representing their organization at Council meetings
- Communicating Council decisions and actions to their organizations
- Bringing issues from their organization to the attention of the Council
- Serving on Council subcommittees as needed
- Performing other tasks as directed by the Chair

### **PRACTICES**

Council decisions shall require a majority vote of the assembled members constituting a quorum. A simple majority of the total Council membership constitutes a quorum. Council members may abstain on votes that do not have an impact on their organization's operations. In this instance, a majority vote of the assembled members voting and constituting a quorum shall carry the motion.

Any invited guests to Council meetings may participate fully in the discussions. Invited guests will not participate in any voting activities.

The Council will normally meet weekly, though the Council may change the meeting frequency as needed. Additional special meetings may be called by the Chair, as necessary, to address critical issues.

When Council members are unavailable, alternates will attend to ensure that key communications are transmitted to their organizations in a timely manner. Members, or their alternates, are expected to attend both regularly scheduled and special Council meetings.

The Executive Committee has the authority to charter special ad hoc subcommittees, as needed, to address specific issues. Each subcommittee will have a duration determined by the Executive Committee. Subcommittees may be used for:

- investigation of specific issues
- identification of solutions to identified issues
- preparation of recommendations to the council
- other purposes as determined by the council

### **SPONSORSHIP**

The Council is sponsored by the Office of the Division Vice-President and Director.

### **DOCUMENTS**

The Council has primary jurisdiction over SRTC Division-level documents and procedures, including:

- L1 Manual
- L7.7 Manual
- Conduct of R&D Manual