

## **2 FAM 1650**

# **OPERATION OF COMMITTEES**

*(TL:GEN-1018; 04-12-1967)*

## **2 FAM 1651 REQUIREMENTS**

*(TL:GEN-1018; 04-12-1967)*

Committees will normally:

a. Issue an agenda in advance of meetings, specifying the time, place, and business of meetings.

b. Issue minutes recording the time, place, and duration of meetings, names and affiliations of participants, and action taken.

c. Distribute documents or working papers under cover of memorandums ("cover sheets" or transmitting memorandums), specifying who prepared them, why they are distributed, and such additional information on their nature and status as may be helpful to the members of the committee.

## **2 FAM 1652 REVIEW OF OPERATIONS**

*(TL:GEN-1018; 04-12-1967)*

The Deputy Under Secretary for Administration is responsible for reviewing all committee operations with respect to their utility, efficiency, economy, and conformity to the regulations and procedures to the Department.

## **2 FAM 1653 THROUGH 1659 UNASSIGNED**