

2 FAM 1670

TERMINATION OF COMMITTEES

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

2 FAM 1671 TYPES OF TERMINATION

2 FAM 1671.1 Automatic Termination

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

Any committee established or operated by the Department and in existence at least 6 months on June 30 of any year is terminated automatically on that date, unless the Committee Management Officer has been notified in writing of the necessity for the provision shall be reflected in the charter of any committee established or operated by the Department.

2 FAM 1671.2 Voluntary Termination

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

A committee may be terminated by the office of primary responsibility for its establishment and operation, unless such action is precluded by the terms or nature of the instrument of its establishment or by its terms of reference, whereupon the voluntary termination of the committee shall proceed as prescribed in such instruments or charters. The secretary of any committee terminated voluntarily must send written notification of such action to the Committee Management Officer and in such notification specify and describe the effective date of termination, the manner of its accomplishment, and the identity of the officer and organization responsible for the termination.

2 FAM 1671.3 Administrative Termination

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

The Deputy Under Secretary for Administration has authority to effect the termination of any committee established and operated by or within the Department, provided:

- a. The task has been completed;
- b. The business can be performed more efficiently and more economically in other ways;
- c. The continued existence is no longer necessary as a result of changes in organization, procedures, laws and regulations, or policy;

d. The operations have been and clearly will continue to be unsuccessful;
or

e. the establishment has not been authorized and the operations are not conducted in accordance with the regulations of the Department.

The administrative termination of a committee is effected by letter from the Deputy Under Secretary for Administration to the assistant secretary or other officer in charge of the area or bureau in or by which the committee is operated. Such letter specifies why the termination of the committee is directed, and is transmitted to the officer immediately responsible for the operation of the committee. That officer then takes appropriate action to terminate the committee and notifies the Committee Management Officer of the completion of such action. The instrument of establishment, the terms of reference, or the procedures of any committee established by the Department contain no provisions respecting termination inconsistent with these regulations.

2 FAM 1672 RECORD OF TERMINATION

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

The Committee Management Officer keeps a record of all committees terminated. Such record includes the following data:

- a. Name and symbol of committee.
- b. Whether committee was interdepartmental, departmental, or industry advisory.
- c. The subject field in which the committee operated.
- d. The effective date of termination.
- e. The type of termination.
- f. The officer and organization responsible for termination.
- g. The reason for termination.
- h. The disposition made of committee records.

2 FAM 1673 THROUGH 1679 UNASSIGNED