

# Presidential Documents

711573

REPOSITORY 326 US Atomic ENERGY COMMISSION  
 COLLECTION Division of Biology Medicine Title 3—The President  
 BOX No. 1 EXECUTIVE ORDER 11671  
 FOLDER 1 Committee Management

To assure that the many committees appointed to advise or assist the Federal Government can work effectively, it is necessary to set forth general standards for their formation, use, conduct, management, and accessibility to the public.

NOW, THEREFORE, by virtue of the authority vested in me as President by the Constitution and laws of the United States, it is hereby ordered as follows:

SECTION 1. As used in this order, the term—

(1) "department or agency" means any department, independent agency, or establishment of the executive branch of the Government;

(2) "Government Official" means any full-time salaried officer or employee of the Federal Government;

(3) "Director" means the Director of the Office of Management and Budget;

(4) "Committee" means any committee, board, commission, council, conference, panel, task force, or other similar group or body established to meet on a recurring basis to provide advice or recommendations to the Government, or for the purpose of coordinating the activities of departments or agencies, including Presidential, interagency, advisory, or industrial advisory committees but excluding intra-agency committees;

(5) "Presidential committee" means any advisory committee having members appointed by the President and which is used as a source of direct advice and counsel to the President or the Vice President;

(6) "Advisory committee" means any committee that is not composed wholly of Government officials and (A) is established by a department or agency of the Government in the interest of obtaining advice or recommendations, and which has been or will be in existence more than twelve months, or (B) is not established by a department or agency, but only for such period when it is being utilized by a department or agency in the same manner as a Government-established advisory committee.

(7) "industrial advisory committee" means an advisory committee composed predominantly of members or representatives of a single industry or group of related industries, or of any subdivision of a single industry made on a geographic service or product basis; and

TAB A

BEST COPY AVAILABLE

SEC. 8. The Director shall:

(1) establish and maintain oversight of the administrative activities of Presidential advisory committees unless provided to the contrary by the establishing authority;

(2) provide guidance to departments and agencies concerning the management of interagency and advisory committees consistent with the purposes and provisions of this order;

(3) from time to time request such information as he deems necessary to assure proper utilization of committees; and

(4) on or before January 1 of each year, provide to the Congress and thereafter publish in the FEDERAL REGISTER, a list of Presidential advisory, interagency advisory, and industry advisory committees established or used by the executive branch during the preceding fiscal year. Such a list shall contain (A) the name of each committee and the agency to which it reports, (B) the name and business address of the Chairman and the agency or organization he represents, (C) an indication that the committee was established, continued or terminated during the reporting year, and (D) the name, business address and telephone number of a person whose duty it is to make appropriate response to requests for additional information about the committee.

SEC. 9. The head of every department or agency establishing a committee shall:

(1) designate a Committee Management Officer to exercise effective control over the establishment and use of interagency, advisory, and industry advisory committees;

(2) issue directives and provide guidance for the management of the department or agency, interagency advisory, and industry advisory committees consistent with the provisions and purposes of this order and the instructions of the Director;

(3) designate a Government official who shall be responsible for assembling committee records and, under established agency procedures, responding to requests for public information; and

(4) establish a committee management system, under the supervision of the Committee Management Officer, which will provide systematic and effective review and evaluation of the activities and accomplishments of interagency, advisory, and industry advisory committees.

SEC. 10. Advisory committees shall meet under the chairmanship of, or in the presence of, a Government official appointed by the agency establishing the committee who shall have the authority and be required to adjourn any meetings whenever he considers adjournment to be in the public interest.

SEC. 11. Each industrial advisory committee shall be reasonably representative of the group of industries, the single industry, or the geographical, service or product segment thereof to which it relates, taking into account the size and function of business enterprises in the industry or industries, and their location, affiliation, and competitive status, among

committee activities are matters which fall within policies analogous to those recognized in Section 552(b) of Title 5 of the United States Code, and the public interest requires such activities to be withheld from disclosure. When such a determination is made, the department or agency head shall detail his reasons therefor. In the event a department or agency head makes such a determination, provision shall be made for the committee to issue a report, at least annually, setting forth a summary of its activities and such other matters as would be informative to the public and would be consistent with policies analogous to those recognized in Section 552(b) of Title 5 of the United States Code.

(c) The availability to the public of records of such committees shall be determined pursuant to section 552 of Title 5 of the United States Code and other applicable law.

SEC. 14. The requirements of this order shall not apply to any advisory committee composed wholly of representatives of State or local agencies or charitable, religious, educational, civic, social welfare, or other similar nonprofit organizations.

SEC. 15. To the extent this order is inconsistent with or in conflict with any statutory provision, the provisions of the order shall not apply.

SEC. 16. This order supersedes Executive Order No. 11007, as well as all provisions of prior Executive orders to the extent that they are in conflict with the provisions of this order.



THE WHITE HOUSE,  
June 5, 1972.

[FR Doc.72-8652 Filed 6-5-72;2:37 pm]