

REQUIREMENTS/PROCESS WHEN FACCA APPLIES

Establishment:

- The Administrator is authorized to establish advisory committees to advise him/her on functions vested in the Administrator by the Federal Property and Administrative Services Act, or other GSA authorizing legislation.
- Committees which advise the Administrator also may be established by specific statutory language.
- No advisory committee can meet or take action prior to submitting a charter with the Administrator.
- The charter must contain the committee's designation, its objectives, its duration, the official to whom it reports, the agency or organization providing support, the duties of the committee, estimated operating costs, estimated number of meetings, and its termination date.

Members:

- The membership must be balanced in terms of points of view represented and the functions to be performed by the committee.
- Members are subject to ethics laws if they are appointed because of their personal knowledge, background or expertise. They are not subject to ethics laws if they are appointed to represent the point(s) of view of a particular group or segment of the public.
- Members usually are entitled to reimbursement for travel and per diem expenses. FACCA also provides for direct compensation, but many members serve gratuitously.

Meetings:

- Must have 15 days advance notice in the Federal Register.
- Must be open to the public unless limited statutory bases for closure apply.
- Must have a Designated Federal Officer in attendance.
- Must have minutes which are available for public inspection (except for portions of a meeting which was closed).

Source: Dean, James L. and Weber, Maggie. "When FACCA Is And Is Not Applicable To Interactions With The Private Sector," GSA website <www.gsa.gov> (8 May 2002).