DEPARTMENT OF COMMERCE
Office of the Secretary
Office of Administrative Services

SUNFLOWER CHANGE CONTROL COMMITTEE CHARTER

DEPARTMENT OF COMMERCE
Office of the Secretary
Office of Administrative Services

SUNFLOWER CHANGE CONTROL COMMITTEE CHARTER

TABLE OF CONTENTS

Table of Contents 2

Purpose and Functions 3

Membership 3

Member's Duties 4

Committee Members 5

Advisors 5

Meetings 5

Meeting Agenda 5

Expectations 5

Meeting Minutes 6

Rules of Order 6

Robert's Rules of Order ..... Appendix 1

CHARTER

This Charter sets forth the purpose for the Department of Commerce Sunflower Change Control Committee (hereafter referred to as the "Committee"). Further, it describes the functions of the committee members; assigns certain responsibilities and duties for the Committee; and constitutes the framework within which it will function. The Director for the Office of Administrative Services serves as the Executive Sponsor; and, the Associate Director for the Office of Real Estate Policy and Major Programs (OREPMP) serves as the Executive Officer for the Committee.

A. Purpose and Functions

This Committee is essential to ensuring that the Department's Personal Property Management System (PPMS), also known as the Sunflower Enterprise System, is centrally controlled by the Office of the Secretary. The primary responsibility of the Committee is to assess and determine the impact of Sunflower change requests prior to changes being applied to the system. The Committee shall operate within the provisions of this Charter.

B. Membership

Beginning November 15, 2007, the Chief of the Personal Property Management Division (PPMD) within OREPMP shall serve as the Chairperson of the Committee. A staff member of PPMD will serve as the Assistant Chairperson. In the event that the Chairperson is absent, the Assistant Chairperson will perform the duties of the Chairperson. The Assistant Chairperson facilitates all meetings and is responsible for developing the agenda and ensuring the project remains on track. The PPMD Secretary will serve as the Recording Secretary (non-voting). The remaining members of the Committee consist of Bureau Property Management Officers (PMOs) and/or Advisors (non-voting) or their representative(s) from the offices or bureaus listed below.

1. Office of Administrative Services (OAS)
2. Bureau of Economic Analysis (BEA)
3. Bureau of Industry and Security (BIS)
4. Economic Development Administration (EDA)
5. Economics and Statistics Administration (ESA)
6. International Trade Administration (ITA)
7. Minority Business Development Agency (MBDA)
8. National Institute of Standards and Technology (NIST)
9. National Telecommunications & Information Administration (NTIA)
10. National Technical Information Service (NTIS)
11. National Oceanic and Atmospheric Administration (NOAA)
12. Patent and Trademark Office (PTO)
13. Office of Inspector General (OIG)
14. Office of Secretary (OS)
15. Sunflower Systems

C. Officers' Duties

The Committee officers consist of the Chairperson, Assistant Chairperson, and Recording Secretary. The responsibilities of each position are listed below.

1. Chairperson

   a. Ensures the Committee functions properly, each meeting is conducted in accordance with the Charter, and that matters are addressed in an orderly, efficient manner;
   b. Engages all his/her committee members and "leads the team"; and
   c. May occasionally be called upon to represent the Committee at functions, meetings, etc.

2. Assistant Chairperson

   a. Manages and oversees operations of the Committee;
   b. Monitors the Committee's workflow for efficiency and quality;
   c. Assists in planning, conducts and attends all committee meetings;
   d. Prepares and submits reports to management;
   e. Studies and implements applicable regulations, policies and procedures;
   f. Assumes the responsibilities of the Chairperson in his/her absence;
   g. Assists the Chairperson as required; and
   h. Develops and distributes meeting agenda.

3. Recording Secretary (Non-voting member)

   a. Maintains records pertaining to the Committee; and
   b. Keeps accurate and concise records/minutes of each Committee meeting that must include the following:

      1) Date and location of meeting;
      2) Time meeting was called to order;
      3) Names of those in attendance;
      4) Approval of minutes of previous meeting (as read, printed, or corrected);
      5) Verbatim statement of motion(s) with name(s) of initiator and person who seconds the motion;
      6) Passage or failure of motion and whether or not the vote was unanimous or ruled by the majority; and
      7) Time of adjournment.

D. Committee Appointments and Guidelines

Members will be officially appointed and relieved by written notice from the Executive Officer. The Committee is authorized to make decisions on all applicable PPMS change requests and is required to report an approval/disapproval on such requests at the next monthly Committee meeting.

The Committee will adhere to the following guidelines:

a. Review and provide comments to Sunflower change requests;
b. Ensure corrective action is taken to address specific risks identified throughout implementation to achieve satisfactory resolution;
c. Ensure actions are taken to minimize future risks;
d. Approve DOC system changes or enhancements;
e. Review policy, business rules, configuration management, communications, security, interfaces and training related to implementation;
f. Bureau members act as a "Champion" or "Advocate" for their organization; and
g. Bureau members coordinate actions within their organizations to obtain resources, approvals, buy-in, etc.

E. Advisors

The Advisors are non-voting members who provide subject matter expertise in the areas of property management, information technology and financial management .

F. Meetings

Meetings will be held monthly, and may convene as necessary to discuss special topics.

G. Meeting Agenda

1. Proposed agenda items, for review and consideration, will be submitted to the Assistant Chairperson at least one week prior to the scheduled meeting.
2. The Assistant Chairperson will develop the meeting agenda and include appropriate proposed agenda items for discussion.
3. The Assistant Chairperson will distribute the final agenda electronically to Committee members two (2) days prior to the meeting.

H. Expectations

1. Members are encouraged to attend all meetings.
2. Members should notify the Chairperson and/or Assistant Chairperson if unable to attend meetings.
3. Members unable to attend Committee meetings during the prescribed term should consider having an alternate representative in their absence.

I. Meeting Minutes

1. Minutes of the Committee meetings will be approved and accepted into the record.
2. A transcript of the approved Committee meetings' minutes will be provided to members within one week of approval,

J. Rules of Order

1. Robert's Rules of Order will be followed, see appendix 1.
2. Meetings will be conducted on a formal basis under the leadership of the Chairperson.
3. Each member of the Committee will have one vote except for the Recording Secretary, Advisors, and Executive Officer, in case of a tie, then will the Executive Officer vote.
4. Only the issues identified on the agenda will be acted upon during a meeting.
5. New issues may be addressed, but no action will occur until it is formally introduced on the next agenda, with the exception of issues requiring immediate action(s).
6. Passage of any action will require a majority vote of the Committee members present.

Braulio R. Ramon
Executive Officer

11/1/07
Date

Fred E. Fanning
Executive Sponsor

11/2/07
Date

Robert's Rules of Order - Summary Version

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action.

The assembly rules - they have the final say on everything.
Silence means consent.

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order. Must be recognized by the Chair before speaking.
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote.
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair. Motion/Resolution - Amendment - Motion to Postpone.
- The member moving the "immediately pending question" is entitled to preference to the floor.
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives.
- The agenda and all committee reports are merely recommendations. When presented to the assembly and the question is stated, debate begins and changes occur.

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary.
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order.
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day** (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules).
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly.
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own).
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor.
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time.
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time.
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed.
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated.
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending.
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table.
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view.
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session.
- **Previous Question:** Closes debate if successful - may be moved to **"Close Debate"** if preferred.
- **Informal Consideration:** Move that the assembly go into **"Committee of the Whole"** - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business.

Suspend the Rules: Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified.

DEPARTMENT OF COMMERCE
Personal Property Management Division
SUNFLOWER SYSTEMS CHANGE CONTROL COMMITTEE

Bureau	Primary Chair Member Representative	Telephone/Email	Alternate Chair Member Representative	Telephone/Email
BEA	Jackie Williams	202-606-9970 (office) jackie.williams@bea.gov		
BIS	Bruce Shriver	202-482-5073 (office) bshriver@bis.doc.gov	Jennifer Kuo	202-482-0953 (office) jkuo@bis.doc.gov
Census	Stan Rolark	301-763-1544 (office) stanley.j.rolark@census.gov	Keith Featherstone	301-713-1377 (office) keith.john.featherstone@census.gov
EDA	Ken Kukovich	202-482-4965 (office) kkukovich@eda.doc.gov		
ESA	Wesley Dias	202-482-4165 (office) wesley.dias@esa.doc.gov	Ileana Gabriel-Martinez	202-482-8315 (office) Ileana.gabriel-martinez@esa.doc.gov
ITA	Jeff Scherr	202-482-3266 (office) jeffrey.d.scherr@mail.doc.gov		
MBDA	Ron Marin	202-482-3341 (office) rmarin@mbda.gov		
NIST	David Henry	301-975-8994 (office) david.henry@nist.gov		
NOAA	Mark Napoli Steven Creeger	301-713-3551, X171 (office) 301-713-3530, X165 (office)	Miguel Rodiguez Michelle Ross Larry Oates	301-713-3530, X164 (office) michelle.i.ross@noaa.gov 301-713-3530, X173 (office)
NTIS	Kathie Koenig	703-605-6152 (office) kkoenig@ntis.gov		
NTIA	Dan Foley	202-482-1809 (office) dfoley@ntia.doc.gov		
OIG	Joyce Baker	202-482-1023 (office) jbaker@oig.doc.gov		
OS	Jennifer Jessup	202-482-3458 (office) jjessup@doc.gov	Jeri Coleman	202-482-3796 (office) jcoleman@doc.gov
PTO	John Hassett	571-272-6250 (office) john.hassett@uspto.gov	Vickie Bryant	571-272-6528 vickie.bryant@uspto.gov