

PROPOSED CHANGES TO SMALL BUSINESS COUNCIL CHARTER

Per Ad Hoc Meeting on September 15, 2015

| <u>Section</u> | <u>Current Language</u> | <u>Proposed Change</u> |
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| Preamble | The purpose of the Department of General Services (DGS) Small Business Advisory Council is to provide a forum for small businesses, small business affiliate organizations and small business trade associations to comment and provide feedback on the DGS policies and practices that affect or impact small business utilization and participation in the DGS and other State agency contracts and projects. | The purpose of the Department of General Services (DGS) Small Business Advisory Council is to provide a forum for small businesses, small business affiliate organizations and small business associations to comment and provide feedback on the DGS policies and practices that affect or impact small business utilization and participation in the DGS and other State agency contracts and projects. |
| Article III. Structure-5 | Shall disseminate the minutes and the agenda, and schedule special presentations | Moved to Article XI Role of the Lead Facilitator |
| Article III. Structure-B | Council Co-Chair Small Business will be appointed by the Council Co-Chair DGS. | Council Co-Chair Small Business Advisory Council Member will be appointed by the Council Co-Chair DGS. The Council Co-Chair is the sole decision maker who appoints as Chair and determines the length of time he/she deems appropriate. |

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| Article IV. Membership-A1 | An applicant must be either a small business enterprise owner or a small business trade association representing at least thirty-five (35) members, organized under the laws of California and have a small business interest in State contracting, procurement and projects--specifically in the areas of commodities, construction, IT goods and services, and professional services. | An applicant must be either a certified small business enterprise/disabled veteran business owner or a small business/disabled veteran business or association representing at least thirty-five (35) members, organized under the laws of California and have a small business interest in State contracting, procurement and projects--specifically in the areas of commodities, construction, IT goods and services, and professional services. |
| Article IV. Membership A2 | An applicant business or association must submit a written request to become a member of the DGS Small Business Advisory Council. Please include the name of the person nominated to be the Primary Representative and the name of the person nominated to be the Alternate Representative to the Council Co-Chair DGS. The request for membership shall indicate the purpose for the request, association membership size, association membership's geographical coverage (local, statewide), and, the primary business interest the association exists for. The request for membership on the DGS Small Business Advisory Council will be reviewed and approved or denied by the Council Chair. The Council Co-Chair DGS shall respond to all requests for membership in writing. Applications for membership will be accepted on a continuous basis. | An applicant business or association must submit a written application request to become a member of the DGS Small Business Advisory Council. Please include the name of the person nominated to be the Primary Representative and the name of the person nominated to be the Alternate Representative to the Council Co-Chair DGS. The request for membership shall indicate the purpose for the request, association membership size, association membership's geographical coverage (local, statewide), and, the primary business interest the association exists for. The request for membership on the DGS Small Business Advisory Council will be reviewed and approved or denied by the Council Co-Chair DGS. The Council Co-Chair DGS shall respond to all requests for membership in writing. Applications for membership will be accepted on a continuous basis and |

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| | | filled when a vacancy occurs. |
| Article IV Membership A5 | Members serve a two-year term with the option to apply for additional successive terms. The DGS will notify members in January of the second year of their terms of their need to re-apply. Members must then submit to the DGS, within ninety (90) days from notification, a written request to serve an additional term. The Council Co-Chair DGS will evaluate membership on the DGS Small Business Council in an effort to maintain balance of small business and association representation. When a member vacancy occurs, consideration will be given to applicant businesses and associations that have not previously been a part of the Council and to applicant associations representing a statewide membership. A waiting list will be established for that purpose. | Members serve a five-year term with the option to apply for additional successive terms. The DGS will notify members in December of the fifth year and members will need to provide a declaration of renewal or termination. The Council Co-Chair DGS will evaluate membership on the DGS Small Business Council in an effort to maintain balance of small business and association representation. When a member vacancy occurs, consideration will be given to applicant businesses and associations that have not previously been a part of the Council and to applicant associations representing a statewide membership. A waiting list will be established for that purpose. |
| Article V. Role of the Primary/Alternate Council Member-3 | It is the DGS's responsibility to provide draft meeting minutes within ten (10) working days of a Council meeting. | Moved to Article VIII. Meeting Minutes-1 |
| Article IX. Reimbursement | The DGS may reimburse the Primary member for reasonable travel expenses in order to attend a DGS Small Business Advisory Council meeting. If the Primary member is unable to attend a DGS Small Business Advisory Council meeting, the Alternate member may be reimbursed reasonable travel expenses in accordance with the | The DGS may reimburse the Primary or alternate member for reasonable travel expenses in order to attend a DGS Small Business Advisory Council meeting in accordance with the Department of Personnel Administration travel rules, policies, and procedures. Travel expenses are strictly related to the DGS Small Business Advisory Council meeting |

Department of Personnel Administration travel rules, policies, and procedures. Travel expenses are strictly related to the DGS Small Business Advisory Council meeting. Generally, travel reimbursement will be limited to the Annual Planning Meeting.

and will be limited to the Annual Planning Meeting to be held the first quarter of the year unless otherwise specified by DGS.