

Independent Establishments and Government Corporations

ADMINISTRATIVE CONFERENCE OF THE UNITED STATES

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[For the Administrative Conference of the United States statement of organization, see the *Code of Federal Regulations*, Title 1, Part 301]

The Conference develops recommendations for improving the fairness and effectiveness of procedures by which Federal agencies administer regulatory, benefit, and other Government programs. Conference members are Federal officials, private lawyers, university professors, and other experts in administrative law and government who meet to consider studies of selected problems involving administrative procedures and the regulatory process.

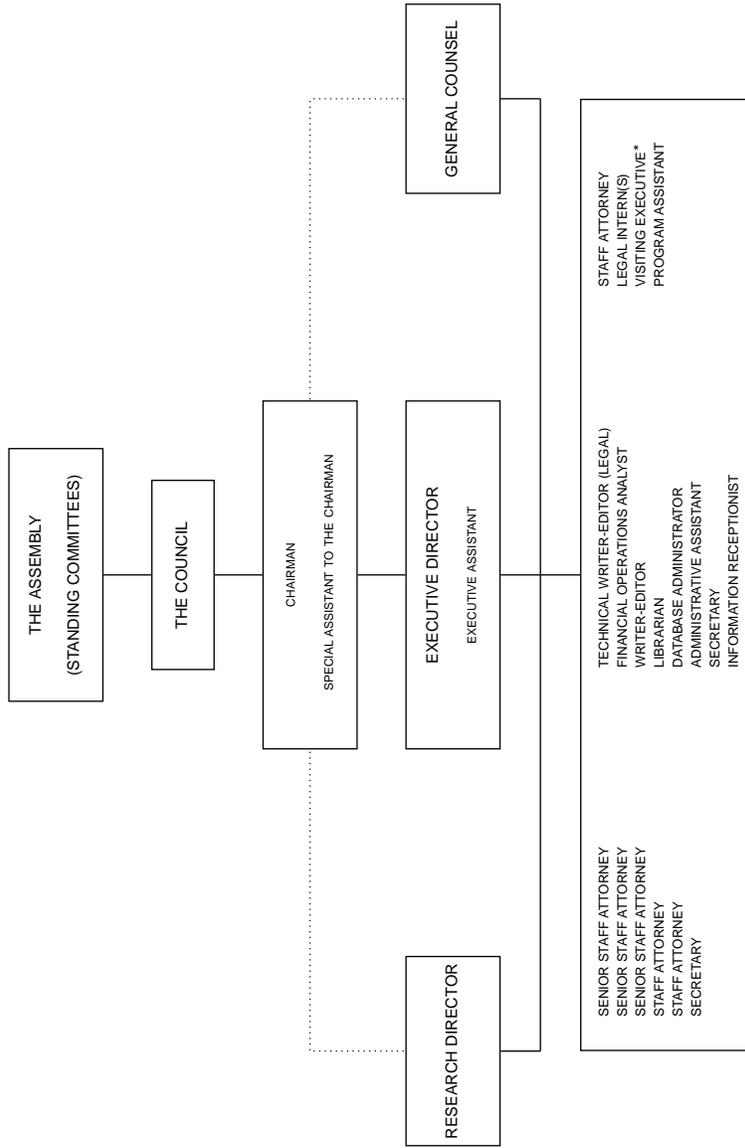
The Administrative Conference of the United States was established as a permanent independent agency by the Administrative Conference Act (5 U.S.C. 591-596) enacted in 1964.

Membership

By statute the Administrative Conference has no fewer than 75 and no more than 101 members, a majority of whom are Government officials. The Chairman of

the Conference is appointed by the President with the advice and consent of the Senate for a 5-year term. The Council, which acts as the executive board, consists of the Chairman and 10 other members appointed by the President for 3-year terms. Federal officials named to the Council may constitute no more than one-half of the total Council membership. Members

ADMINISTRATIVE CONFERENCE OF THE UNITED STATES



*Distinguished visiting executive—ceiling exempt.

representing the private sector are appointed by the Chairman, with the approval of the Council, for 2-year terms. The Chairman is the only full-time compensated member.

The entire membership is divided into committees, each assigned a broad area of interest such as adjudication, administration, governmental processes, judicial review, regulation, or rulemaking. The membership meeting in plenary session by statute must meet at least once, and customarily meets twice, each year.

Activities

Subjects for inquiry are developed by the Chairman and approved by the Council. The committees conduct thorough studies of these subjects, propose recommendations, and prepare supporting reports. Recommendations are evaluated by the Council and, if ready for Assembly consideration, are distributed to the membership with the supporting reports and placed on the agenda of the next plenary session. The deliberations of the committees and Assembly are public.

The Chairman is authorized to encourage the departments and agencies to adopt the recommendations of the Conference and is required to transmit to the President and to Congress an annual report and interim reports concerning the activities of the Conference, including reports on the implementation of its recommendations.

Recommendations adopted by the Conference may call for new legislation or for action on the part of affected agencies. A substantial number of recommendations have been

implemented and others are in the process of being implemented.

The Chairman may make independent inquiries into procedural matters, including matters proposed by individuals inside or outside the Government. The purpose of such inquiries is to determine whether the problems should be made the subject of Conference study in the interest of developing fair and effective procedures for such cases.

Upon the request of the head of a department or agency, the Chairman is authorized to furnish advice and assistance on matters of administrative procedure. The Conference may collect information and statistics from departments and agencies and publish such reports as it considers useful for evaluating and improving administrative processes. The Conference also serves as a forum for the interchange among departments and agencies of information that may be useful in improving administrative practices and procedures.

Sources of Information

The Conference furnishes upon request copies of its recent recommendations and reports. It also maintains a library where copies of all official Conference documents are available for public inspection. Recommendations of the Conference appear in title 1, part 305, of the 1993 *Code of Federal Regulations*. A listing of recommendations appears (but is not published in full text) in the 1994 *Code of Federal Regulations*.

For further information, contact the Public Information Office, Administrative Conference of the United States, Suite 500, 2120 L Street NW., Washington, DC 20037. Phone, 202-254-7020.

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