



FEDERAL ADVISORY COMMITTEE ACT MAJOR REQUIREMENTS

- **“FACA was intended to authorize the establishment of a system governing the creation and operation of advisory committees in the Executive Branch of the Federal Government.”**

- **Agencies must establish uniform administrative guidelines and management controls that are consistent with the Act and the GSA Rule.**

- **Agencies must maintain systematic information on the nature, functions, and operations of their advisory committees.**



FEDERAL ADVISORY COMMITTEE ACT OVERVIEW

- **Advisory committee meetings are required to be open to the public, with limited exceptions. Meeting notices and agendas must be published in the FEDERAL REGISTER to accommodate public participation.**
- **Designated Federal Officials must approve all meetings and agendas, and attend meetings.**
- **Detailed minutes will be kept and must contain:**
 - a. **Date and location of the meeting,**
 - b. **A record of the persons present,**
 - c. **A complete and accurate description of matters discussed and conclusions reached, and**
 - d. **Any advice or recommendations provided by the committee.**