

Ammerman

M E M O R A N D U M

TO: All Adult Members of the Appointed
Staff residing on the Project

July 18, 1944

FROM: Personnel Management Section

SUBJECT: General Mass Meeting,
Wednesday, July 26, 1944, 8:00 P.M.

PLACE: Administration Mess Hall

Under Emergency Instructions issued by the Director from Washington in February 1944, the Personnel Management Section is charged jointly with the Community Activities Supervisor with providing recreational and leisure time activities for the Appointed Personnel and their families.

Pursuant to this directive a Committee was called together by the Personnel Officer to determine the ways and means of carrying out the intent of the Directive.

There all ready being in existence an organization formed and officers elected in September 1943 by the Appointed Personnel residing on the project, the Head of this organization acted as Chairman of this Committee Meeting.

The Committee considered various factors and ideas concerning the recreation and welfare of the Appointed Personnel residing on the project, which in its opinion were pertinent to the problem and which could be assembled and presented to a general mass meeting of all adults residing on the project. Two plans are attached for your consideration. Others will be welcomed at the mass meeting.

As the result of this Committee Meeting and the Directive from Washington, a General Mass Meeting of all Adults residing on the Project is hereby called for Wednesday Evening at 8:00 P.M. in the Administrative Mess Hall for an open discussion of plans for the future well being of Appointed Personnel involved.

L. W. Folsom
Personnel Officer

I. PROPOSED PLAN FOR APPOINTED PERSONNEL COUNCIL

OBJECTIVE

The objective is to obtain a democratic representative group to act as a community council. The following proposed plan of organization establishes a plan whereby every group living on the project will be duly represented.

SELECTION OF MEMBERSHIP

The Council shall consist of:

- Unit 1 - 1 person residing in the Hospital
- Unit 2 - 1 person residing in Dormitory 45
- Unit 3 - 1 person residing in Dormitory 49
- Unit 4 - 1 person residing in Dormitory 50
- Unit 5 - 1 person residing in Dormitory 51
- Unit 6 - 1 person residing in Bldgs. 60 or 61
- Unit 7 - 1 person residing in Bldgs. 62 or 63
- Unit 8 - 1 person residing in Bldgs. 64 or 65
- Unit 9 - 1 person residing in Bldgs. 66 or 68
- Unit 10 - 1 person residing in Bldgs. 69 or 70

The Project Director, Personnel Officer and Community Activities Supervisor shall be ex-officio members of the Council.

The Personnel Officer shall appoint a representative from each of the above units to act as temporary chairman of his unit. It will be the responsibility of the temporary chairman to call the residents of his unit for the purpose of electing a regular representative on the A. P. Council.

The Personnel Officer shall act as temporary chairman of the duly elected council and shall call a meeting of the council for the purpose of electing a chairman, vice-chairman and secretary-treasurer from the elected members.

Should a vacancy occur on the Council, it will be the responsibility of the chairman to request a reelection for the purpose of selecting a representative to fill the vacancy.

If a member of the council be unable to attend a meeting, he shall appoint a member of his unit to officially act in his stead.

TERM OF OFFICE

An election shall be held every six months for the purpose of selecting representatives from each unit and officers of the council.

QUALIFIED VOTERS

Qualified voters for the election of members of the council shall be appointed personnel and their respective spouses living on the project.

DUTIES OF COUNCIL

It shall be the duty and responsibility of the council to act on all matters concerning community recreation and problems within the limits of WRA administrative policy and procedure.

It shall also be the duty of the council to inform the members of the appointed staff living on the project their actions and recommendations.

MEETINGS

A regular meeting of the council shall be held every two weeks. The chairman shall have the right to call special meetings as he deems necessary. The council shall call community meetings when sufficient need arises. Members of each unit should present suggestions or problems affecting the community to their elected representative for presentation to the council.

II. PROPOSED PLAN FOR APPOINTED PERSONNEL COUNCIL

1. The Council Committee will be composed of five members:

- a. one from hospital group
- b. one from women's dormitories
- c. one from men's dormitories
- d. two from apartment area

2. The Council Committee will be elected by secret ballot. The person receiving the highest vote will serve for one year. The next two highest will serve for eight months. The next two highest will serve for six months.

In the event a member of the Council Committee relocates or resigns, the group whom the departing committee member represents will be called together by the remaining members of the staff committee for the purpose of electing a new member to serve out the unexpired term of the departing member.

After the first general election, the respective segments of the community will be responsible for the election of their own representatives.

The Staff Council Committee will be responsible for overall program of recreation and staff welfare. Appropriate committees will be appointed to carry out immediate function in connection with staff recreation and welfare.

The Council Committee will meet at least twice each month and will call a general meeting of the entire staff each quarter.