

## § 2505.6

to be closed to the public, or with respect to any information concerning a series of meetings, so long as each meeting in the series involves the same particular matters and is scheduled to be held no more than thirty days after the initial meeting in the series. Each Member's vote under this paragraph shall be recorded and no proxies shall be allowed.

(b) If your interests may be directly affected if a meeting is open you may request that the Board close the meeting on one of the grounds referred to in § 2505.4(e), (f), or (g). You should submit your request to the Corporation for National and Community Service, Office of the General Counsel, 250 E Street SW., Washington, DC 20525. The Board shall, upon the request of any one of its members, determine by recorded vote whether to grant your request.

(c) Within one working day of any vote taken pursuant to this section, the Board shall make publicly available a written copy of such vote reflecting the vote of each Member on the question. If a meeting is to be closed to the public, the Board shall, within one working day, make available a full written explanation of its action closing the meeting and a list of all persons expected to attend the meeting and their affiliation.

(d) For each closed meeting, the General Counsel shall publicly certify that, in his or her opinion, the meeting may be closed to the public and shall state each relevant exemption relied upon. A copy of the certification shall be available for public inspection.

(e) For each closed meeting, the Board shall issue a statement setting forth the time, place, and persons present. A copy of such statement shall be available for public inspection.

(f)(1) For each closed meeting, with the exception of a meeting closed pursuant to § 2505.4(h) or (j), the Board shall maintain a complete transcript or electronic recording adequate to record fully the proceedings of each meeting.

(2) For meetings that are closed pursuant to § 2505.4(h) or (j), the Board may maintain a set of minutes in lieu of a transcript or recording. Such minutes shall fully and clearly describe all matters discussed and shall provide a full and accurate summary of any ac-

## 45 CFR Ch. XXV (10–1–23 Edition)

tions taken, and the reasons therefor, including a description of each of the views expressed on any item and the record of any vote. All documents considered in connection with any action shall be identified in such minutes.

(3) The Corporation shall make promptly available to the public, in a place easily accessible to the public, the transcript, electronic recording, or minutes of the discussion of any item on the agenda, or of any item of the testimony of any witness received at the meeting, except for such item or items of such discussion or testimony as the Corporation determines to contain information which may be properly withheld. Copies of such transcript, or minutes, or a transcription of such recording disclosing the identity of each speaker, shall be furnished to any person at the actual cost of duplication or transcription. The Corporation shall maintain the transcript, recording, or minutes for each closed meeting for at least two years or at least one year after the conclusion of any Corporation business acted upon at the meeting, whichever occurs later.

[64 FR 66403, Nov. 26, 1999, as amended at 81 FR 12600, Mar. 10, 2016]

### § 2505.6 What are the procedures for making a public announcement of a meeting?

(a) For each meeting, the Board shall make a public announcement, at least one week before the meeting, of—

- (1) The meeting's time and place;
- (2) The matters to be considered;
- (3) Whether the meeting is to be open or closed; and

(4) The name and business telephone number of the official designated by the Board to respond to requests for information about the meeting.

(b) The one week advance notice required by paragraph (a) of this section may be reduced only if—

(1) The Board determines by recorded vote that Board business requires that the meeting be scheduled in less than seven days; and

(2) The public announcement required by paragraph (a) of this section is made at the earliest practicable time and posted on the Corporation's home page.

(c) Immediately following a public announcement required by paragraph (a) of this section, the Corporation will submit for publication in the FEDERAL REGISTER a notice of the time, place, and subject matter of the meeting, whether the meeting is open or closed, any change in one of the preceding, and the name and phone number of the official designated by the agency to respond to requests for information about the meeting.

**§ 2505.7 What are the procedures for changing the time or place of a meeting following the public announcement?**

(a) After there has been a public announcement of a meeting, the time or place of the meeting may be changed only if the Board publicly announces the change at the earliest practicable time. Such a change need not be determined by recorded vote.

(b) After there has been a public announcement of a meeting, the subject-matter of the meeting, or the determination of the Board to open or to close a meeting may be changed only when—

(1) The Board determines, by recorded vote, that Board business so requires and that no earlier announcement of the change was possible; and

(2) The Board publicly announces the change and the vote of each Member at the earliest practicable time.

(c) The deletion of any subject-matter previously announced for a meeting is not a change requiring the approval of the Board under paragraph (b) of this section.

**PART 2506—COLLECTION OF DEBTS**

**Subpart A—Introduction**

Sec.

- 2506.1 Why is the Corporation issuing these regulations?
- 2506.2 Under what authority does the Corporation issue these regulations?
- 2506.3 What definitions apply to the regulations in this part?
- 2506.4 What types of debts are excluded from these regulations?
- 2506.5 If a debt is not excluded from these regulations, may it be compromised, suspended, terminated, or waived?
- 2506.6 What is a claim or debt?

2506.7 Why does the Corporation have to collect debts?

2506.8 What action might the Corporation take to collect debts?

2506.9 What rights do I have as a debtor?

**Subpart B—General Provisions**

2506.10 Will the Corporation use its cross-servicing agreement with Treasury to collect its debts?

2506.11 Will the Corporation refer debts to the Department of Justice?

2506.12 Will the Corporation provide information to credit reporting agencies?

2506.13 How will the Corporation contract for private collection services?

2506.14 What should I expect to receive from the Corporation if I owe a debt to the Corporation?

2506.15 What will the notice tell me regarding collection actions that might be taken if the debt is not paid within 60 days of the notice, or arrangements to pay the debt are not made within 60 days of the notice?

2506.16 What will the notice tell me about my opportunity for review of my debt?

2506.17 What must I do to obtain a review of my debt, and how will the review process work?

2506.18 What interest, penalty charges, and administrative costs will I have to pay on a debt owed to the Corporation?

2506.19 How can I resolve my debt through voluntary repayment?

2506.20 What is the extent of the Chief Executive Officer's authority to compromise debts owed to the Corporation, or to suspend or terminate collection action on such debts?

2506.21 May the Corporation's failure to comply with these regulations be used as a defense to a debt?

**Subpart C—Salary Offset**

2506.30 What debts are included or excluded from coverage of these regulations on salary offset?

2506.31 May I ask the Corporation to waive an overpayment that otherwise would be collected by offsetting my salary as a Federal employee?

2506.32 What are the Corporation's procedures for salary offset?

2506.33 How will the Corporation coordinate salary offsets with other agencies?

2506.34 Under what conditions will the Corporation make a refund of amounts collected by salary offset?

2506.35 Will the collection of a debt by salary offset act as a waiver of my rights to dispute the claimed debt?