

OREGON CIVIL RIGHTS COMMITTEE

Bylaws of the Oregon Civil Rights Advisory Committee

Preamble

The Oregon Civil Rights/Equal Employment Committee is responsible to the NRCS Deputy Equal Opportunity Officer (State Conservationist). The Committee serves the following functions:

- Serves as an advisory body to the State Conservationist, to promote and assist meaningful and effective affirmative action consistent with the goals and objectives set forth by management.
- Provides feedback on the performance of Equal Opportunity and Civil Rights program, identifies areas of weakness, and makes recommendations for improvements.
- Identifies emerging areas needing special attention by the State Conservationist.
- Make recommendations to the State Conservationist regarding policies, practices and procedures as they affect Equal Opportunity in Colorado.
- Promotes the career employment and advancement of NRCS employees to maintain a high quality diverse workforce consistent with the goals of the Affirmative Employment Plan.
- Conducts field office civil rights reviews throughout the state, and assists the field offices on civil rights issues.

ARTICLE I

Name

Section 1: The name of this Committee shall be the USDA Natural Resources Conservation Service Oregon Civil Rights Action Committee, (hereinafter, the "Civil Rights Committee").

ARTICLE II

Purpose

Section 1: The purpose of this Committee shall be to serve as an advisor to the Deputy Equal Opportunity Officer of the USDA Natural Resources Conservation Service. The State Conservationist of the Natural Resources Conservation Service is the Deputy Equal Employment Officer.

Section 2: Specific responsibilities of the Committee are listed under the preamble.

ARTICLE III

Members

- Section 1: The Committee will be composed of nine voting members and one or more advisory non-voting members appointed by the State Conservationist.
- Section 2: The Committee shall recommend to the State Conservationist annually employees to fill vacancies on the Committee.
- Section 3: The membership of the Committee shall consist of all the Special Emphasis Program Managers, three at-large members, one of which being a basin team leader. The members will represent men and women at various grade levels, classification series, and geographical regions within the state (to the extent practical).
- Section 4: Each Committee member shall be appointed to serve a 2 year term with the option for reappointment of an additional 2 years, by the State Conservationist, for a maximum of 4 years, except advisors whose length of term is at the discretion of the State Conservationist. The state conservationist can also extend any appointment past the 4 year maximum at his discretion.
- Section 5: The members shall serve overlapping terms, when possible, to be effected by providing for the appointment of one new member each year.
- Section 6: In the event a Committee member leaves the Committee before serving a full term, the procedure set forth in Article III, Section 2 will be used to fill the vacancy.
- Section 7: Term: The term of membership shall begin with the beginning of the fiscal year.

ARTICLE IV Officers

- Section 1: The officers of the Committee shall be a Chairperson, a Vice-Chairperson, and a Secretary.
- Section 2: Eligibility: All Committee members will have voting privileges.
- Section 3: Selection of officers: The Committee will elect the officers, except the chairperson. The chair will be selected by the state conservationist.
- Section 4: Term: Officers shall serve a 1 year term and shall be eligible for reappointment. The chair will serve as long as the state conservationist feels is necessary.
- Section 5: Duties: The officers shall perform the duties prescribed by these bylaws and the parliamentary authority cited in Article VIII.

ARTICLE V
Meetings

Section 1 Regular meetings: The regular meetings of the Committee shall be held one per quarter of the fiscal year if possible. The Committee Chairperson, in consultation with the State Conservationist and Committee members, shall set the exact dates. There shall be four meetings per year as long as circumstances permit . They may be teleconferences or face-to-face meetings, and will be determined by the committee.

Section 2: Special meetings: Special meetings may be called by the Chairperson in consultation with the State Conservationist.

Section 3: Quorum: Six voting members shall constitute a quorum.

ARTICLE VI
Voting

Section 1: Except as otherwise specifically provided for in these bylaws, decisions shall be reached by a consensus of the members at meetings in which a quorum is present.

Section 2: Proxy: Voting by proxy shall not be permitted except on votes pertaining to amendment of the bylaws.

ARTICLE VII
Removal of Members

Section 1: All Committee members will attend meetings and conduct business on official time and at government expense. The Committee can request a member be replaced if two meetings are not attended or a member resigns, transfers, or retires or is otherwise separated from service.

ARTICLE VIII
Parliamentary Authority

Section 1: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be used as a default in cases where a consensus cannot be achieved.

ARTICLE IX
Amendment of Bylaws

Section 1: Motions to amend these bylaws may be submitted by any voting member of the Committee to the Chairperson.

Section 2: Decisions to amend the bylaws shall be reached by a consensus of the members at the meeting, in which a quorum is present.

Section 3: All amendments to these bylaws are subject to the approval of the State Conservationist.

NRCS-Oregon April 2003