

Winnebago County Diversity Affairs Committee Bylaws

Article I: Name

The name of this organization shall be the Winnebago County Diversity Affairs Committee.

Article II: Mission & Purpose

Section I: Mission Statement

The Winnebago County Diversity Affairs Committee embraces diversity, inclusion, and belonging by bringing the community together to listen, learn, and encourage our community.

Section II: Purpose of Organization

The purpose of the Winnebago County Diversity Affairs Committee is to create educational events in Winnebago County for all who reside and work in Winnebago County. We will make every effort to treat all people with the same respect we expect to receive.

Article III: Representation

Section I: Committee Members

Committee Members will make final decisions and are responsible for the general oversight of the Committee. Committee members shall be comprised of two (2) Winnebago County Board Supervisor, and five (5) members of the public who live in Winnebago County.

Section II: Winnebago County Board Supervisors

Any Winnebago County Board Supervisor who wants to be on the Diversity Affairs Committee must complete a recruitment process. The recruitment process includes: Attending two (2) Diversity Affairs Committee regular meetings, attending one (1) Diversity Affairs Committee educational event, and by submitting a letter of interest to the Chair of the Diversity Affairs Committee.

Members of the Diversity Affairs Committee will review the letter of interest, and vote on whether to, or not to, accept the Winnebago County Board Supervisor. Upon a vote of

acceptance, the Diversity Affairs Committee Chair will email The Winnebago County Executive to affirm the recommendation. The Winnebago County Executive must appoint only the recommended members to the Diversity Affairs Committee.

Section III: Members Of The Public

Any member of the public who wants to be on the Diversity Affairs Committee must complete a recruitment process. The recruitment process includes: Attending two (2) Diversity Affairs Committee regular meetings, attending one (1) Diversity Affairs Committee educational event, and by submitting a letter of interest to the Chair of the Diversity Affairs Committee.

Members of the Diversity Affairs Committee will review the letter of interest, and vote on whether to, or not to, accept the Winnebago County Board Supervisor. Upon a vote of acceptance, the Diversity Affairs Committee Chair will email The Winnebago County Executive to affirm the recommendation. The Winnebago County Executive must appoint only the recommended members to the Diversity Affairs Committee.

Members of the public who are employed by Winnebago County are not eligible to be a Diversity Affairs Committee Member.

Section IV: Vacancies

Vacancies on the Diversity Affairs Committee shall be filled through the recruitment process as listed above in Article III: Section II and Section III. The person chosen to fill the vacancy will be subject to complete a maximum 2 year term.

Section V: Terms Committee Members

All steering committee member terms will be 2 years, with a two-term limit. After the two-term limit, interested parties must take one year off and then may reapply for a steering committee position. During the year's hiatus, we suggest the committee member stay active in community programs.

Article IV: Duties of Officers

Chair: The Chair leads the meeting and will direct discussion. This person will have oversight of the entire Committee. The Chair shall work to create the agenda which will then be given to the Secretary to assemble the minutes and attending documents and ensure they are noticed and published in a timely manner. The Chair shall also assign committee work and manage the overall function of the committee.

Vice Chair: The Vice Chair shall work with the Chair and other committee members to support the overall function of the Committee. The Vice Chair will lead the meeting if the Chair Person is absent.

Secretary: The Secretary is the recording officer of the meeting. It is the duty of the Secretary to keep a register, or roll, of the members and to call the roll when required. The Secretary shall submit agendas for future meetings from the Chair and ensure that they are given to the County Clerk as required by law and county board rules and regulations. The Chair may enlist help from the County Clerk's Office if assistance is desired and the office can assist to record the minutes.

Article V: Meetings and Educational Events

Section I: Regular Meetings

A majority of committee members need to be present to hold a meeting.

Additionally, the committee should schedule regular and published planning meetings in order to fulfill their roles as designated above. This yearly calendar shall be determined and posted no later than the January meeting of each year.

Any person interested in presenting at a committee meeting may request to be put on the agenda by contacting the Chair at least two weeks prior to the scheduled committee meeting.

Regular meetings will be scheduled quarterly each year in the following months:
January, April, July, and October.

Regular meetings must be intentionally scheduled after 3:00pm, so the public has the greatest opportunity to attend.

Section II: Annual Meetings

The annual meeting of the Committee shall take place in April of each year in order to assess progress and welcome new Committee steering committee members. This is when new steering committee members will assume their duties and roles shall be determined within the steering committee.

Section III: Educational Event

There will be a minimum of four (4) in-person, public educational events hosted by the Diversity Affairs Committee each calendar year. Events should be voted on during the

October meeting - planning ahead for the following year. Events must be intentionally scheduled after 3:00pm, or intentionally scheduled on Weekends so the public has the greatest opportunity to attend.

With a spirit of inclusion as accessibility in mind, there will be no cost for the public to attend events. Event(s) that offer food, drink, or souvenirs may be available for purchase at the public's expense. If there is a cost to host an educational event, the committee members must seek funding from local community businesses and private individuals. Fundraising for each educational event would prove that the community is in support of it.

Any educational event held in a building must be live streamed or digitally broadcast and recorded. To select an event, two-thirds of The Diversity Affairs Committee must agree on the educational event.

For any educational meeting presented by the Diversity Affairs Committee, a counter-argument topic must also be presented either at the same educational event, or at a future educational event. The Diversity Affairs Committee must not go beyond the bounds of educational events. All other Diversity, Equity, and Inclusion related county issues should be handled within the different relevant functional areas of Winnebago County.

Educational Events must be shared on the Winnebago County calendar at least 30 days in advance. A digital flyer promoting the event may be shared on the Winnebago County social media page.

The Diversity Affairs Committee must choose from the following Educational Events below:

- **Road to America** - A panel discussion with local Wisconsin residents - hearing their experience in being a first or second generation living in America. A minimum of three (3) panel members must be selected.

- **Art, Fashion, Music, and Dance** - A multi-cultural event where local Wisconsin residents can promote and educate the community about their cultural traditions. This event can include a temporary art gallery, presentation of cultural fashion (either as a fashion show or presented on mannequins), cultural music and dance performances.

- **Connecting Through Food** - This event would give the residents of Winnebago County an opportunity to eat "around the globe." Food trucks or food vendors would be asked to prepare a menu that represents their cultural background. The public would have an opportunity to purchase any food or drinks during the event.

- **Story Time** - The story time event would be focused on sharing cultural stories with youth in our community. Each story time participant would dress in their cultural attire, and share stories from their culture. A minimum of three (3) story time participants must be selected.

- **Field Trip** - An opportunity for the public to tour and learn about a local business, property, or venue. The field trip should provide a basic level of education so that the community can leave more informed than when they first arrived.

- **Nursing Facility Outreach** - Organize an event for a local Nursing Facility to help ease feelings of loneliness and create connections to the community. The outreach event may include: music or singing, craft projects, movie events, board games, cooking class, simple clothing repair, or mobile haircuts.

- **Veteran and Active Duty Appreciation** - A minimum of three (3) Veteran or Active Duty participants must be selected. Each participant will have an opportunity to share their story of service, as well as any image(s) and or video presentation from their experience. The event will include a "parade" line either to kick-off or end the event; the "parade" line will be a time for people to clap and cheer for our Veterans and Active Duty members.

- **Cultural Cook-Along Class** - A local chef or community member would teach a cook-along class, featuring a recipe from their heritage. Participants would have an opportunity to learn new cooking techniques and the cultural significance of the recipe. Participants may observe or would be required to pay for or bring the ingredients they would like or need to use.

- **Sports** - Different cultures have different sporting events - this event gives the community an opportunity to learn about and creates appreciation for cultural sports. If the sport selected is not deemed safe for the public to try, the sport can be presented as a spectator only event. This event can feature one main sport - or stations with various sports for the community to try.

- **Language** - Opening the lines of communication by teaching our community the basics of a new language. An emphasis on learning simple phrases would be ideal. Teaching the public ways to break down language barriers by utilizing technology.

- **Wisconsin's Cultural History** - Learning about the indigenous people who were here, in Wisconsin, before us.

- **Wisconsin's Diverse EcoSystem** - A time to learn about the unique plants, animals, and environments that makes the State of Wisconsin unique.

• ***Self-Sustaining Gardening*** - In many cultures, being able to provide food for yourself and your community is common practice. Learning how to garden in the Wisconsin climate can come with a learning curve. This educational event would include the basics of what types of crops grow best in Wisconsin, how to plant, and when to plant. Participants would be responsible for paying a fee for the seeds, trays, and/or dirt they purchase.

• ***Holidays Around The Globe*** - This event would take place in December and would highlight how cultures around the globe celebrate their holiday season. Cultural holiday traditions could include the following: Christmas, Kwanza, Hanukkah, Boxing Day, Ōmisoka, Diwali, St. Nicholas Day, Las Posadas, Fiesta of Our Lady of Guadalupe, Saint Lucy's Day, Three Kings Day/Epiphany, Yule, and Saturnalia.

Article VI: Decision Making

Each steering committee member has one vote, which is indicated by saying aye. A simple majority of the steering committee members entitled to vote shall be necessary and sufficient to constitute a quorum for the transaction of any business. The chair and vice chair of the committee may vote on all actions placed before the committee. A tie vote will be tabled to the next scheduled meeting.

Article VII: Amendments

These bylaws may be amended at any regular Diversity Affairs Commission meeting by a two-thirds vote of those present, provided that the specific amendments have been included on the agenda for the current meeting.

If a bylaw amendment vote passes at a regular Diversity Affairs Committee meeting, the amendment must be taken before the County Board of Supervisors. A two-thirds vote of those present, is required to approve the amendment to the Diversity Affairs Committee bylaws.

These bylaws and any amendments thereto, shall become effective immediately upon their adoption.

