

Winnebago County Diversity Affairs Commitions Bylaws

Article I

Name

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

Article II

Section I: Mission Statement

The mission of the Winnebago County Diversity Affairs Commission

Section II: Purpose of Organization is to create an equitable and inclusive Winnebago County that fosters thriving communities for all who reside and work in Winnebago County.

Article III

Representation

Section I: Membership

There are two two membership opportunities for the Diversity Affairs Commision. A general membership or a steering committee representative. The processes, roles and duties of each position are outlined in this section. General members will serve to provide information, outreach, engagement, direction and support to the Steering Committee in order to execute the strategic plan. Steering Committee Members will make final decisions and are responsible for the general oversight of the commission.

Section II: Appointment

Appointment will be made on a rolling basis for general membership. Interested members shall fill out a commission interest form which will be reviewed by the Steering committee monthly. A Steering Committee member shall be assigned as a membership steward responsible for follow up and onboarding of general members. Steering Committee Membership is outlines in Article IV sections I, II and III

Section III: Tenure

Tenure for general members is unlimited. Terms for the appointed steering committee members is outlined in Article IV Section III.

Section IV: Training

Training and Onboarding of all commission members shall be arranged with consultation amongst the membership, steering committee and Extension professional engaged as a technical advisor to the commission.

Article IV

Steering Committee

Section I: Steering Committee

Steering Committee members will be selected by the current steering committee and appointed by the County Executive at the May County Board of Supervisors General Meeting. The steering committee will consist of two elected officials of the larger county board of supervisors one of which must be a representative of the Extension and Agriculture Education Oversight committee. The remaining five seats will be filled by interested residents of Winnebago County.

Section II: Steering Committee Membership

The process for selecting steering committee members includes the following after the establishment of the founding steering committee.

By March 15, a new steering committee interest form will be available to general members, the public and there will be a plan for widespread sharing of the recruitment. All members are responsible for sharing the recruitment documents. After a minimum of two weeks the steering committee shall review interest forms and select the number of candidates that corresponds with the number of needed candidates based upon terms that are completed. The county Executive will review the proposed candidates and if approved, will appoint them at the May County Board Meeting.

Section III. Terms of Steering Committee Members

All officer terms will be 2 years (after the founding steering committee board) with a two-term limit. After the two year term limit interested parties may take one year off and reapply for a steering committee position. During this year's hiatus they may be active members of the larger commission.

Article V

Section I: Duties of Officers

Chair The chair shall be responsible for coordinating the oversight of the entire commission. This includes the direct oversight or delegation of: meeting scheduling and coordination ensuring all County rules are followed. Additionally, the chair shall work with the steering committee membership to create and publish agendas and minutes, assign committee work and manage the overall function of the commission.

Vice Chair

The Vice-Chair shall work with the chair and other steering committee members to support the overall function of the commission

Secretary

The Secretary shall ensure that all meetings have minutes and agendas and they are all on the calendar as deemed necessary by county rules and regulations

Membership Steward

The Membership Steward shall reach out to all interested parties and provide them access to the meeting agendas, records and documents. Additionally, they will make sure that all interested members have the meeting invitations and details.

Extension Liaison

The Extension Liaison shall attend meetings and provide connection to University resources, shall serve as a facilitator when requested and will work to coordinate all educational and outreach efforts of the commission. This position is not elected and shall serve as needed in partnership with the steering committee. The liaison shall be responsible for reporting to the Extension oversight committee three times per calendar year.

The Community Liaison

This position shall serve the larger commission by identifying potential educational, outreach and collaboration opportunities. This is a non-elected position that will engage on an “as-needed” basis.

Article V Meetings

All meetings of the Diversity Affairs Commission shall be held at a location designated by the steering committee. A majority of steering committee members need to be present to hold a meeting. The commission as a whole shall convene no less than 10 times per year. This yearly calendar shall be determined and posted no later than the January meeting of each year. Additionally, the Steering Committee should schedule regular and published planning meetings in order to fulfill their roles as designated above.

Commission meetings are open to the public. Anyone showing an interest in the Commission and its activities will be encouraged to attend. Persons interested in presenting at a Commission meeting may request to be put on the agenda by contacting the Steering Committee Chair at least one week prior to the scheduled Commission meeting..

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

Article VI Decision Making

Each steering committee member has one vote, which is indicated by saying aye. A simple majority of the Commission Steering 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 Commission may vote on all actions placed before the. A tie vote will be tabled to the next scheduled meeting. Once a decision has been reached by the Steering Committee by a successful vote, it is expected that all Commission members will support that decision.

Article VI Amendments

To take effect, this document must be ratified by a two-thirds vote of the **Diversity Affairs Commission**. These bylaws may be amended at any regular meeting of the Commission by a

majority vote of those present provided that the specific amendments have been introduced at a prior meeting, included in the minutes of that meeting, and are listed on the agenda for the current meeting.

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

Approved:

DATE