



## BY LAWS

### EQUAL OPPORTUNITY COMMITTEE, INGHAM COUNTY

#### ARTICLE I

##### NAME AND PURPOSE

Section 1: The official name of this advisory board is the Ingham County Equal Opportunity Committee (hereinafter referred to as EOC).

Section 2: Purpose

- A. The role of the Ingham County EOC is to serve as an advisory body to the Board of Commissioners on matters that will ensure equal opportunity for all County employees as well as applicants. This Committee has advisory and investigative functions and serves as a central bureau regarding employment services. This Committee advises on and monitors the status of applicant equal employment opportunity complaints.
- B. The membership of the EOC shall represent the broad base of citizens of Ingham County with expressed interest in issues affecting equal opportunity in the county. The membership will take an advocacy position for equal opportunity regarding services and legislation affecting equal opportunity in Ingham County.

#### ARTICLE II

##### MEMBERSHIP AND MEETING OF THE MEMBERSHIP

Section 1: Determination and Definition of Membership

The membership of the EOC shall consist of 9 members and a liaison from the County Board of Commissioners. The EOC members are appointed by the County Board of Commissioners upon recommendation of its County Services Committee.

Section 2: Length of Term

The appointments to the EOC are for two-year terms, except appointments to fill the remainder of unexpired terms. No members of the EOC may serve more than two consecutive two-year terms without an interval of at least 12 months between terms.

- Section 3: Meetings  
The EOC shall meet the second Monday of each month unless otherwise agreed upon by the Executive Committee.
- Section 4: Special Meetings  
Special meetings of the membership may be called by the Chairperson or a majority of the Executive Committee, if a written request addressed to the Chairperson at least twenty-four hours in advance. The Chairperson shall notify all board members as soon as possible of the special meeting.
- Section 5: Notice of Meetings  
Written notice stating the place, day and time of regular monthly meetings of the EOC shall be received three days before such meetings with minutes being distributed within 10 days after each meeting.
- Section 6: Quorum  
A quorum of the EOC shall consist of majority of members.
- Section 7: Voting  
Eligibility for voting is determined by the list of the EOC members of record.
- Section 8: Attendance  
It is the duty of the members of the EOC to attend regular meetings. Should a member of the EOC have unexcused absences for more than 50 percent of the regular meeting within one year, that person shall be automatically deemed to have resigned from the EOC. Members shall also notify the Co-Chair of any anticipated absences.
- Section 9: Governance  
The EOC shall follow Robert's Rules of Order.

### **ARTICLE III**

#### **OFFICERS**

- Section 1: Offices and Titles  
The Officers of the EOC shall consist of a Chairperson, a Vice-Chairperson, a Secretary, and Treasurer.
- Section 2: Term of Office
- A. Officers shall be elected to terms of one year and serve until their successors are duly elected.
  - B. Officers will be slated by a nominating committee appointed by the Chairperson.
  - C. The slate will be presented to the EOC elections in November.

- D. EOC members shall be informed of the election in the written notice as provided in Article II, Section 5.
- E. Whenever any vacancies shall occur in any office, the remainder of the term shall be filled by an EOC member elected by majority vote of members present at the meeting.

Section 3: Duties and Responsibilities

- A. The Chairperson shall:
  - a. Call and preside over meetings of the EOC;
  - b. In collaboration with the Human Resource Director, the Chairperson shall coordinate activities, policies, and procedures for the committee;
  - c. Work closely with the Secretary to draft meeting agendas; and
  - d. Serve as the representative and spokesperson for the committee and, thus, shall represent the committee at public functions and before public bodies.
- B. The Vice-Chairperson shall:
  - a. Assume the role and responsibilities of the Chairperson in the event that the Chairperson is unable to serve temporarily;
  - b. Assume the role of Secretary for the purpose of meeting minute documentation in the absence of the committee Secretary; and
  - c. Arrange a meeting with new committee members in order to ensure proper orientation to the committee.
- C. The Secretary shall:
  - a. Work with committee Chair and County staff to ensure the notice and issue of committee meetings and agenda;
  - b. Be responsible for the keeping and reporting of adequate records of all transactions of the committee; and
  - c. Record the minutes of all committee meetings and submit to Board of Commissioners staff within ten (10) days of committee approval.
- D. The Treasurer shall:
  - a. Be responsible for all funds of the EOC;
  - b. Make reports to the committee monthly during committee meetings; and
  - c. Work with committee Chair and County staff to give a true and accurate accounting of the financial transactions of the EOC.

**ARTICLE IV**

**DUTIES OF THE EOC AND RELATIONSHIPS TO OTHER BOARDS**

- Section 1: The EOC is charged by the Ingham County Board of Commissioners to:
  - A. The role of the Ingham County EOC is to serve as an advisory body to the Board of Commissioners on matters that will ensure equal opportunity for all County employees as well as applicants. This Committee has advisory and investigative functions and serves as a central bureau regarding employment services. This

Committee advises on and monitors the status of applicant equal employment opportunity complaints. Serve as advisory committee to Board of Commissioners.

- B. The EOC will perform the following functions:
- a. Serve as advisors to the Board of Commissioners on matters that will ensure equal opportunity for all County employees, as well as applicants for County employment.
  - b. Make recommendations to the County Services Committee and/or the Board of Commissioners as necessary to carry out the County's commitment to equal opportunity.
  - c. Review reports submitted by the Human Resources Director.
  - d. Verify that banks or other savings institutions holding County funds are equal opportunity employers and lenders.
  - e. Verify that possible County purchasing is done from equal opportunity employers.
  - f. Review periodic reports and annual evaluations of the ethnic and gender status of the County's employee base solely for the purpose of determining a need for further inquiry to ascertain whether there has been specific prior discrimination in hiring practices to evaluate applicable hiring criteria to ensure that they are reasonably job-related and do not arbitrarily exclude members of the underutilized group, or to indicate the need for inclusive outreach efforts to ensure that members of the underutilized group have equal opportunity to seek employment with the affected department.
  - g. Provide an annual report to the County Services Committee based on its work during the previous calendar year.
  - h. Review the Plan for its continued relevance at least every five (5) years.

Section 2: Relationship to Other Commissions, Boards, and Organizations:

- A. The EOC reports to the County Services Committee which acts as a liaison to the Ingham County Board of Commissioners.
- B. The EOC will work cooperatively with other County Departments in recommending strategies to overcome employment and all other types of discrimination.
- C. The EOC will cooperate with other organizations, commissions, boards with common interests.

**ARTICLE V**

**COMMITTEES**

Section 1: Committees

The EOC, as an advisory committee, will create such committees and liaisons to other groups as it may determine to be in the best interest of the EOC.

Section 2: Executive Committee  
The four elected officers and the liaison from the County Board of Commissioners shall constitute the Executive Committee, which is empowered to transact necessary EOC business in the interim between EOC meetings. Three members shall constitute a quorum for meetings for meeting of the Executive Committee.

Section 3: Sub-Committees  
A quorum of 51% of the EOC will be sufficient to approve the creation of sub-committees.

## ARTICLE VI

### AMENDMENTS TO BY-LAWS

Section 1: Amendments to By-laws  
A. The power to make, alter, amend or repeal Bylaws of the EOC is vested in the EOC. No such alteration, amendment or repeal of all or part of these Bylaws shall be considered or acted upon at any meeting unless the proposed change has been submitted to the EOC in writing not less than seven days prior to the meeting at which the change is to be considered and acted upon. The affirmative vote of two-thirds of the EOC shall be necessary to effect any alteration, amendment or repeal of all or any part of these Bylaws.