

KINGS COUNTY
EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMISSION
BY-LAWS

ARTICLE I NAME

The Commission shall be known as the Kings County Equal Employment Opportunity Advisory Commission. As used in these by-laws, the word "Commission" means and refers to the Kings County Equal Employment Opportunity Advisory Commission.

ARTICLE II PURPOSE, DUTIES AND FUNCTIONS

- A. The Commission will serve as a resource group to the Human Resources Department, the Equal Employment Opportunity Coordinator, and County staff for the review and formulation of ideas for Equal Employment Opportunity improvement.
- B. The Commission will review, comment, and submit recommendations for action on achieving Equal Employment Opportunity goals and objectives to the Human Resources Department and Equal Employment Opportunity Coordinator and will assist the County to achieve the results and reach the goals set forth in the Equal Employment Opportunity Policy.
- C. The Commission will review periodic equal employment opportunity progress reports and work with County staff members in developing specific corrective actions.
- D. The Commission will maintain an up-to-date knowledge of revisions to federal, state, and County Equal Employment Opportunity guidelines and staff policies.
- E. The Commission will maintain communications with the Human Resources Department and the Equal Employment Opportunity Coordinator on matters relative to Equal Employment Opportunity.
- F. The Commission will become cognizant of and therefore familiar with the policies, procedures and resources available in the Human Resources Department.
- G. The Commission will periodically meet with individual department heads to encourage their involvement in achieving the County's equal opportunity goals.

- H. The Commission will maintain a current awareness of the community's concerns relative to Equal Employment Opportunity, serve as a liaison body with interested groups in the community and assist in outreach recruitment and communication efforts.

ARTICLE III

ORGANIZATION

The members of the Commission shall serve without compensation. The Commission shall consist of nine members. The members shall serve a staggered three year term. The membership shall include representatives from various protected groups and shall include a County department head and a County employee representative. All members are appointed by the Board of Supervisors.

The offices of the Commission will consist of an elected Chairperson and Vice-Chairperson who shall be elected annually for a one-year term. The Equal Employment Opportunity Coordinator or his/her designee shall serve as Secretary to the Commission.

ARTICLE IV

DUTIES OF THE OFFICERS

- A. Chairperson:
- 1) Preside at all meetings of the Commission.
 - 2) Decide all points of order. Unless two thirds of those present vote to the contrary, his/her decision shall stand.
 - 3) Establish temporary study groups/subcommittees and appoint their chairperson.
 - 4) Be an ex officio member of all subcommittees.
 - 5) Represent the Commission at public functions or appoint a member of the Commission to do so in his/her stead.
 - 6) Approve all non-policy Commission matters, other than those to be decided by the Commission itself.
- B. Vice Chairperson:
- 1) Assume the duties of the chairperson in his/her absence.
 - 2) Be an ex officio member of all subcommittees.

ARTICLE V VACANCIES

Vacancies on the Commission are filled by appointment of the Board of Supervisors. Any member of the Commission may be removed at any time by a majority vote of the Board of Supervisors. If any member, fails to attend at least fifty percent of the regular meetings during any one year period, his/her office becomes vacant, and the Secretary shall inform the member and the Board of Supervisors.

ARTICLE VI MEETINGS

- A. Regular meetings shall be held on the second Tuesday of every quarter (January/April/July/October), unless otherwise scheduled by the Chairperson, at 5:30 p.m. at the Kings County Human Resources Department.
- B. Special meetings of the Commission may be called with consent of a majority of the members.
- C. A majority of Commission members shall constitute a quorum.
- D. The regular July meeting shall be considered the annual meeting for purposes of electing the Chairperson and Vice-Chairperson.
- E. Unless otherwise prescribed by these by-laws, all Commission meetings shall be governed by Roberts' Rules of Order, Revised.

ARTICLE VII AMENDMENTS

These by-laws may be amended by the Board of Supervisors. The Commission will be consulted regarding any amendments and may recommend changes to the Board of Supervisors.