

# Capitol Diversity, Equity and Inclusion Committee Bylaws

## **Name of Committee**

Capitol Diversity, Equity and Inclusion Committee (Capitol DEI Committee)

## **Purpose**

The purpose of the Capitol Diversity, Equity and Inclusion Committee is to provide ongoing dialogue, discussion and opportunities for all legislative employees and elected officials to increase understanding of the benefits of a diverse and inclusive Capitol and to develop programs and skills to facilitate such a community.

## **Goal**

The goal of the Capitol DEI Committee is to bring forth ideas, programs, policies and changes to increase the inclusivity of the Oregon State Capitol. To make the Oregon State Capitol a welcoming place for everyone. To proactively foster an inclusive organization and help create an environment conducive to success, ensuring positive relationships amongst employees and with the individuals they serve.

## **Membership**

The Capitol DEI Committee will consist of one voting member representing each of the following departments: The Appointing Authority for each designated area shall name their department voting member and a replacement when necessary.

Legislative Administration:
Legislative Counsel
Legislative Equity
Legislative Fiscal
Legislative Revenue
Legislative Commission on Indian Services
Legislative Policy and Research Office
Legislative Assembly:
The Senate President and House Speaker or designees
House Democrats
House Republicans
Chief Clerk's Office
Senate Democrats
Senate Republicans
Secretary of the Senate's Office

Each department will be represented by one voting committee member. However, all legislative staff and elected officials are encouraged and welcome to attend regularly scheduled meetings.

Committee Members will serve a continuous term of at least one year. There are no established term limits.

## **Committee Leadership and Term of Office**

The DEI Committee will have an Executive Committee that is comprised of the following officers: committee chair, vice-chair and past-chair. On July 1 of each calendar year, two executive positions will rotate; chair will become past-chair and vice-chair will become chair. The representative from the Legislative Equity Office and members of the legislature are eligible to serve on all committees except the Executive Committee.

**Duties of the Committee Chair and Vice Chair**

- Work with committee administrative staff to schedule committee meetings.
- Work with committee administrative staff to develop written agendas for committee meetings.
- Conduct committee meetings.
- Present committee correspondence and reports for committee approval.
- Ensure the preparation and distribution of committee meeting minutes.

**Duties of the Committee Vice-Chair**

- In the absence of the committee chair, assume the duties of the chair.
- Perform other duties as directed by the chair.

**Election of Vice-Chair**

The election of the vice-chair will be held during the month of April of each calendar year, and their term of office will begin July 1.

**Vacancies**

In the case of resignation, or inability to serve as a member of the Executive Committee, an election will be held during the next scheduled committee meeting. The newly elected officer will serve for the remainder of the term.

**DEI Committee Meetings**

The DEI Committee will meet monthly, or at the call of the chair. The agenda will prescribe the order in which the DEI Committee conducts its business.

**Quorum**

A quorum of committee members, being one more than half of official committee members (15), must be present to conduct business. The meeting may proceed without a quorum for the purposes of presenting information, correspondence and reporting of old and new business. No vote can be taken without a quorum.

**Voting**

The committee shall make decisions by a majority vote of regular committee members or designees (15). No vote can be taken without a quorum.

**Meeting Attendance**

Each representative will attend all Capitol DEI Committee meetings. During legislative sessions, meetings will be subject to the call of the chair and may not occur monthly. Members who may not be able to make it to a meeting may send a temporary designee in their place. If a member finds that they are unable to commit to regularly attending meetings, it is at the discretion of the appointing authority to replace that member.

**Meeting Minutes**

Minutes will be recorded at each committee meeting and distributed to each committee member at least one week prior to the next scheduled meeting. Minutes of each committee meeting will be made available to all employees. The Employee Services office will retain the committee records for five years. All information, reports and recommendations of the committee will be included in the minutes. The minutes will also identify committee members who were in attendance and who were excused or absent from each committee meeting.

**Bylaws**

Committee by-laws may be amended by the affirmative vote of a majority of the appointed members.