

**BYLAWS OF THE
US DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSERVATION SERVICE
AND PARTNERS
CIVIL RIGHTS ADVISORY COMMITTEE**

PREAMBLE

The Utah Civil Rights Advisory Committee (hereinafter, the "Committee") is responsible to the Deputy Equal Opportunity Officer (DEOO). The Committee serves the following functions:

- Serves as an advisory body to the DEOO to promote and assist in meaningful and effective affirmative employment consistent with the goals and objectives set forth by management.
- Provides feedback on the performance of the civil rights outreach program, identifies areas of weakness, and makes recommendations for improvements.
- Identifies emerging areas needing special attention by the DEOO and Executive Leadership Team of Natural Resources Conservation Service (NRCS) management within Utah.
- Makes recommendations to the DEOO regarding policies, practices, and procedures as they affect civil rights within Utah.
- Works with the Partners to ensure that civil rights and equal employment issues and concerns are communicated to their members and associates.

**ARTICLE I
Name**

Section 1: The name of this committee shall be the USDA-Natural Resources Conservation Service and Partners, Civil Rights Advisory Committee.

**ARTICLE II
Purpose**

Section 1: The purpose of this Committee shall be to serve as an advisor to the DEOO of the US Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS), Utah. The State Conservationist of the NRCS in Utah is the DEOO.

Section 2: Serves to work with Partners to help educate members and associates of the issues associated with civil rights. This effort will help bring about equitable civil rights administration of USDA programs, establish training and understanding of USDA civil rights requirements, and promote information and transfer of the Partners' perspective of operation.

Section 3: Specific responsibilities of the Committee are listed under the Preamble and in NRCS General Manual 230 Part 404.

ARTICLE III Membership

Section 1: The Committee shall consist of at least five general members appointed by the DEOO (the Chairperson plus one general member from each Area and the State Office, one of whom represents RC&D); Special Emphasis Program Managers: Black, Women, Asian American Pacific Islander, Hispanic, Disability, American Indian Alaska Native, Veteran; and, one member each from Farm Service Agency, Rural Development, Utah Department of Agriculture and Food/Utah Conservation Commission, Utah Association of Conservation Districts, and Extension Service (hereinafter, "Partners").

Section 2: The Committee shall recommend employees to fill vacancies on the Committee to the DEOO.

Section 3: The membership of the Committee shall (to the extent practicable) consist of representatives of minority and non-minority groups, women, various grade levels, classification series, and geographical regions in the state. Outgoing SEPMS, members and chairperson will provide training, information, and mentorship to the incoming persons.

Section 4: The members shall serve overlapping terms.

Section 5: In the event a Committee member leaves the Committee before serving a full term, the procedure set forth in Article III, Section 2, will be used to fill the unexpired term of the vacancy.

Section 6: *Eligibility* - A person selected by the DEOO, shall be a NRCS employee for at least one year and be willing to serve on the Committee. A person selected by each Partner must also be an employee of the partner for at least one year.

Section 7: *Term* - The term of general membership shall begin October 1 of the year the appointment is made and extends for a three-year period. The term may be extended at the discretion of the DEOO.

Section 8: *Special Emphasis Program Managers (SEPMs)* - The term of membership for SEPMs shall be three years with the option for reappointment by the State Conservationist for a maximum of five years.

Section 9: Ex-officio members function as information and liaison sources for employment and program delivery issues. The immediate past chairperson will remain as an "ex-officio" member to the Committee for a period of one year to assist in maintenance of continuity of effort.

ARTICLE IV Officers

Section 1: The officer of the Committee shall be a chairperson.

Section 2: *Eligibility* - A chairperson shall have served 1 year on a civil rights committee before becoming eligible for appointment as an officer.

Section 3: *Selection of Officers* - The Committee will recommend individuals to the DEOO to formally appoint the chairperson.

Section 4: *Term* - Officers shall serve a 3-year term.

Section 5: *Duties* - Officers shall perform the duties prescribed by these bylaws and the parliamentary authority cited in Article X.

ARTICLE V Meetings

Section 1: *Regular Meetings* - Regular meetings of the Committee shall be held during each quarter of the fiscal year. The exact date shall be set by the Committee members. There shall be four regular meetings a year.

Section 2: The chairperson will appoint one committee member to take minutes during the meetings. This person will have a dual role in the meetings (as a member and as a secretary).

Section 3: In the absence of the chairperson, the member in the dual role as secretary will chair the meeting. The secretary will appoint another member to take minutes.

Section 4: *Special Meetings* - Special meetings may be called by the chairperson in consultation with the DEOO.

Section 5: The chairperson may request the assistance of a facilitator.

ARTICLE VI Voting

Section 1: Except as otherwise specifically provided for in these bylaws, decisions shall be reached by majority vote of the members at meetings in which a quorum is present. All members of the Committee are voting members, except those designated ex-officio. Partners are voting members of the Committee.

Section 2: *Quorum* - Seven voting members shall constitute a quorum.

Section 3: *Proxy* - Voting by proxy shall not be permitted except in votes pertaining to amendment of the bylaws.

ARTICLE VII Subcommittees

Section 1: Subcommittees shall be appointed by the chairperson as the Committee from time to time deems it necessary to carry out the work of the Committee. These subcommittees could include, but not be limited to, Awards, Recruitment, Conservation Education, Outreach, Barriers, Compliance, Training, Publicity and Mentoring. At least one member of the Committee shall be appointed to each of these subcommittees. The chairperson shall be an ex-officio member of all subcommittees.

Section 2: *Subcommittee Chairperson* - The chairperson of each subcommittee shall be appointed by the chairperson of the Committee. The chairperson of the subcommittee must be a voting member of the Committee.

ARTICLE VIII Civil Rights Awards

Section 1: The Committee, with the concurrence of employee's supervisor, shall have the responsibility for recommending to the DEOO employees for awards in the area of civil rights. This will be (in addition to and/or) in concert with the responsibilities of NRCS managers and supervisors and the NRCS Employee Recognition Program.

ARTICLE IX Removal of Members

Section 1: Removal of a member from the Committee for cause shall be determined by the DEOO.

**ARTICLE X
Parliamentary Authority**

Section 1: The rules contained in the current edition of "Roberts Rules of Order Newly Revised" shall govern the Committee in all cases to which they are applicable and in which they are not consistent with these bylaws and any special rules the Committee may adopt.

**ARTICLE XI
Amendment to Bylaws**

Section 1: Recommendation to change bylaws may be submitted by any NRCS or Partner employee to any member of the Committee.

Section 2: Motions to amend these bylaws may be submitted from any employee to any member of the Committee or by any member of the Committee to the chairperson.

Section 3: Decisions to amend the bylaws shall be reached by majority vote of the members at the meeting in which a quorum is present.

Section 4: All amendments to these bylaws are subject to the approval of the DEOO.

These bylaws are hereby submitted for approval:

Recommend: 
Lisa M. Rice
Chairperson
Utah Civil Rights Advisory Committee

10/14/08
Date

Approved: 
Sylvia A. Gillen
Deputy Equal Opportunity Officer
State Conservationist
USDA-NRCS

10/17/08
Date