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Revised: Apr 1977, Apr 1986
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EQUAL EMPLOYMENT ON OPPORTUNITY ADVISORY COMMITTEE RULES AND PROCEDURES

SECTION 1. Rules of Order

Robert's "Rules of Order" shall guide the Committee in its proceeding, except AS OTHERWISE PROVIDED BY THESE RULES.

SECTION 2. Regular Meetings

Regular meetings shall be held on the fourth Monday of each month in the Conference Room, 7th Floor of the County Administration Building, or at such other location as the Chairperson shall from time to time decide.

SECTION 3. Special Meetings

Special meetings shall be called by the Chairperson, or any three members, upon giving five business days' notice thereof to each member. Such notice shall state the reason therefore. News media and the appropriate agencies shall be notified by the Secretary of all meetings.

SECTION 4. Public Meetings

All meetings shall be open to the public. Minutes of each meeting shall be recorded by the Secretary and approved or corrected at the next meeting.

SECTION 5. Notices and Agenda: Regular Meetings

The Chairperson shall be responsible for advising the Secretary of agenda items. Any member may have an item placed on the agenda by notifying the Chairperson seven business days before each regular meeting. Members of the Public at large may request that the Chairperson place an item on the agenda by the same time. The Secretary shall mail a copy of the meeting notice, agenda and minutes to each member of the Committee, plus the Civil Service Commission, the County Executive, and the County Information Officer, and any other person or organization requesting the same, not less than five days prior to the meeting date. The Committee may consider off-agenda items days at its discretion, but the items shall not include any discussion of individual cases. This section shall not apply to special meetings.

SECTION 6. Quorum

~~Eight~~ Half or more of the voting members in filled positions shall constitute a quorum.

Equal Employment Opportunity Advisory Committee - Rules and Procedures (cont'd)

SECTION 7. Order of Business

The order of business shall be:

1. Call to order.
2. Approval or correction of minutes of prior meeting.
3. Communications.
4. Unfinished Business and study group reports.
5. New Business:
 - a. from the Committee
 - b. from appropriate agencies
 - c. from the public at large

SECTION 8. Committee Officers

There shall be a Chairperson and a Vice-Chairperson elected by the Committee at the January meeting who shall serve in that capacity for a term of one year at the pleasure of the Committee. The Director of Personnel Services shall serve as a non-voting Secretary of the Committee.

SECTION 9. Duties of Chairperson

The Chairperson shall have the following duties:

1. Presiding at meetings.
2. Establishing temporary study groups and appointing their chairperson and membership.
3. Assigning items for study and report to study groups.
4. Appearing before the Civil Service Commission and other bodies to present and discuss the official actions of the Committee.
5. Informing the Secretary of each next meeting agenda at least five days prior to each meeting.

SECTION 10. Duties of the Vice-Chairperson

The Vice-chairperson shall assume the duties of the Chairperson in the absence or incapacity of the Chairperson.

SECTION 11. Duties of the Secretary

The Secretary shall have the following duties:

1. Record minutes of all meetings.
2. Mail meeting notices, agenda and minutes as described in Section 5.

Equal Employment Opportunity Advisory Committee - Rules and Procedures (cont'd)

SECTION 12. Staff Support

Staff support shall be furnished by the Department of Personnel Services. The Equal Employment Officer shall meet with the Equal Employment Opportunity Advisory Committee on Equal Employment Opportunity matters. The Equal Employment Officer shall keep the Committee informed and provide advice on policy and procedural matters.

SECTION 13. Vacancies in Offices and Membership

At its first meeting, the Committee shall select a Chairperson and a Vice-chairperson who shall serve in that capacity at the pleasure of the Committee. Vacancies which might occur in these offices shall be filled by election at the next regular meeting after the vacancy occurs. The Secretary shall advise the Board of Supervisors of any membership vacancy which may occur.

SECTION 14. Official Actions of the Committee

Official actions of the Committee are those, which involve recommendations, reports or resolutions directed to the Civil Service Commission, the Board of Supervisors or the Department of Personnel Services. All official actions of the Committee shall be reduced to writing and transmitted to the appropriate body. Any member may indicate his dissent from the official action in writing and his dissent shall be included with the copy of the official action.

The copy of the official action shall indicate those members who voted for or against the action and those who abstained when a roll call is taken.

SECTION 15. Statements from Committee

The Chairperson is empowered to make statements on behalf of the Committee when the Committee has taken an official action and in all contacts with the media. The Committee may also designate a member to make a statement on a specific official action.

SECTION 16. Voting

A majority vote of the members present at any meeting shall be required for any action.

SECTION 17. Absences

Absences from regular meetings shall be excused by affirmative vote of the Committee. Any member who misses two consecutive meetings without being excused shall be notified by the Secretary, in writing, that if he is not present at the next meeting or is absent and unexcused from the next meeting, he shall automatically cease to be a member. Members shall notify the Secretary of any impending absence.

Equal Employment Opportunity Advisory Committee - Rules and Procedures **(cont'd)**

SECTION 18. Amendment of Rules and Procedures

These rules may be amended at any regular meeting after the introduction of the proposed amendment following thirty days' notice of the proposed amendment.