

OAR EEO/DIVERSITY ADVISORY COMMITTEE

Roles and Responsibilities

The OAR EEO/Diversity Advisory Committee:

- Is advisory only and is not authorized to perform administrative or management functions.
- Is intended to be a communication tool and feedback mechanism between employees and management for EEO/Diversity policies and employee issues and concerns. The Committee is a network for sharing EEO/Diversity-related information.
- Advises employees and applicants for employment who feel discriminated against to contact the NOAA Civil Rights Office.
- Recommends actions to evaluate and/or improve the OAR EEO/Diversity program.
- Assists in the distribution of information to employees and to the community about OAR and its EEO/Diversity program activities.
- Provides recommendations about recruitment sources (professional organizations, minority/female, disability organizations, universities, schools, etc.).
- Annually develops a multi-year work plan with goals and documents its accomplishments.

NOAA – OFFICE OF OCEANIC AND ATMOSPHERIC RESEARCH
EQUAL EMPLOYMENT OPPORTUNITY/DIVERSITY ADVISORY COMMITTEE

BYLAWS

ARTICLE I – NAME

This committee shall be called the NOAA – Office of Oceanic and Atmospheric Research Equal Employment Opportunity/Diversity Advisory Committee (NOAA-OAR EEO/Diversity Advisory Committee), hereafter referred to as The Committee.

ARTICLE II – PURPOSE

The Committee shall serve as the principal advisory committee to the OAR EEO/Diversity Manager and shall be concerned with all aspects of equal opportunity within OAR. This includes reviewing and giving feedback on policies and programs which have an impact on equal employment/diversity within OAR.

ARTICLE III – MEMBERS

The membership of The Committee shall consist of one representative from each laboratory/ ESRL division, Office of the Assistant Administrator, and from each program area within OAR. Selection of representatives and/or alternates is to be determined by the respective OAR labs, ESRL divisions and programs. The term of office shall be a minimum of two years. The OAR EEO/Diversity Manager may appoint up to three (3) additional members if a racial/gender imbalance exists on The Committee.

ARTICLE IV – OFFICERS

The Committee shall elect from its members a Chairperson, Vice-Chairperson and Secretary. Officers shall be elected at the first meeting of the fiscal year and will serve two years. The Secretary may be re-elected. The officers shall perform duties in accordance with these bylaws, within the following responsibilities:

Chairperson – has general administrative control over The Committee, presides over meetings, represents The Committee to OAR management, maintains contact with other NOAA EEO/Diversity Committees, and represents The Committee in OAR EEO/Diversity matters.

Vice-Chairperson – serves as the principal assistant to the Chairperson and serves in the Chairperson’s stead in case of his/her absence.

Secretary – ensures that minutes are taken at meetings; assists the Chairperson with correspondence; informs members of meetings; and provides, with assistance of the Chairperson, meeting agendas.

ARTICLE V – MEETINGS

A regular (face-to-face) meeting of The Committee will be scheduled every fiscal year, based on funding. The Committee will meet at least once a month throughout the year via conference call.

The agenda shall include but not be limited to:

- Minutes of previous meeting
- Sub-committee reports
- Old business
- New business
- Announcements
- Adjournment

A majority representation of committee members shall constitute a quorum.

Each committee member shall be entitled to one vote.

Decisions of The Committee shall be made by a vote of a majority of those present.

ARTICLE VI – SUB-COMMITTEES

Sub-committees and their chairpersons shall be appointed by Committee Chairperson as deemed necessary to carry on the work of the Committee.

ARTICLE VII – PARLIAMENTARY PROCEDURE

The rules contained in “Robert’s Rules of Order Newly Revised” shall govern the meetings of the Committee unless inconsistent with these bylaws.

ARTICLE VIII – AMENDMENT OF BYLAWS

The bylaws may be amended at any regular meeting of The Committee by majority vote; provided, however, that previous notice of the proposed amendment be given in the call for that particular meeting.