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

BYLAWS

ARTICLE I – NAME

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

ARTICLE II – PURPOSE

The Committee shall serve as an advisor to the OAR EEO/Diversity Program Manager and OAR Management and shall be concerned with all aspects of equal employment opportunity within OAR. This includes reviewing and giving feedback on policies and programs which have an impact on equal employment opportunity within OAR (i.e., awards, Diversity and Inclusion Strategic Plan, training, etc.). The Committee makes recommendations only and does not set policies. The OAR EEO/Diversity Program Manager provides oversight and guidance to The Committee.

ARTICLE III – MEMBERS

The membership of The Committee shall consist of one primary representative and one alternate from each laboratory and program area within OAR. Selection of representatives and alternates is to be determined by the respective OAR Laboratory and Program Directors. The alternate acts as a substitute, only in the absence of the primary representative. The term of office shall be a minimum of two (2) years. The OAR EEO/Diversity Program Manager may appoint up to three (3) additional members if a racial/gender imbalance exists on The Committee.

ARTICLE IV – OFFICERS AND THEIR DUTIES

Section 1. Elected Officers – The elected officers of The Committee shall be the Chairperson, Vice-Chairperson and the Secretary. They shall be known as The Committee Leadership Team (CLT).

Section 2. Duties of the Officers

1. The Chairperson shall:
   a. Have general administrative responsibilities over The Committee;
   b. Preside over meetings;
   c. Represents The Committee to the OAR EEO/Diversity Program Manager and OAR Management;
   d. Maintain contact with other NOAA EEO Advisory Committees.
Bylaws Continued

2. The Vice-Chairperson shall:
   a. Serve in the Chairperson’s stead in case of his/her absence.

3. The Secretary shall:
   a. Ensure that minutes are taken at meetings and distributed and archived in a timely manner;
   b. Assist the Chairperson with correspondence;
   c. Inform members of meetings, and
   d. Provide, with assistance of the Chairperson, meeting agendas.

Section 3. Terms of Office – Officers shall serve for two (2) years. In addition to the initial term, the Officers have the option of extending their term of office for an additional term (2) years. In order for any Officer to exercise their option of extending their term, they must serve written notice to the OAR EEO/Diversity Program Manager and The Committee by July 1 of the election year. The Nominations and Elections Chair will send an official email to The Committee, and The Committee will cast a vote on the respective Officer(s) decision to extend their term by July 15. No officer shall serve more than two (2) consecutive terms in the same office. Any officer appointed to fill an unexpired term of less than one (1) year shall be eligible for election for two full terms. However, an officer who serves more than half a term is considered to have served a full term.

Section 4. Vacancies in Office – The OAR EEO/Diversity Program Manager shall appoint a member to fill any vacancy within The Committee Leadership Team.

ARTICLE V – NOMINATIONS AND ELECTIONS

Section 1. Election of Officers (Chairperson, Vice-Chairperson and Secretary) shall be held every 2 years. Only primary members are eligible to run for an elected position.

Section 2. The OAR EEO/Diversity Program Manager shall appoint the Chair of the Nominations and Elections Committee and the Committee’s members (2 or more members shall serve on The Nominations and Elections Committee alongside the Chair). The Nominations and Elections Committee shall solicit nominations from The Committee and present candidates for the following offices (Chairperson, Vice-Chairperson and Secretary) in July of the election year. The Nominations and Elections Committee tallies the ballots. The Nominations and Elections Chair verifies and validates the tally and presents the tally count to The Committee at the September meeting. Officers shall begin their tenure on October 1 of the election year and end on September 30 at the end of the 2-year term (i.e., October 1, 2020 – September 30, 2022).

Section 3. Nominations – The Nominations and Elections Committee shall solicit written (including email) nominations from The Committee no later than July 1. All members of The Committee (primary and alternates) may nominate primary members for an elected position. Members must contact the person they wish to nominate prior to nominating them to gain their approval. Submissions for offices shall be submitted to the Nominations and Elections
Page 3

Bylaws Continued

Committee no later than July 22, allowing for three (3) weeks for members of The Committee to decide which office they would like to run for. All email nominations will be printed and become a part of the permanent record of the election.

Section 4. Elections – Elections shall be by ballot; one ballot per eligible voting member from The Committee. Only primary members are eligible to cast a vote. In the event the primary is unavailable, the alternate will be allowed to cast a vote. (i.e., on extended leave, etc.) A ballot (including candidates’ biographies) will be emailed to eligible members of The Committee no later than July 30. Ballots will be returned to the Nominations and Elections Committee. Ballots must be received by August 30 to be considered valid. The candidate receiving the highest number of votes shall be elected an Officer to The Committee.

1. Election results shall be communicated to the candidates by September 7 and announced to The Committee by September 15.

2. Officers shall be elected by eligible primary members of The Committee and begin their tenure at the start of the fiscal year on October 1 and shall serve for two (2) years. Upon vacancies, the OAR EEO/Diversity Program Manager shall poll The Committee for interested parties and appoint an interim officer for the duration of the existing term.

3. At the end of the Officer’s term, the Officer may exercise the option of extending their term, if eligible. Please see ARTICLE IV, Section 3 for Terms of Office. If the Officer decides not to extend their term, the vacancy may be filled as follows: A vacancy in the office of Chairperson shall be filled by the Vice-Chairperson; a vacancy in the office of Vice-Chairperson shall be filled by the Secretary. The EEO/Diversity Program Manager may fill the vacancy for a Secretary if there is a vacancy. Please see ARTICLE IV, Section 4 for Vacancies in Office.

ARTICLE VI – MEETINGS AND QUORUM

A Face to Face Meeting of The Committee will be scheduled every two years. The Committee will meet at least once a month throughout the year via conference call unless, other instructions are given by the Chair.

The Agenda shall include but is not limited to the following:

- Minutes of previous meeting for review and adoption
- Sub-committee reports, if applicable
- Old Business
- New Business
- Announcements
- Adjournment
Bylaws Continued
A quorum of one more than half of the total number of primary members is required to conduct official business of The Committee.

If during a meeting, The Committee is voting on a matter and there is a tie, the OAR EEO/Diversity Program Manager will make the final decision on the matter. Only primary members may vote. If the primary member is not in attendance at a meeting, the alternate may cast the vote. Each primary member is entitled to one vote.

ARTICLE VII – ATTENDANCE

Members are expected to attend a minimum of 9 meetings (75%) of meetings scheduled during the fiscal year, except for excused absences (i.e., travel, leave, training, etc.). Attendance will be reported at the mid-year point and at the end of the fiscal year to Directors (i.e., February and August in anticipation of performance reviews and evaluations).

ARTICLE VIII – RECORDS AND PROCEEDINGS

The Secretary will provide the meeting minutes within two (2) weeks of the meeting. The Committee will have five (5) days after receipt of the meeting minutes to ask questions or provide corrections and recommended edits. The meeting minutes will be reviewed and adopted by motion at the next scheduled meeting.

ARTICLE IX – SUB-COMMITTEES

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

The Nominations and Elections Committee is a standing Sub-Committee appointed by the OAR EEO/Diversity Program Manager every two (2) years.

ARTICLE X – EEO CHAMPION

The Committee will select a Senior Level Manager (Senior Executive Service) to serve as the EEO Champion at the bi-annual Face to Face Meeting. The Committee can exercise the option to select the current EEO Champion to continue their efforts, until the next Face to Face Meeting, enabling the EEO Champion to serve for a minimum of 2 years and a maximum of 4 years. The duties of the EEO Champion are as follows:

1. Represent the issues raised during Committee meetings at the Senior Research Council (SRC) Meetings;
2. Attend one Committee meeting per quarter to listen to matters, share thoughts and advice and offer matters the EEO Champion feels the Committee should be focusing on;
3. Raise matters to OAR Leadership that the EEO Champion and the Committee deem appropriate and ripe for discussion; and
ARTICLE XI – PARLIAMENTARY PROCEDURE

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

ARTICLE XII – AMENDMENT OF BYLAWS

The Bylaws may be amended at any regular meeting of The Committee by majority vote once a quorum has been established. Notice of the proposed amendment shall be given and the proposed amendment shall be sent in writing prior to the meeting. The Committee will have one week to review the Amendment(s) and a vote will be cast via email or at the next scheduled meeting.

Bylaws Updated and Approved By The Committee On September 29, 2020

OAR EEO/Diversity Program Manager Nicole S. Mason, Esq.