

# BYLAWS of the USDA – NATURAL RESOURCES CONSERVATION SERVICE, WYOMING CIVIL RIGHTS ADVISORY COMMITTEE

## Part 404 – Civil Rights Advisory Committee

### ARTICLE I – Name

Section 1: The name of this committee shall be the USDA Natural Resources Conservation Service (NRCS), Wyoming Civil Rights Advisory Committee (hereafter referred to as the CRAC).

### ARTICLE II - Purpose

Section 1: The purpose of the CRAC is to serve as an advisor to the Deputy Equal Opportunity Officer (DEEO) of the Wyoming NRCS on employment and program delivery issues. The State Conservationist (STC) of the Wyoming NRCS is the DEEO.

Section 2: Specific responsibilities of the CRAC are:

1. Serve as advisory body to the DEEO, to promote and assist in meaningful and effective affirmative action goals consistent with management objectives.
2. Provide feedback on the performance in equal opportunity and civil rights compliance, identify areas of weakness, and make recommendations for improvement.
3. Identify emerging areas needing special attention by the DEEO and Special Emphasis Program Managers.
4. Make recommendations to the DEEO regarding policies, practices, and procedures as they affect equal opportunity in Wyoming.

### ARTICLE III – Parliamentary Authority

Section 1: The principles of Parliamentary Procedure shall govern the CRAC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules the CRAC may adopt.

### ARTICLE IV – Membership

Section 1: Membership – the CRAC will consist of twelve (12) members (11 voting members) appointed by the DEEO and seven (7) advisory and non-voting members. The Secretary will be a collaborative duty assigned to an existing CRAC member.

1. Chairperson – Non-Voting
2. Co-Chair – Voting
3. Secretary – Non-Voting
4. Rocky Mountain Area At Large – Voting
5. High Plains Area At Large – Voting
6. At-Large State Office – Voting
7. Federal Women’s Program Manager (FWPM) – Voting
8. Native American Special Emphasis Program Manager (NAEPM) – Voting
9. Veterans/Disability Program Manager (DVPM) – Voting
10. Asian/Pacific Islander Special Emphasis Program Manager (APIPM) – Voting
11. Hispanic Special Emphasis Program Manager (HEPM) – Voting
12. Black Special Emphasis Program Manager (BEPM) – Voting
13. LGBT Special Emphasis Program Manager (LGBT) – Voting

The advisory and non-voting members are:

1. The DEEO
2. Civil Rights Committee Liaison
3. Tribal Liaison
4. Outreach Coordinator
5. Civil Rights Advisor
6. Area Conservationists

Section 2: Representation – The membership of the CRAC shall, to the extent practicable, consist of representatives of various grade levels and classification series within NRCS Wyoming.

Section 3: CRAC Vacancies – Vacancies are advertised by the Chairperson and/or Co-chair within the month of the position being vacated and applications will be submitted to the same. The CRAC reviews all applications responding to vacancy announcements and makes recommendations to the DEEO; the DEEO has final selection authority.

Section 4: Term – Each CRAC member shall be appointed to serve a two-year term. All members’ terms may be extended one year by the DEEO. The term of membership shall begin with the call to order of the first regular CRAC meeting

after appointment. The Co-Chair will be appointed by the DEOO and will rotate into the Chairperson position after one year.

Section 5: Training – All newly appointed members will attend the next available "Roles and Responsibilities of the EEO Advisory Committee" and/or "SEPM Roles" trainings.

Section 6: Appointments – Members shall serve overlapping terms, i.e., terms shall begin and end at different times to avoid having the majority of members leave at the same time.

Section 7: Unfilled Terms – In the event a member leaves the CRAC before serving a full term, the procedure set forth in Article IV, Section 3 of the Bylaws will be used to fill the vacancy or the DEOO may appoint a member.

Section 8: Eligibility – A person shall be a NRCS employee, and shall be willing to serve a 2-year term on the CRAC.

#### **ARTICLE V – Officers**

Section 1: The officers of the CRAC shall consist of a Chairperson, Co-Chair, and a Recording Secretary. In the case of the absence of the Chairperson and Co-Chair the secretary will act as the chairperson. In the absence of the secretary, the Chairperson and Co-Chair shall request another CRAC member volunteer to act as secretary; if no CRAC member volunteers, the Chairperson or Co-Chair shall appoint a CRAC member to act as interim secretary until either the return of the designated secretary or until an election can be held.

Section 2: Eligibility:

All NRCS employees are eligible for Civil Rights positions.

When possible, the secretary should have served a minimum of one (1) year on the Wyoming CRAC prior to his or her appointment.

The current secretary may be re-nominated to continue as secretary for an additional year.

Section 3: Elections – An election for the position of secretary will be held annually during the last meeting of the fiscal year, which is held sometime during the last quarter.

Section 4: Term:

The secretary shall serve a one-year term commencing with the first meeting of the fiscal year following election. Thus, the secretary's term will run from the first meeting of the first quarter of the fiscal year through

the last meeting of the last quarter of the same fiscal year. In case of a vacancy of the secretary, an interim will be elected by the committee to fulfill the remainder of the term.

In case of a vacancy of the Chairperson, the Co-Chair will assume responsibility and the DEEO will select a new Co-Chair.

#### **ARTICLE VI – Meetings**

- Section 1: Regular Meetings – A regular meeting will be held quarterly for a minimum of four hours.
- Section 2: Special Meetings – Special meetings may be called by the chairperson in consultation with the CRAC and/or DEEO.
- Section 3: Quorum – 50% of voting members shall constitute a quorum.
- Section 4: Attendance – Each voting member will realize the importance of attending all meetings, and it is expected that each CRAC member will attend every meeting in its entirety in order to carry out his or her duties. Meeting attendance is mandatory. Requests to be absent must be discussed with the Chairperson or Co-chair as soon as the conflict becomes known. The Chairperson or Co-Chair retains final approval authority.

#### **ARTICLE VII – Voting**

- Section 1: Decisions – Except as otherwise specifically provided for in these Bylaws, decisions shall be reached by consensus.
- Section 2: The Chairperson should vote only in case of a tie.

#### **ARTICLE VIII – Subcommittees**

- Section 1: Membership – Subcommittees composed of members and/or other Wyoming NRCS employees appointed by the Chairperson or Co-Chair shall provide guidance and recommendations on issues to the CRAC as needed to DEEO.
- Section 2: Appointment – the subcommittee Chairperson shall be a CRAC member and be appointed by the CRAC Chairperson or Co-Chair.

#### **ARTICLE IX – Removal of Members**

- Section 1: Removal of a member from the CRAC for cause shall be determined by the DEEO.

Section 2: It is recognized that changes in professional and personal priorities may affect CRAC members' ability to perform successfully. Any member who feels he or she can no longer commit the necessary time to the CRAC is encouraged to discuss options with the Chairperson, Co-Chair or DEEO.

#### **ARTICLE X – Reports**

Section 1: Quarterly Reports:

1. Quarterly SEPM reports should be submitted to the Sharepoint site.
2. The Civil Rights Committee Liaison and Chairperson will submit a quarterly summary report of CRAC actions to the DEEO.

Section 2: Annual Reports: The annual SEPM accomplishment reports will be submitted to the sharepoint by August 10<sup>th</sup> each fiscal year:

Section 3: The following annual SEPM reports will be due by the beginning of the first quarterly meeting

1. The annual SEPM business plans/goals
2. Annual budget projections from all members

Members with approved absences from the meeting must submit required reports at least two (2) days prior to the meeting. Reports will be submitted to sharepoint. New members will work with the Chair after their first quarterly meeting to submit their budget and business plan request to the sharepoint site.

#### **ARTICLE XI – Amendment of Bylaws**

Section 1: Motions to amend these Bylaws may be submitted by any member of the CRAC to the chairperson.

Section 2: Decisions to amend the Bylaws shall be reached by a majority vote of the CRAC members, during a scheduled meeting at which a quorum is present.

Section 3: All amendments to these Bylaws are subject to the approval of the DEEO.

Recommended: Kassie Bales Date: 2/05/16

*Kassie J Bales*  
Kassie Bales, Chairperson

2/9/2016

Wyoming Civil Rights Advisory Committee

*Grant Stumbough* 2/5/2016  
Grant Stumbough Date: 2/05/16

Grant Stumbough, Co-Chairperson  
Wyoming Civil Rights Advisory Committee

Approved: /S/ Astrid Martinez Date: 2/05/16

Astrid Martinez  
Deputy Equal Opportunity Officer/  
State Conservationist, Wyoming