WASHINGTON COUNTY DIVERSITY AND INCLUSION COMMITTEE

BYLAWS
(in accordance with Policy PR-22, Boards and Commissions)

Article I
Name

The name of the committee is the Washington County Diversity and Inclusion Committee (Committee).

Article II
Mission Statement

The Committee is to advise the Board of County Commissioners of Washington County, Maryland (Commissioners) on public policy relating to ethnic affairs, promote the involvement of all ethnic groups in business and community affairs, and advocate services and programs relating to the quality of life for all residents.

Article III
Priorities

The Committee shall:

A. Undertake the task of gathering and disseminating information from and about the growing diverse ethnic population of Washington County, Maryland (County);

B. Foster a climate of mutual respect among different ethnic groups and peoples in the County by improving communication between the diverse groups and communities;

C. Bridge the cultural diversity of all ethnic groups in the County;

D. Offer input to the Commissioners relating to County and community issues by encouraging the discussion of differing viewpoints to promote an understanding in a multicultural environment;

E. Advise the Commissioners on how County government can be more inclusive of the diverse community in which we live by providing guidance on issues such as employment, employee relations and citizen participation in government processes;

F. Coordinate and promote ethnic festivals to add to the quality of excellence the community enjoys through public performances; and

G. Annually nominate and select person(s) and organization(s) for the "Attitudes for America Award".

Article IV
Membership

A. **Composition**. The Committee shall be comprised of seven (7) individual voting members and three (3) non-voting, ex-officio members. The seven individual members shall be appointed by the Commissioners.

1. The seven (7) individual voting members shall be volunteer, private citizen residents of Washington County, Maryland, who have an interest in cultural and community outreach and political and economic empowerment.

2. The three (3) ex-officio, non-voting members shall be as follows:

a. One (1) Washington County Commissioner member,

b. One (1) Washington County Board of Education member; and,

c. One (1) Hagerstown City Council member.

B. **Terms.** Standing ex officio voting members are not term-limited. Terms of the individual voting members shall be three (3) years. The individual voting members shall be appointed so that approximately one-third (1/3) of the members' terms expire in each of three (3) consecutive years. Individual members shall be eligible for reappointment for one (1) consecutive three-year term only, and following the second consecutive three-year term, shall be eligible for reappointment only after an intervening one-year period. Individual voting members filling a partial term vacancy shall complete the partial term and shall then be eligible for reappointment for two (2) additional consecutive three-year terms.

C. **Termination of Membership and Vacancies**.

1. Membership on the Committee may be terminated by voluntary withdrawal or by removal by the Commissioners. Any member may withdraw from membership by giving written notice to the Committee chair of such intention.

2. The Committee may recommend to the Commissioners that the membership of an individual member be terminated based on one or more of the following criteria:

a. inadequate attendance including excused and unexcused absences;

b. breach of confidentiality;

c. action/behavior that is inappropriate or inconsistent with County policy; and

3. The Commissioners shall have the authority to remove any member of the Committee at any time when, in its sole and absolute discretion, the best interest of the community shall be served.

Article V
Officers

A. **Elected Officers**. Members of the Committee shall elect from among their members a chair, vice-chair, and secretary. Notwithstanding any provision of these bylaws, no member may simultaneously hold more than one office. The officers shall have the duties and powers usually attendant upon such officers and other duties and powers not inconsistent herewith as may be provided by the Committee and/or the Commissioners.

B. **Terms**. The chair and vice-chair shall take office at the close of the Annual Meeting and shall serve for a term of one (1) year. Officers are eligible for reelection or reappointment for one (1) additional year. Vacancies occurring during a term of office must be filled for the unexpired balance of the term of office. When a vacancy in the office of the chair occurs, the vice-chair shall automatically succeed to the office of chair.

C. **Chair**. The chair shall:

1. Preside as the chief officer of the Committee and shall be present at all meetings of the Committee;

2. Serve as a non-voting ex-officio member of all sub-committees and appoint the chair of each sub-committee from among the members;

3. Ensure that proper records are maintained;

4. Communicate to the Committee such matters and make such suggestions as may in the chair's opinion tend to promote the achievement of the goals outlined in these bylaws; and

5. Perform such other duties as are necessarily incidental to the office.

D. **Vice-Chair**. The vice-chair shall perform all duties of the chair during his or her absence.

E. **Secretary**. The secretary shall maintain minutes of the meetings and when necessary provide notice of meetings to members of the Committee.

F. **Officer Removal, Resignation, and Vacancies**

1. The Committee may recommend to the Commissioners that a member serving as an officer be removed from his or her officer position based on one or more of the following criteria:

a. inadequate attendance including excused and unexcused absences;

b. breach of confidentiality;

c. actions/behavior that in the opinion of the Committee is inappropriate or inconsistent with policy; and

2. The Commissioners shall have the authority to remove any member from an officer position of the Committee at any time when, in its sole and absolute discretion, the best interest of the community shall be served.

3. In the event of an officer vacancy that is caused by removal, resignation, or any other reason, the Committee shall elect a member to fill the vacancy. The election shall take place at the next regularly scheduled meeting following the effective date of the vacancy. A member elected to fill a vacancy shall serve out the remainder of the officer's term left vacant. The partial term served shall not be applied to the term limits.

Article VI
Meetings

A. **Meetings**. Meetings shall be subject to the Open Meetings Act and members of the public shall be permitted to attend all meetings except as provided by law. General parliamentary rules, as set forth in Robert's Rules of Order, as amended from time to time, shall govern, when not in conflict with these bylaws.

1. **Regular Meetings**. Meetings shall occur throughout the year according to a schedule, which shall be established at the annual meeting. Notice of this schedule shall be provided to Committee members and the Commissioners.

2. **Special Meetings**. Special meetings of the Committee may be called at any time by the chair or, in the chair's absence, by the vice-chair. One (1) week notice of any special meeting should be given to the members by the chair or vice-chair, and the notice must state the subject of the meeting.

3. **Annual Meeting**. An annual meeting shall be held each year at a date and time to be determined by the chair. At the annual meeting, the installation of officers shall occur, and a schedule of regular meetings shall be established for the upcoming year.

B. **Attendance**. All members shall be required to attend the regularly scheduled Committee meetings each fiscal year. Failure to attend these meetings may be at the discretion of the Executive Committee and result in the following:

1. A third missed meeting in any fiscal year may result in a letter to the member from the chair regarding the attendance policy.

2. Disassociation from the Committee as a voting member may occur after the third unexcused absence of regularly scheduled meetings in any fiscal year.

C. **Quorum**. Fifty-one percent (51%) of the total membership shall constitute a quorum. If such a majority is not present at any time, the presiding officer shall adjourn the meeting until a quorum is present.

D. **Sub-committees**. Other standing or special sub-committees of the Committee may be formed by the Committee as deemed necessary.

Article VII
Fiscal Year and Budget

A. **Fiscal Year**. The fiscal year of the Committee shall begin on the 1st day of July and end on the last day of June.

B. **Budget**. An annual budget allocation as determined by the County will be allocated by the County on a fiscal year basis to carry out the mission and objectives of the Committee. The Committee shall vote to approve all expenditures using a majority vote.

Article VIII
Amendments to Bylaws

These bylaws may be amended, repealed, modified, or altered, in whole or in part, by the Commissioners, in their sole and absolute discretion. If such an amendment or change is proposed by the Committee, such proposal must be submitted in writing and approved at a meeting of the Committee. The proposal to amend these bylaws and the text of the proposed amendment must be included in the notice of the next meeting of the Committee. At that time, the Committee shall vote on the proposed amendment. Such proposed amendments shall be recommended to the Commissioners only if the proposal receives a quorum vote of the Committee.

Approved and adopted this 16th day of July 2019.

ATTEST:

Krista L. Hart, County Clerk

Jeffrey A. Cline, President
Board of County Commissioners of
Washington County, Maryland