

Equity and Access Advisory Board Bylaws

**ARTICLE I
NAME**

The name of the Advisory Board is the Equity and Access Advisory Board, an Advisory Board of Lane County.

**ARTICLE II
PURPOSE**

The mission of the Equity and Access Advisory Board (“Advisory Board”) is to guide and advise the County Administrator on policies and practices surrounding equity, inclusion and access in both internal and external matters. The Advisory Board will work towards ensuring that:

- **All meetings, minutes and documents of the Advisory Board subject to the requirements of Oregon public meetings and public records law will be made accessible to the public;**
- **All County services and programs are provided equitably, and that access to those services and program resources are responsive to and inclusive of the diverse needs of the communities served;**
- **Recruitment, retention and advancement practices of the County are equitable and inclusive;**
- **County staff has the ability and opportunity to communicate equity issues to management in a safe environment;**
- **Performance of the County as an organization will be continuously assessed through the adoption and implementation of an equity and access tool; and**
- **Providing quality services to rural and geographically remote areas will be a priority.**

**ARTICLE III
DECISION MAKING**

Section 1. Process

Advisory Board meetings will be organized to allow member participation, debate and decision as well as manage conflict and problems. The Advisory Board will address potential issues through education, research, advocacy and/or intervention while working to be a good community partner. The Advisory Board will work with County staff to anticipate and provide the information needed for decisions. The decision making process will include issues and practices which affect people who live, work, study, worship, travel or play within Lane County.

The Advisory Board will provide an annual written report of its findings and recommendations to the County Administrator. The County Administrator, or the Administrator’s designee, will make

no less than two formal reports to the Board of County Commissioners per year. A formal report to the Board of County Commissioners will include the County Administrator, or the Administrator's designee, and a representative of the Advisory Board. The County Administrator, or the Administrator's designee, will provide informal updates to the Board of County Commissioners as needed.

It is the policy of Lane County that the public has a right to inspect any public records maintained by the County, consistent with state law (ORS Chapter 192). All records not exempt from public inspection related to this section will be made available to the public pursuant to state law. Within a reasonable amount of time, documents related to this section including, but not limited to, the annual written report of the Advisory Board and the formal written reports to the Board of County Commissioners will be posted in an online format for the convenience of all interested parties.

Section 2. Function

In the first year its inception, the Advisory Board will focus on a pre-approved work plan, which will include three to five priorities identified by the Equity and Access Task Team. In subsequent years, the Advisory Board will develop an annual, or biannual, work plan in consultation with the County Administrator. The Advisory Board will advocate for and take positive action toward the execution of the work plan. The Advisory Board will work to develop measureable, time specific objectives to achieve the goals outlined in the work plan. The Advisory Board will designate an annual meeting for planning its goals and objectives and reviewing its prior year performance.

The Advisory Board will retain flexibility and maintain the ability to respond to incidents as they emerge.

ARTICLE IV MEMBERSHIP

Section 1. Advisory Board Size

The Advisory Board will have up to fifteen (15) members and not fewer than nine (9) members. The Advisory Board will ideally be made up of an odd number of members for voting purposes.

Section 2. Membership Requirements

Advisory Board members must live within the geographical boundaries of Lane County.

Section 3. Terms

The term of office will be two years. The length of terms may be adjusted in order to create or maintain staggered terms. No member may serve more than two full consecutive terms, or a total of five years.

Section 4. Officers

The officers of the Advisory Board will be a chairperson and a vice-chairperson to be elected at the first meeting in January or the Advisory Board may choose to elect two co-chairs in place of a

chairperson and vice-chairperson. The officers will hold office for a period of one year, beginning at the close the January meeting. Officer must be members of the Advisory Board. An officer may be reelected without limitation on the number of terms the officer may serve.

a. Chair

The Chair of the Advisory Board will be elected by majority vote of the Advisory Board and will:

- 1) Set dates and times for regular and special meetings of the Advisory Board.
- 2) Prepare items for meetings of the Advisory Board and assure meetings are noticed according to law.
- 3) Preside over meetings of the Advisory Board and utilize Robert's Rules of Order.
- 4) The Chair will be the official spokesperson of the Advisory Board.

b. Vice-Chair/Co-Chair

The Vice-Chair/Co-Chair of the Advisory Board will exercise the duties and responsibilities of the Chair of the Advisory Board when the Chair is unable to exercise them or requests the Vice-Chair/Co-Chair to act on his or her behalf.

A vacancy of any officer will be filled not later than the second regular meeting of the Advisory Board following the vacancy.

Section 5. Attendance

Members will attend meetings regularly and participate actively in Advisory Board meetings. If a member is absent and unexcused for three consecutive meetings, that member will be recommended for removal by the Advisory Board. An unexcused absence is defined as an absence without notifying the Chair of the Advisory Board, the Chair's designated appointee, or County staff, prior to the beginning of the Advisory Board's regular monthly meeting. Recommendation for removal will be provided by the Advisory Board to the County Administrator for a final determination.

Section 6. Removal

Members may be removed from their positions by a majority vote of the Advisory Board.

Section 7. Vacancies

In filling vacancies of the Advisory Board, the County will work towards ensuring access to underrepresented communities through a regularly updated database of social justice agencies and organizations that work with, and for, communities of color.

A letter of resignation signed by the resigning member must be submitted to the County Administrator's Office by the department staff liaison before advertising for a vacancy on the Advisory Board. In the absence of such a letter, the department staff liaison will include the reason for resignation in a memorandum to the County Administrator's Office along with the request to advertise the vacant position.

A person currently serving on the Advisory Board who wishes to be considered for another term must complete and submit a new application. It will be the responsibility of the department staff liaison to notify current members and the County Administrator's Office at least two months prior to the expiration of terms.

Following written notification to the County Administrator's Office, a news release will be prepared with the following information:

- a. The name of the Advisory Board, membership, committee charge, number of vacancies on the Advisory Board, and any special needs or qualifications of applicants;
- b. Closing date for submitting applications; and
- c. Where to obtain an application and how to submit an application.

Vacancies will be advertised for 30 days.

All completed applications must be submitted to the County Administrator's Office by 5:00 p.m. on the closing date to be considered for appointment unless otherwise indicated.

Section 8. Representation

Advisory Board members will be reflective of the communities the County serves.

Members of the Advisory Board will be appointed by the County Administrator so as to provide representation from a reasonably broad spectrum of the community, including factors such as: areas of expertise, advocacy experience, community involvement, profession, education, race, ethnicity, gender, gender identity, sexual orientation, disability, national origin, age, religion, speaking English as a second language and geographic identification. The application of an equity tool will be included in the decision-making process in order to ensure membership of the Advisory Board includes representatives from those communities most affected by inequities. At least 51% of the Advisory Board will be made up of individuals who identify with underrepresented communities, or are a part of an underrepresented community (LGBT community, racial and ethnic minorities, mental health community, economically disadvantaged communities, youth communities and rural communities, etc.).

The Advisory Board is interested in having diverse representation that includes people of different racial and/or ethnic backgrounds, identities, abilities, and perspectives who:

- Bring a connection to, relationship with, and advocacy for specific communities;
- Have a professional background, community leadership, or other relevant experience in equity issues;
- Know how to impact institutional change in the areas of equity, diversity, and inclusion;
- Have experience across multiple dimensions of diversity.

One third (1/3) of the Advisory Board will be made up of members that reside outside of the Eugene/Springfield Metro area. No fewer than two members of the Advisory Board will reside outside of the Eugene/Springfield Metro area.

Section 9. No Salary

All members will serve without compensation.

**ARTICLE V
MEETINGS OF MEMBERS**

Section 1. Quorum and Action

A quorum will consist of a simple majority of the currently appointed membership except that persons on approved leave of absences will not be counted in determining a quorum. In no event will a quorum consist of fewer than five members. Decision-making will be subject to a majority vote of the Advisory Board members present, provided that a quorum has been established.

Section 2. Regular Meetings

The Advisory Board will hold one regular meeting each month, not to exceed two hours in length. There will be no fewer than nine meetings per year. Regular meetings will be open to the public, except as otherwise provided by law. Efforts will be made to schedule two regular meetings each year outside the Eugene/Springfield metro area in order to provide greater access to those residing in rural areas. Regular meetings will comply with all public notification requirements as stipulated by state law.

Section 3. Special Meetings

Special meetings may be called by the Chair or Vice-Chair. Agendas of special meetings must be posted publicly and made available to members of the Advisory Board in a manner which provides at least seventy-two (72) hours of advance notice. Agendas will specify the date, time, location, and business to be transacted.

Section 4. Participation by Telecommunication

At all public regular or special meetings of the Advisory Board, every effort will be made to provide telecommunication access for those unable to attend. If the contents of the meeting are unable to be provided in real time, the video or audio recording will be made available on the County's public website.

Section 5. Public Comment

All meeting agendas will include a time when members of the public are allowed to address the Advisory Board. Limits of time and rules for public comment will be specified by Chair at the beginning of each meeting. Additionally, the Chair will have discretion to limit public testimony as necessary to facilitate the orderly conduct of the Advisory Board's business.

ARTICLE VI COMMITTEES

Ad Hoc (special purpose) committees and/or task forces may be created by majority vote at any regular or special meeting of the Advisory Board. Ad Hoc committees and task forces will be formed to fulfill a specific function that can be completed in a finite period of time. Each Ad Hoc committee and task force will present a final report when the function is completed. Unless a majority of the Advisory Board votes to continue its activities, an ad hoc or task force will be considered dissolved once a final report has been presented to the Advisory Board.

Ad Hoc committees and task forces have only the authority deemed necessary to complete their activities unless otherwise provided by a majority vote of the Advisory Board at a regular or special meeting.

ARTICLE VII COMMUNICATON AND INFORMATION GATHERING

Section 1. The Advisory Board may recommend to the County Administrator that incidents be reviewed regarding any area which the Advisory Board believes will aid in fulfilling its general purpose. The Advisory Board will be adequately staffed and resourced by the County within existing budget constraints.

Section 2. The Advisory Board will receive annual, or biannual, reports from each Department within the County related to the actions it has taken in the areas of equity and access. The Advisory Board will provide departments with recommendations related to equity and access.

Section 3. Public hearings/meetings may be authorized by the Advisory Board to inquire into any field that will aid in fulfilling its general purposes. The Chair will be responsible for setting the date, time and place for the hearing; and for presiding over the hearing. Hearings will be posted publicly in a manner which provides at least seventy-two (72) hours of advance notice.

Section 4. Utilizing the Advisory Board and Lane County leadership, county staff will collect, evaluate and share data on current county internal equity and access efforts. Staff will examine how the County does its work, how it receives advice and how it evaluates its equity and access efforts. The findings will be shared with community stakeholders and county officials. The findings will also be used to create the Lane County Equity and Access Strategic Plan as a tool to create measurable outcomes for continuous improvement. The Lane County Equity and Access Strategic Plan will be regularly reviewed and updated as needed. Within a reasonable amount of time, records related to this section subject to the Oregon public records law including, but not limited to, the Lane County Equity and Access Strategic Plan will be posted in an online format for the convenience of all interested parties.

**ARTICLE VIII
AFFILIATIONS AND LIAISON ACTIVITIES**

Section 1. Affiliation

The Advisory Board may affiliate with other organizations that share similar purposes or that seek to support the efforts of the Advisory Board. However, no other organization can represent the views of the Advisory Board on any issue without prior authorization being granted at a regular or special meeting of the Advisory Board. The Advisory Board will strive to support the existing efforts of other jurisdictions within Lane County.

Section 2. Liaison

The County Administrator and the Advisory Board may authorize a member or staff person to act as liaison with other private or public organizations. The liaison may explain the purpose and activities of the Advisory Board, but cannot commit the Advisory Board, the County Administrator, or the County to any action without first receiving authorization from the Advisory Board at a regular or special meeting.

Section 3. Representation of the Board

Serving on the Advisory Board does not prohibit members from speaking in an individual capacity or participating in government as members of the general public. In so doing, members will clarify that they are speaking or acting in their individual capacity and not on behalf of the Advisory Board, the County Administrator, or the County.

**ARTICLE IX
AMENDMENTS OF BYLAWS**

The Bylaws will be reviewed annually by the Advisory Board. These Bylaws may be amended or repealed, and new Bylaws adopted, by the Advisory Board by majority vote, if a quorum is present. Prior to the adoption of the amendment, each Advisory Board member will be given at least two days' notice of the date, time, and place of the meeting at which the proposed amendment is to be considered, and the notice will state that one of the purposes of the meeting is to consider a proposed amendment to the Bylaws and will contain a copy of the proposed amendment.