

**BYLAWS
OF THE
WEST VIRGINIA NATURAL RESOURCES CONSERVATION SERVICE
CIVIL RIGHTS ADVISORY COMMITTEE**

PREAMBLE

The West Virginia Civil Rights Advisory Committee promotes equal employment opportunities and program delivery in every aspect of personnel policy and practice in the employment, development, advancement, and treatment of all employees and clients.

ARTICLE 1

Name

Section 1: The name of this Committee shall be the West Virginia Natural Resources Conservation Service (NRCS) Civil Rights Advisory Committee (CRAC) (hereinafter, the “Committee”).

ARTICLE II

Purpose

Section 1: The purpose of the Committee shall be to serve as an advisor to the Deputy EEO Official (DEEOO) of the West Virginia Natural Resources Conservation Service. The State Conservationist (STC) of the Natural Resources Conservation Service is the DEEOO.

Section 2: Specific responsibilities of the Committee are to:

A. Serve as an advisory body to the DEEOO.

- B. Make recommendations to the DEEOO regarding policies, practices, and procedures as they affect civil rights.**
- C. Identify issues needing special attention by the DEEOO.**
- D. Provide feedback relevant to enhancing the civil rights program to the DEEOO and the West Virginia NRCS employees.**

ARTICLE III

Members

Section 1: The Committee will be composed of ten voting members which include the special emphasis program managers: African American Program Manager; Native American/Alaskan Native Program Manager; Hispanic Program Manager; Disabled Persons Program Manager; Federal Women's Program Manager; and four at large members (one from each area, and one from the state office). The DEEOO will make the final selection and appointment of committee members. The State Administrative Officer (SAO) and Human Resources Manager (HRM) shall serve as advisors to the Committee.

Section 2: The Committee thru the Chairperson, and Assistant State Conservationists for Field Operations (ASTC/FO) and Principal Staff, shall annually recommend in writing through the Civil Rights Advisory Committee to the DEEOO employees to fill vacancies on the Committee. Each ASTC/FO and the Principal Staff will nominate up to three candidates from their area or staff.

Section 3: The membership of the Committee shall (to the extent practical) consist of representatives of minority and non-minority groups, women,

various grade levels, classification series, and personnel from various regions across the State of West Virginia.

Section 4: Each committee member shall be appointed to serve a three year term. The members shall serve overlapping terms to the extent practical.

Section 5: In the event a committee member leaves the Committee before serving a full term, the Civil Rights Advisory Committee shall make recommendations to the DEEOO to complete the term of the vacancy.

Section 6: Eligibility. A person shall be a permanent NRCS employee, willing to serve on the Committee, and willing to complete the necessary training. Any SEPM's who have finished their term shall be eligible to serve as general members and, having completed the required SEPM (EEO) training, are thus eligible to serve as chair, as the DEEOO deems necessary.

Section 7: Term. The term of membership shall begin as designated in the appointment letter from the DEEOO.

ARTICLE IV

Officers

Section 1: The officers of the Committee shall be the chairperson, vice-chairperson and a recording secretary. It is the responsibility of the outgoing chairperson and recording secretary to forward materials and necessary documentation.

Section 2: Eligibility. The officers of the committee shall come from the Committee Members who have had the required training as SEPM's and/or

Civil Rights Advisory Committee members training or employees who have completed other Civil Rights training.

Section 3: Appointment. The DEEOO will appoint a chairperson on an annual basis. The Committee will elect the vice-chairperson and recording secretary.

Section 4: Term. The officers shall serve a one-year term and shall be eligible for reelection or reappointment, for one consecutive term (two years).

Section 5: Duties. The officers shall perform the duties prescribed by these bylaws and the parliamentary authority cited in Article IX.

ARTICLE V

Meetings

Section 1: Regular Meetings. The regular meeting of the Committee shall be held each quarter as stated in Article 3, Section 9. There shall be at least four regular meetings per year.

Section 2: Special Meetings. Special meetings may be called by the chairperson in consultation with the DEEOO.

Section 3: Quorum. Greater than 50% of the voting members shall constitute a quorum.

Section 4: Meeting Dates/To Insure Continuity. The second Wednesday of the second month of each quarter at 10:00 a.m. serves as the meeting date and time.

Section 5: Meeting Place. The Chair of these Civil Rights Advisory Committee will notify members at least one month in advance of the meeting place, which could alternate from area to area, with at least one meeting being held annually in Morgantown, West Virginia. The Committee will also use teleconferencing as required.

ARTICLE VI

Voting

Section 1: Except as otherwise specifically provided by these bylaws, decisions shall be reached by majority vote of the members at meetings in which a quorum is present. Each member has one vote with the exception of the chairperson who only votes in the event of a tie.

ARTICLE VII

Subcommittees

Section 1: Subcommittees shall be appointed by the chairperson as the Committee shall from time to time deem necessary to carry out the WV Business Plan Civil Rights related action items and the work of the Committee. The chairperson shall be an ex officio member of all subcommittees.

ARTICLE VIII

Removal of Members

Section 1: Removal of a member from the Committee for any cause shall be determined by the DEEOO.

ARTICLE 1X

Parliamentary Authority

Section 1: The rules contained in the current edition of Roberts Rules of Order Newly Revised shall be used as a tool to help govern the Committee.

ARTICLE X

Amendment of Bylaws

Section 1: Motion to amend these bylaws may be submitted orally or in writing by any voting member of the Committee.

Section 2: The Committee shall refer proposed amendments to these bylaws to the DEEOO when two-thirds (2/3) of the Committee members vote for the amendment. Votes by written proxy will be accepted.

Section 3: All amendments to these bylaws are subject to the approval of the DEEOO.

These bylaws are hereby submitted for approval as revised.

Recommended: _____ /s/ _____ 02/23/04
Carlos Cole, Chairperson **Date**
WV Civil Rights Advisory Committee

Approved: _____ /s/ _____ 02/23/04
Lillian V. Woods, DEEOO **Date**
Natural Resources Conservation Service