

# BYLAWS

## CLACKAMAS COUNTY LEADERS FOR EQUITY, DIVERSITY AND INCLUSION COUNCIL

Adopted April 27, 2004  
Revised April 22, 2008  
Revised October 28, 2014  
Revised April 26, 2016

### ARTICLE I NAME

SECTION 1 The name of this organization is the  
“Leaders for Equity, Diversity and Inclusion Council”

### ARTICLE II PURPOSE

SECTION 1 The Leaders for Equity, Diversity and Inclusion Council (hereinafter “Council”) was formed by the Clackamas County Board of County Commissioners on May 15, 2003.

At the direction of the Board of County Commissioners (hereinafter “BCC”) and in conjunction with the recommendations from the complete communities report, the main purpose of the Council is to act as a liaison to the County government on behalf of underserved communities.

In addition, some of the duties of the Council are to:

- Act in an advisory capacity to evaluate policies and practices of the County on diverse communities. This may include examining county processes to recommend and facilitate changes that foster greater inclusiveness in a manner consistent with the state law.
- Use strategic community engagement practices to build diversity based on age, race, ethnicity, color, national origin, language, gender, gender identification, sexual orientation, political affiliation, religion, homelessness and leaders advocating for those experiencing a mental health crisis or mental disability. Upon request, provide interpretation and/or translation of Council meetings for non-English speakers.
- Develop leadership from diverse communities.

- Coordinate with other County agencies to develop and implement educational and training programs for current and emerging community leaders.
- Partner with service providers to improve community members' access to County services.

**ARTICLE III MEMBERSHIP**

SECTION 1 The Council may consist of up to 19 members all appointed by the Clackamas County BCC.

SECTION 2 Members of the Council shall be appointed to terms not to exceed three years. The BCC may appoint a member for additional terms or may limit the number of terms that a member may serve at their sole discretion.

SECTION 3 When a vacancy exists, the Chair shall appoint an Ad Hoc Nominations Committee to establish a list of candidates for the Council's endorsement and BCC approval. Nothing herein, including a lack of endorsement by the Council, shall be construed as limiting the BCC's general authority to appoint any applicant it deems appropriate.

SECTION 4 The majority of Council members shall be non-county employees who either work or live in Clackamas County. The Assistant County Administrator will serve in an advisory capacity to the Council.

SECTION 5 It is the BCC's goal that appointments to the Council reflect the county's diverse populations and expertise along the full spectrum of services provided by the County. A criteria that will be considered for membership is knowledge of the issues and needs of the diverse communities and underserved populations in Clackamas County.

SECTION 6 Regular attendance at meetings is expected of each Council member. Council members anticipating absence from official Council meetings shall notify the Chair or her/his staff designee, at least 24 hours in advance of a meeting and be excused by the Chair or her/his staff designee.

In an emergency, the member shall contact them as soon as reasonably possible. After three absences the Chair will discuss the matter with the Council member in question. The

Chair will bring his/her findings to the full Council. The council recognizes the subjective nature of the issue and will make recommendations on a case-by-case basis. A motion may be made to recommend that the position be declared vacant due to a pattern of absenteeism.

Upon a 2/3 affirmative vote, the council will recommend to the board that the position be declared vacant, and shall be filled according to the provisions of this Article.

## **ARTICLE IV            OFFICERS**

SECTION 1    The Chair and Vice-Chair of the Council shall be Clackamas County residents who are not employed by the county. The Chair will be appointed by the Board of County Commissioners on recommendation of the Council. The Chair and Vice-Chair shall serve for one-year terms beginning on September 1 of each year and may be reappointed, upon recommendation of the Council and approval of the BCC, for a maximum of one additional one-year terms.

SECTION 2    The Chair shall call and preside at meetings, establish work groups and committees, and serve as an *ex-officio* member of all committees and task groups. The Vice-Chair shall perform the duties of the Chair in his/her absence and shall serve as an *ex officio* member of all committees and work groups. In the absence of both Chair and Vice-Chair, a designee will be assigned to preside.

## **ARTICLE V            COMMITTEES AND TASK GROUPS**

SECTION 1    Executive Committee: The following shall serve on this Committee. Chair, Vice-Chair, and the immediate past Chair, if still an active member of the Council. In the Chair's absence the Vice-Chair shall preside at the Executive Committee meetings.

Meetings and Duties: The Executive Committee shall meet to develop and review agendas; review and approve requests from agencies and individuals wishing to come before the Council; recommend to the Council new or updated policies and procedures, and review and make recommendations on other items to come before the Council.

In between meetings and during months when the Council does not meet, the Executive Committee shall have general supervision of the affairs of the Council. Notice of items to come before the Executive Committee will be given to Council members.

SECTION 2 Other Committees: Additional committees and work groups may be appointed at the discretion of the BCC or the Chair, and shall continue until the purpose is completed or as determined by the Council Chair. The Chairs of standing committees and work groups shall be current Council members.

## **ARTICLE VI MEETINGS**

SECTION 1 The Council shall hold a minimum of four regular business meetings per year. All meetings of the Council shall comply with the provisions of the Oregon Public Meetings Law, ORS 192.610 to 192.695, as amended.

SECTION 2 Council meetings will be held within the geographic boundaries of the county.

SECTION 3 Special meetings may be called by the Chair, or by any three members of the Council.

SECTION 4 A regular or special meeting of the Council may be held by telephone, video conferencing, or other electronic means in which all Council members may hear each other so long as it complies with the Oregon Public Meetings Law.

If a Council member is unable to attend any meeting in person, the member may participate via telephone, video conferencing or other electronic means, providing that all participants can hear each other and members of the public attending the meeting can hear any Council member who speaks during the meeting. Council members attending through such electronic means shall be included in constituting a quorum.

SECTION 5 A quorum of the Council shall consist of a majority of appointed members. A majority of appointed members is needed to take any action. No proxies shall be allowed. Council members granted an approved leave of absence do not count toward the calculation of a quorum.

SECTION 6 Notice of scheduled meetings of the Council, its committees and work groups, together with their agendas and minutes, shall be made available to all Council members and to the public at least ten (10) business days prior to such meetings,

or if ten days' notice is not practicable, then such lesser notice as is practicable; however, notice shall comply with Oregon Public Meetings Law at all times. If a special meeting of the Council is called, members shall be provided a minimum of (3) business days' notice.

Typed draft summary of all meetings of the Council, its committees and work groups shall be distributed to all Council members and made available to the public no later than ten (10) business days after the meeting and are subject to amendment and approval at the next meeting of the Council.

The Council and its support staff shall maintain all records in accordance with the Oregon Public Records Law. The Council records, such as formal documents, discussion drafts, transcripts, meeting summaries, and exhibits are public records. The Council communications (oral, written, electronic, etc.) are not confidential and may be disclosed.

SECTION 7 It is the policy of the Leaders for Equity, Diversity and Inclusion Council that members who have an actual conflict of interest are precluded from voting on or participating in the deliberation of funding allocations, or performance review of contract activities or actions.

A declaration of potential or actual conflict of interest will be noted in the minutes. Minutes shall include outcome of each vote or action in which a conflict of interest was declared.

Definitions:

1. Potential conflict of interest may arise when a Council member takes official action that could financially impact the Council member, the Council member's relatives, or business with which the Council member or relative is associated.
2. Actual Conflict of Interest may arise when a Council member takes official action that would financially impact the Council member, a relative or an associated business.
3. Deliberation is a discussion leading to a vote on funding or prior to a decision on funding, which either decides or limits alternatives or choices in funded activities. Deliberations included those taking place separate from voting process.

**ARTICLE VII            PARLIAMENTARY PROCEDURE**

SECTION 1    The parliamentary procedure for meetings and operations of the Council shall be the responsibility of and within the authority of the Chair. Robert’s Rules of Order, Newly Revised, shall be followed.

**ARTICLE VIII           PRECEDENCE OF STATE LAW AND COUNTY ORDINANCE**

SECTION 1    In the event any provisions of these bylaws are in conflict with Oregon Revised Statutes, Oregon Administrative Rules, the ordinances or administrative policies of Clackamas County, these bylaws shall be subordinate.

**ARTICLE IX            AMENDMENTS**

SECTION 1    Proposed amendments to these bylaws may be recommended by 2/3 vote of the Council, provided notice of the proposed amendment, including it in full text, has been given in accordance with the notice requirements in Article VI of these Bylaws. Such recommendation shall be forwarded to the BCC who shall make a decision regarding such recommendations at its discretion.