

Winnebago County Diversity Affairs Commission Bylaws

Article I: Name

The name of this organization shall be the Winnebago County Diversity Affairs Commission.

Article II: Mission & Purpose

Section I: Mission Statement

The Winnebago County Diversity Affairs Commission embraces diversity, inclusion, and belonging by bringing the community together to listen to one another, learn together, and encourage our community to act in ways that help people thrive. We support justice, equity and compassion in human relations. We affirm the inherent worth and dignity of every person.

Section II: Purpose of Organization

The purpose of the Winnebago County Diversity Affairs Commission is to create an equitable and inclusive Winnebago County that fosters thriving communities for all who reside and work in Winnebago County. We will make every effort to treat all people with the same respect we expect to receive.

Article III: Representation

Section I: Membership

There are two engagement opportunities for the Winnebago County Diversity Affairs Commission. These two opportunities are (1) an appointed steering committee member or (2) a community member. Community members are invited to provide input by means of regular, scheduled public engagement opportunities. Interested community members will serve to provide information, outreach, engagement, direction, and support to the steering committee members in order to execute the strategic plan. Steering committee members will make final decisions and are responsible for the general oversight of the commission.

Section II: Steering Committee Membership

The steering committee shall be comprised of five members of the public who live in Winnebago County, a Winnebago County Board Supervisor selected at large, and a Winnebago County Board Supervisor who serves on the UW Education, Extension and Agriculture Committee.

By February 15 of an odd year, a new steering committee interest form will be available on Winnebago County Board website and by sharing with the public through email and social media. Additionally, the commission membership will be directly emailed and asked to share the form with anyone they feel might be interested. There will be a plan for widespread sharing of the recruitment designed to ensure the widest reach; this plan will be formed by community input and approved by the steering committee in January of relevant years. All members are responsible for sharing the recruitment documents. After a minimum of two weeks of recruitment, the steering committee shall review interest forms and recommend the number of candidates that corresponds with the number of needed candidates based upon terms that are completed. The Winnebago County Executive may appoint these recommended members or others to the steering committee subject to the confirmation of the Winnebago County Board.

Vacancies shall be filled in a similar fashion to complete the vacant term.

Section III: Terms of Steering Committee Members

All steering committee member terms will be 2 years (after the founding steering committee membership) with a two-term limit. After the two-term limit, interested parties must take one year off and then may reapply for a steering committee position. During the year's hiatus, they may be active community members of the larger commission.

Section IV: Training

Training of all steering committee members shall be arranged with consultation amongst the membership, steering committee, and an Extension professional engaged as a technical advisor to the commission.

Article IV: Duties of Officers

Chair

The Chair shall be responsible for coordinating the oversight of the entire commission. This includes the direct oversight or delegation of meeting scheduling and coordination, ensuring all laws and county board rules and regulations are followed. Additionally, the chair shall work to create the agenda which will then be given to the Secretary to assemble the minutes and attending documents and ensure they are noticed and published in a timely manner. The Chair shall also assign committee work and manage the overall function of the commission.

Vice Chair (if chosen)

The Vice Chair shall work with the Chair and other steering committee members to support the overall function of the commission.

Secretary

The Secretary shall ensure that all meetings have minutes and important attending documents which will then be combined with the agenda for posting to the county website as deemed necessary by the law and county board rules and regulations. The Secretary shall receive agendas for future meetings from the Chair and combine them with the important attending documents and ensure that they are posted by the County Clerk as required by law and county board rules and regulations.

Membership Steward

The Membership Steward shall reach out to all interested parties and provide them access to the meeting agendas, records, and documents. Additionally, they will make sure that all interested members have the meeting invitations and details.

Extension Liaison

The Extension Liaison shall attend meetings and provide connection to University resources, serve as a facilitator when requested, be engaged as a technical advisor and work to coordinate all educational and outreach efforts of the commission. This position is not elected and shall serve as needed in partnership with the steering committee. The Extension Liaison shall be responsible for reporting to the overseeing UW Education, Extension and Agriculture Committee three times per calendar year.

Community Liaison

The Community Liaison shall serve the larger commission by identifying potential educational, outreach, and collaboration opportunities. This is a non-elected position that will engage on an as needed basis.

Article V: Meetings

All meetings of the Winnebago County Diversity Affairs Commission shall be held at a location designated by the steering committee. A majority of steering committee members need to be present to hold a meeting. The commission will also host no less than six public engagement and educational opportunities per calendar year. Additionally, the steering committee should schedule regular and published planning meetings in order to fulfill their roles as designated above. This yearly calendar shall be determined and posted no later than the January meeting of each year. Commission meetings are open to the public. Anyone showing an interest in the commission and its activities will be encouraged to attend. Persons interested in presenting at a commission meeting may request to be put on the agenda by contacting the steering committee chair at least one week prior to the scheduled commission meeting.

Annual Meetings: The annual meeting of the commission shall take place in June of each year in order to assess progress and welcome new commission steering committee members. This is when new steering committee members will assume their duties and roles shall be determined within the steering committee.

Article VI: Decision Making

Each steering committee member has one vote, which is indicated by saying aye. A simple majority of the steering committee members entitled to vote shall be necessary and sufficient to constitute a quorum for the transaction of any business. The chair and vice chair of the commission may vote on all actions placed before the committee. A tie vote will be tabled to the next scheduled meeting.

Article VII: Amendments

To take effect, this document must be ratified by a two-thirds vote of the steering committee. These bylaws may be amended at any regular meeting of the steering committee by a majority vote of those present, provided that the specific amendments have been introduced at a prior meeting, included in the minutes of that meeting, and are listed on the agenda for the current meeting.

These bylaws and any amendments thereto, shall become effective immediately upon their adoption.

Approved:

02/09/2022 Winnebago County Diversity Affairs Commission (DAC) Steering Committee

02/10/2022 Winnebago County Education, Extension and Agriculture Committee

_____ Winnebago County Board of Supervisors