

By-laws  
of the  
Michigan State Civil Rights Committee

USDA Natural Resources Conservation Service (NRCS)

East Lansing, Michigan, USA

**PREAMBLE**

The USDA NRCS Michigan State Civil Rights Committee is responsible to the State Conservationist (NRCS Deputy Equal Employment Opportunity Officer). The committee serves the following functions:

- ◆ Serves as an advisory body to the State Conservationist, to promote and assist in meaningful and effective affirmative employment and program delivery consistent with the goals and objectives set forth by management.
- ◆ Provides feedback on performance in equal opportunity employment (Title VII) and civil rights program delivery (Title VI); identifies areas of weakness, and makes recommendations for improvements.
- ◆ Identifies emerging areas needing special attention by the State Conservationist.
- ◆ Make recommendations to the State Conservationist regarding policies, practices and procedures as they effect equal opportunity in NRCS in Michigan.
- ◆ Recommends employees for awards in the area of equal employment and civil rights to the State Conservationist. This is in addition to and/or in conjunction with the responsibilities of NRCS supervisors and the NRCS Employee Recognition Program.

## Article I

### Name

Section I: The name of this Committee shall be the USDA NRCS Michigan State Civil Rights Committee (hereafter, the "Committee").

## Article II

### Purpose

Section I: The purpose of this Committee shall be to serve as an advisor on employment and program delivery issues to the State Conservationist in Michigan. The State Conservationist is the Deputy Equal Opportunity Officer (DEOO) in Michigan.

Section 2: Specific responsibilities of the Committee are listed under the Preamble.

## Article III

### Members

Section 1: The Committee will be composed of at least 9 members, plus one (or more) advisory members. The State Conservationist may appoint members from any discipline or organizational level he or she determines to be appropriate.

Section 2: When vacancies occur on the Committee, the State Conservationist will issue written notice to all NRCS Michigan employees requesting nominations to fill the position(s). The State Conservationist will make the final selection.

Section 3: The membership of the Committee shall consist of (to the extent practicable) representatives of females, minorities and non-minorities in various grade levels, classification series and geographic areas.

Section 4: Each Committee member (except for advisory members) shall be appointed to serve a three (3) year term. The term shall begin with the start of the fiscal year. The term will be staggered so that no more than about one third (1/3) of the member's terms expire in any given year. The term for advisory members will be at the discretion of the State Conservationist.

Section 5: Committee members shall be permanent or non-permanent full time NRCS employees of Michigan who are willing to serve on the Committee.

Section 6: The appointment terms shall begin in the month of October, except where it is made to fill an unexpired term, and will terminate at the end of the month of September so as to coincide with the fiscal year.

Section 7: In the event a Committee member leaves before serving a full term, a replacement will be made using the procedures outlines in Article III, Sections 2, 3 and 7 or the new members may be appointed at the discretion of the State Conservationist. The person filling the unexpired term may serve a full three-year term.

## Article IV

### Officers

Section 1: The officer of the Committee shall be a chairperson.

Section 2: The State Conservationist at his or her discretion appoints the chairperson. The State Conservationist will determine the term of appointment.

Section 3: The Officer shall perform the duties prescribed by these bylaws in consultation with the Committee, the Civil Rights Program Manager and the State Conservationist.

Section 4: The Chair shall provide for the services of a recorder and other appropriate resources to the Committee.

Section 5: The State Conservationist shall provide appropriate staff and related resources to the committee through the Chair or the State Civil Rights Program Manager.

## Article V

### Meetings

Section 1: Meetings shall be held at least quarterly, or as deemed necessary. The exact dates shall be set by the Committee Chair in consultation with the State Civil Rights Program Manager and the Committee members.

Section 2: The Chair in consultation with the State Conservationist, the State Civil Rights Program Manager and Committee members may call special meetings as needed to conduct specific business of importance.

## Article VI

### Subcommittees

Section 1: The members of any formally established subcommittee at the regular meeting shall elect the Chair of such subcommittee.

Section 2: The Awards subcommittee shall be composed of an advisor and a least three voting Committee members. It shall be the duty and responsibility of the subcommittee to perform the following:

#### Civil Rights Award

The State Civil Rights Committee shall have the responsibility for recommending to the State Conservationist employees for awards in the areas of Equal Employment and Civil Rights Compliance. A request for recommendations for these awards should be distributed by e-mail and identified in the Civil Rights Committee Business Plan. These awards are in addition to and/or in conjunction with awards made by the NRCS managers and supervisors and the National NRCS Awards Program.

Section 3: The Chair of the Committee shall be an ex officio member of all subcommittees.

Article VII

Removal of Members

Section 1: Removal of a member from the Committee shall be an action reserved to the State Conservationist.

Article VIII

Amend By-laws

Section 1: Motion to amend these by-laws may be submitted by any committee member.

Section 2: Recommendations to amend the by-laws shall be reached by majority vote of the members at a meeting with a Committee quorum present.

Section 3: All amendments to these by-laws are approved and made by the State Conservationist.

These by-laws are hereby submitted to the State Conservationist for approval:

Recommended: \_\_\_\_\_  
Chairperson Date

Recommended: \_\_\_\_\_  
Program Manager Date

Approved: \_\_\_\_\_  
State Conservationist Date