

**MASSACHUSETTS/RHODE ISLAND  
CIVIL RIGHTS COMMITTEE**

By-laws  
December 2006

## **PURPOSE**

The Massachusetts/Rhode Island Civil Rights Committee will advise the state conservationists of Massachusetts and Rhode Island on matters related to program delivery and equal opportunity. The work of the committee will be conducted consistent with NRCS and USDA program delivery and employment policies, procedures and practices.

## **ROLE OF COMMITTEE**

The Committee serves as an advisory body to the two state conservationists by:

1. Identifying and bringing to management's attention any trends, problems, issues or concerns;
2. Focusing the attention of management on specific personnel practices or problems of an EEO nature that are producing or could produce dissension and dissatisfaction among employees (e.g., merit promotion and procedures; selection for training and assignments; criteria, nomination, and distribution of awards, etc.);
3. Monitoring the policies and overall effectiveness of the Affirmative Employment and Federal Equal Opportunity Recruitment Programs with regard to recruitment, hiring, promotion and retention;
4. Identifying and providing training resources for various workshops, seminars and meetings;
5. Acting as a forum for an exchange of ideas and action proposals on sensitive issues, matters or concerns of a civil rights nature;
6. Encouraging, supporting, or assisting in the development of projects or activities associated with civil rights needs or opportunities;
7. Contributing to the development and implementation of strategies designed to improve and increase awareness of and participation in NRCS programs and activities by under served groups, individuals, and communities; and
8. Promoting and communicating the efforts of management to achieve and operate a realistic and ongoing civil rights program.
9. Promoting and communicating the efforts of outreach to underserved communities.

## **COMMITTEE MEMBERSHIP**

Membership on this committee will be selected from the states of Massachusetts and Rhode Island. Membership is open to all employees. Appointments will be made by the State Conservationists from each of the participating states.

Consideration for membership will be given to having a committee that reflects the makeup of the workforce in the two states. Where possible, the committee will be comprised of individuals representing all genders, races, national origins, disabilities and disciplines of the Natural Resources Conservation Service workforce of the two states.

The two state conservationists and all special emphasis program managers will serve on the committee. Other members will be nominated by one or more state conservationists and concurred in by the other state conservationists. There will be no more than two at-large members, one from each state. One of the at-large members shall serve as chairperson. The chairperson will be selected by the two state conservationist.

One advisor will be the two-state Administrative Officer. The other advisor will be the two-state Human Resource Specialist.

Total membership shall not exceed the: 2 state conservationists, 2 advisors, 6 SEPMs, 1 chair person, and 2 at-large members.

No more than 1/2 to 1/3rd of the Civil Rights Advisory Committee membership shall be replaced each year. While there will be no firm limits for membership term, consideration will be giving to rotating membership as opportunities arise.

This agreement is entered into for the above stated purpose. If, at any time, the purpose of the agreement is not fulfilling the needs of any state, the agreement may be rescinded. The agreement will become null and void if one of the states chooses to withdraw. Any state can withdraw membership providing they notify the committee chair at least 30 days prior to their withdrawal.

Approval

RHODE ISLAND:

Signed:

Boyd Anderson 12/21/06  
State Conservationist Date

MASSACHUSETTS:

Signed:

Christine S. Oetke 12/13/06  
State Conservationist Date

Massachusetts/Rhode Island Civil Rights Committee

Signed:

Howie Gini 1/8/07  
Chair, CR Committee Date