

**Bylaws of the USDA – Natural Resources Conservation Service,  
Wyoming Civil Rights Advisory Committee**

Part 404 Civil Rights Advisory Committee

**Article I – Name**

Section 1: The name of this committee shall be the USDA Natural Resources Conservation Service, Wyoming Civil Rights Advisory Committee (hereafter referred to as CRAC).

**Article II – Purpose**

Section 1: The purpose of the CRAC is to serve as an advisor to the Deputy Equal Opportunity Officer (DEOO) of the Wyoming NRCS on civil rights issues as they pertain to equal employment opportunity (EEO) as well as NRCS program delivery. The State Conservationist of Wyoming NRCS is the DEOO.

Section 2: Specific Responsibilities of the CRAC are:

1. Serve as advisory body to the DEOO, to promote and assist in meaningful and effective affirmative action goals consistent with management objectives.
2. Provide feedback on the performance in equal opportunity and civil rights compliance, identify areas of weakness, and make recommendations for improvement.
3. Identify emerging areas needing special attention by the DEOO and Special Emphasis Program Managers (SEPMs).
4. Make recommendations to the DEOO regarding policies, practices, and procedures as they affect equal opportunity in Wyoming.

**Article III – Parliamentary Authority**

Section 1: The principals of Parliamentary Procedure shall govern the CRAC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules the CRAC may adopt.

**Article IV – Membership**

Section 1: Membership of the CRAC will consist of nineteen (19) members, eleven (11) voting members appointed by the DEOO and eight (8) advisory and/or non-voting members also appointed by the DEOO. These members are as follows:

1. Chairperson – non-voting
2. Co-Chair – voting
3. Secretary/Treasurer – non-voting

4. Rocky Mountain Area At-Large – voting
5. High Plains Area At-Large – voting
6. State Office At-Large – voting
7. Federal Women’s Program Manager – voting
8. American Indian/ Alaska Native Special Emphasis Program Manager – voting
9. Veterans/ Disability Program Manager – voting
10. Asian American/ Pacific Islander Special Emphasis Program Manager – voting
11. Hispanic Special Emphasis Program Manager – voting
12. Black Special Emphasis Program Manager – voting
13. Lesbian, Gay, Bisexual, Transgender Special Emphasis Program Manager – voting

Advisory Members:

14. DEOO – non-voting
15. Civil Rights Committee Liaison (Business Services Specialist) – non-voting
16. Tribal Liaison – non-voting
17. Civil Rights Advisor (ASTC for Management & Strategy) – non-voting
18. Rocky Mountain Area Conservationist – non-voting
19. High Plains Area Conservationist – non-voting

Section 2: Representation – The membership of the CRAC shall, to the extent practicable, consist of representatives of various grade levels and classification series within Wyoming NRCS.

Section 3: Commitment – Membership on the CRAC is a collateral duty assignment. CRAC duties will require up to twenty percent (20%) of each members’ official time. The Secretary/Treasurer duties will require up to ten percent (10%) of their official time.

Section 4: CRAC Vacancies – Vacancies are advertised by the Chairperson and/or Co-chair within the month of the position being vacated and applications will be submitted to the same. All CRAC members review all applications for the vacancy announcement. The Chairperson will make a recommendation for selection to the DEOO. The DEOO has final selection authority.

Section 5: Term – Each CRAC member shall be appointed to serve a two (2) year term. All members’ terms may be extended by one (1) year by the DEOO. The term of the membership shall begin with the call to order of the first regular CRAC meeting after appointment. The Co-Chair will be appointed by the DEOO and will rotate into the Chairperson position after one year.

Subsection 1: Advisory Members are appointed and serve terms as follows:

- Business Services Specialist, Tribal Liaison, ASTC for Management & Strategy, Rocky Mountain and High Plains Area Conservationists will be appointed when they accept their respective job offers as part of their collaborative duties. They will remain as Advisory Members as long as they hold their positions.

- Section 6: Training – All newly appointed members will attend the next available “Roles and Responsibilities of the EEO Advisory Committee” and /or “SEPM Roles” Trainings as offered by either the State or Nationally.
- Section 7: Appointments – Members shall serve overlapping terms, that is to say terms shall begin and end at different times, to avoid having the majority of members leave at the same time. Appointments will be made during the first and third quarters of the fiscal year, if appropriate.
- Section 8: Unfilled Terms – In the event a member leaves the CRAC before serving a full term, the procedure set forth in Article IV, Section 4 of these Bylaws will be used to fill the vacancy or the DEOO may appoint a member.
- Section 9: Eligibility – An individual shall be a NRCS employee and shall be willing to serve a two (2) year term on the CRAC.

#### **Article V – Officers**

- Section 1: The officers of the CRAC shall consist of a Chairperson, Co-Chair, and a Secretary/Treasurer.
- Section 2: In the case of the absence of the Chairperson and Co-Chair the Secretary/Treasurer will act as the Chairperson. In the absence of the Secretary/Treasurer, the Chairperson or Co-Chair shall request another CRAC member volunteer to act as Secretary/Treasurer. If no CRAC member volunteers, the Chairperson or Co-Chair shall appoint a CRAC member to act as interim Secretary/Treasurer until the return of the designated Secretary/Treasurer or until the appointment of a new Secretary/Treasurer.
- Section 3: In the case of a vacancy of the Chairperson, the Co-Chair will assume responsibility and the DEOO will appoint a new Co-Chair.

#### **Article VI – Meetings**

- Section 1: A regular meeting will be held quarterly.
- Section 2: Special meetings may be called by the Chairperson in consultation with the CRAC and/or DEOO.
- Section 3: 50% of voting members shall constitute a quorum.
- Section 4: Attendance – Each member (voting and non-voting) will realize the importance of attending all meetings, and it is expected that each CRAC member will attend every meeting in its entirety in order to carry out his or her duties. Meeting attendance is mandatory. Requests to be absent must be discussed with the Chairperson or Co-Chair as soon as the conflict becomes known. The Chairperson or Co-Chair retains final approval authority.

## **Article VII – Voting**

- Section 1: Except as otherwise specifically provided for in these Bylaws, decisions shall be reached by consensus.
- Section 2: The Chairperson should vote only in the case of a tie.

## **Article VIII – Subcommittees**

- Section 1: Subcommittees composed of members and/or other Wyoming NRCS employees, appointed by the Chairperson or Co-Chair, shall provide guidance and recommendations on issues to the CRAC and to the DEOO as needed.
- Section 2: A Subcommittee Chairperson shall be a CRAC member and will be appointed by the CRAC Chairperson or Co-Chair.

## **Article IX – Removal of Members**

- Section 1: Removal of a member from the CRAC, for cause, shall be determined by the DEOO.
- Section 2: It is recognized that changes in professional and personal priorities may affect CRAC members' ability to perform successfully. Any member who feels he or she can no longer commit the necessary time to the CRAC is encouraged to discuss options with the Chairperson, Co-Chair, or DEOO.

## **Article X – Reports**

- Section 1: Quarterly reports will be submitted by each voting member, minus the Co-Chair, by the Friday following the final day of each quarter, as outlined below. These quarterly reports will be submitted to the Wyoming SharePoint site.
- 1<sup>st</sup> Quarter – October 1 to December 31  
2<sup>nd</sup> Quarter – January 1 to March 31  
3<sup>rd</sup> Quarter – April 1 to June 30  
4<sup>th</sup> Quarter – July 1 to September 30
- Section 2: Quarterly reports will also be submitted to the respective National Program Managers and National Special Emphasis Program Managers, as appropriate.
- Section 3: The Chairperson and Co-Chair will submit a mid-year and end of year summary report of CRAC actions to the DEOO two weeks following March 31<sup>st</sup> and September 30<sup>th</sup>.
- Section 4: Each Program Manager will submit an annual projected Business Plan and Budget for the FY ahead. This will be submitted to the Wyoming SharePoint site before the first quarterly meeting. For new appointees, the existing Business Plan and Budget will be followed until the end of the FY. Additional budget items can be requested by a CRAC

member with submission of the request to the Chairperson, Co-Chair, and Secretary/Treasurer. These requests will be approved by the same.

Section 5: Each Program Manager will submit an Annual Accomplishment Report, which consists of filling in their annual accomplishments on their existing Business Plan. This report will be submitted to the Wyoming SharePoint site before the last quarterly meeting.

**Article XI – Amendment of Bylaws**

Section 1: Motions to amend these Bylaws may be submitted by any member of the CRAC to the Chairperson.

Section 2: Decisions to amend the Bylaws shall be reached by a majority vote of the CRAC members, during a scheduled meeting at which a quorum is present.

Section 3: All amendments to these Bylaws are subject to the approval of the DEOO.

Recommended:

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Sydney Burek, CRAC Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
CRAC Co-Chair

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Astrid Martinez, Wyoming State Conservationist/DEOO

\_\_\_\_\_  
Date