

BYLAWS
OF THE
USDA-NATURAL RESOURCES CONSERVATION SERVICE
MISSISSIPPI CIVIL RIGHTS COMMITTEE

PREAMBLE

The Mississippi Civil Rights Committee is responsible to the Deputy Equal Opportunity Officer (State Conservationist). The Committee serves the following functions:

Serves as an advisory body to the State Conservationist to promote and assist in meaningful and effective affirmative action consistent with the goals and objectives set forth by management.

Provides feedback on the performance of the equal opportunity, workforce diversity, and civil rights program, identifies areas of weakness, and makes recommendations for improvements to other Natural Resources Conservation Service (NRCS) officials in the state of Mississippi.

Identifies emerging areas needing special attention by the State Conservationist and other NRCS officials in the state of Mississippi.

This committee will support and promote the plan of operations for Equal opportunity, workforce diversity, and civil rights.

The committee will make recommendations to the State Conservationist regarding policies, practices, and procedures that adversely affect the achievement of equal opportunity, workforce diversity, and civil rights goals and objectives.

Makes recommendations to the State Conservationist to see that all minority groups are represented in the workforce. Outreach efforts will be made to assure that this objective is reached.

ARTICLE I

Name

Section 1: The name of this committee shall be the Mississippi Civil Rights Committee (hereinafter, the "Committee").

ARTICLE II

Purpose

Section 1: The purpose of the Committee shall be to serve as an advisor to the Deputy Equal Opportunity Officer of the USDA - Natural Resources Conservation Service in Mississippi. The State Conservationist is the Deputy Equal Opportunity Officer.

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

ARTICLE III

Members

Section 1: The Committee shall be composed of up to 13 voting members.

- A. One from each Administrative Area. (4)
- B. One from the State Office. (1)
- C. Standing Committee Member
 - 1. Administrative Program Assistant (State Office Representative)
 - 2. MS&WCC Representative
 - 3. Outreach Coordinator
 - 4. Program Assistant
 - 5. Tribal Liaison
- D. All Special Emphasis Program Managers. (5)
 - 1. Federal Women's Program Manager
 - 2. Native American Employment Program Manager
 - 3. Hispanic Employment Program Manager
 - 4. Black Employment Program Manager
 - 5. Disabilities Employment Program Manager

The Committee shall also consist of three advisors.

- A. State Administrative Officer – Equal Opportunity Liaison
- B. Human Resources Manager

C. Assistant State Conservationist (OPERS)

The Committee shall also have a recorder who will be the Administrative Program Assistant or designee.

All members will be selected by the State Conservationist after the applicant has successfully responded to a vacancy announcement issued by the Area Conservationist for area vacancies or the State Administrative Officer for a state office vacancy.

Section 2: Vacant positions shall be filled immediately.

Section 3: The membership of the Committee shall (to the extent practicable) consist of representatives of minority and nonminority groups, women, various grade levels, classification series, and areas of the state.

Section 4: Each committee member will be appointed to serve a 3-year term, except the advisors whose length of term is at the discretion of the State Conservationist.

Section 5: The members shall serve overlapping terms to be affected by providing for the appointment of approximately one-third new members each year.

Section 6: In the event a committee member leaves the committee before serving a full term, the procedure set forth in Article III, Section I, will be used to fill the vacancy.

Section 7: Eligibility. A person shall be a permanent NRCS employee or a representative of a NRCS partnership (MS&WCC, etc.) and shall be willing to serve on the committee.

Section 8: Term. The term of membership shall begin with the call to order for the first committee meeting immediately following the member's appointment to the Committee.

Section 9: Member Responsibility. A member missing three meetings and not supporting the concepts set forward in the preamble shall be considered for removal.

ARTICLE IV

OFFICERS

Section 1: Members of the Committee shall serve as the chair and chair-elect.

Section 2: Eligibility. The chair and chair-elect shall be a voting member.

Section 3: Selection of officers. The chair-elect will be elected by the voting members of the Committee.

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Section 4: Term. The chair-elect shall serve a one-year term. The chair-elect then accede to the chair for a one-year term.

Section 5: Succession of chair. If the chair shall leave the Committee before their term expires, the chair-elect shall serve as chair for the remainder of the term and the one-year term as chair they would normally serve.

Section 6: Succession of chair-elect. If the chair-elect position becomes vacant in mid-term, a committee member will be selected as cited in Article IV to serve as chair-elect for the remainder of the term.

Section 7: Duties. The chair and the chair-elect shall perform the duties prescribed by these bylaws and the parliamentary authority cited in Article VIII.

Section 8: Staff Resources. Deputy Equal Opportunity Officer (State Conservationist) shall provide appropriate staff and related resources to the Committee through advisory and standing committee members.

ARTICLE V

Meetings

Section 1: Regular Meetings. The regular meetings of the Committee shall be held quarterly. The exact dates shall be set by the Committee chair in consultation with the State Administrative Officer and committee members.

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Section 2: Special Meetings. Special meetings may be called by the chair in consultation with the State Conservationist.

Section 3: Quorum. Six voting members shall constitute a quorum.

ARTICLE VI

Voting

Section 1: Except as otherwise specifically provided for in these bylaws, decisions shall be reached by majority vote of the members at meetings in which a quorum is present.

Section 2: Proxy. Voting by proxy shall not be permitted except on votes pertaining to amendment of the bylaws.

ARTICLE VI

Removal of Members

Section 1: Removal of a member from the Committee for cause shall be recommended by the Committee as set forward in Article III, Section 9.

ARTICLE VIII

Parliamentary Authority

Section 1: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in

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which they are not inconsistent with these bylaws and any special rules the Committee may adopt.

ARTICLE IX

Amendment of Bylaws

Section 1: Motions to amend these bylaws may be submitted in writing by any voting member of the Committee to the chair.

Section 2: The Committee will refer proposed amendments to these bylaws to the Deputy Equal Opportunity Officer for the state of Mississippi (State Conservationist).

Section 3: All amendments to these bylaws are subject to the approval of the Deputy Equal Opportunity Officer for the state of Mississippi (State Conservationist).

ARTICLE X

Implementation of Recommendations and Proposals

Section 1: There shall be a scheduled plan of action outlined to show status and implementation of recommendations and proposals by the Committee. The appropriate channels and responsible individuals shall be documented. The chair and his/her delegate shall be assigned to follow up on status and report back to the Committee.