

# **CIVIL RIGHTS ADVISORY COMMISSION BYLAWS**

## **ARTICLE I – INTRODUCTION**

This organization shall be known as the Civil Rights Advisory Commission, which shall be guided by the policies and procedures established by the Board of Supervisors of County of Monterey in the performance of its duties.

## **ARTICLE II – PURPOSE AND DUTIES**

1. The Civil Rights Advisory Commission shall advise and make recommendations to the Board of Supervisors on matters relating to equal opportunity, budget equity, civil rights, and the Equal Opportunity and Title VI of the Civil Rights Act Plans and their implementation.
2. The Commission has the following responsibilities:
  - a. Review and become familiar with the Equal Opportunity Plan, Budget Equity Tool, and the Title VI Plan, and present proposals for modification to the Board of Supervisors for consideration.
  - b. Recommend goals and timetables regarding the Equal Opportunity Plan, Budget Equity Tool, and the Title VI Plan for County departments and the County government.
  - c. Annually review and make recommendations regarding the progress of departmental plans in furtherance of the Equal Opportunity Plan goals for equal opportunity and the Title VI Plan goals of equitable access to public services.
  - d. Review the County’s recruitment, testing, selection, and promotion procedures, and recommend changes where needed.
  - e. Review the County’s discrimination complaint procedures, language access, and community engagement plan for Title VI Plan compliance.
  - f. Hold meetings with department heads, employee groups, and community groups to consider input on the Equal Opportunity Plan, Budget Equity Tool, and Title VI Plan, as needed.
  - g. Review and advise the Board of Supervisors on issues relating to equal access to contracting opportunities.
3. Each Commissioner shall have the following responsibilities:
  - a. Each newly-appointed Commissioner must attend a Commission orientation, provided by the Civil Rights Officer or designee, within 30 days of appointment by the Board of Supervisors.
  - b. Provide updates to their organization or Board of Supervisors member on Commission-related matters.

- c. Responding promptly to the email sent by the Civil Rights Office confirming or declining attendance for each month's meeting.
- d. All Commissioners are required to complete the ethics training under Government Code §§ 25008 *et seq.*, and newly appointed Commissioners shall complete the training within 60 days of appointment by the Board of Supervisors.

### **ARTICLE III – MEMBERSHIP AND SELECTION**

The Commission shall be composed of a total number not to exceed sixteen representatives:

- 1. Two Department Heads Council representatives.
- 2. Labor representatives, as follows:
  - a. Monterey County Deputy Sheriffs' Association – one representative.
  - b. Service Employees International Union (SEIU) Local 521 – two County of Monterey employee representatives.
- 3. Each Supervisor shall appoint a representative from their district. At least three supervisorial appointees shall be of a protected group.
- 4. The Commission on the Status of Women shall have one representative.
- 5. The Commission on Disabilities shall have one representative.
- 6. One representative of a community organization that represents the indigenous community from the geographical area currently known as the County of Monterey.
- 7. One representative of a community organization representing the indigenous community of Mexico residing in the County of Monterey.
- 8. Up to five representatives from various community-based organizations that represent the interests and concerns of protected groups in the County of Monterey.<sup>1</sup> Each organization shall be approved separately after careful consideration by the Commission. Upon expiration of a community member's term, other interested and qualified community-based groups may petition for appointment to the Commission.
- 9. A recruitment analyst from the Human Resources Department as a non-voting member.
- 10. The Board of Supervisors shall approve and appoint all members.

### **ARTICLE IV – TERMS OF OFFICE**

- 1. Terms of office shall begin January 1 and end December 31.

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<sup>1</sup> A protected group is a group of people who share common characteristics and are protected from discrimination and harassment by Federal and State law, and County of Monterey policies. E.g., individuals distinguished by their race, color, national origin, religion, disability, sex, sexual orientation, age, and veteran status.

2. The term of office for Commissioners is three years. Commissioners seeking reappointment must petition for one additional term, not to exceed two terms, or a total of six years as a Commissioner.
3. There shall be a six-year maximum consecutive membership for all representatives. Commissioners are appointed to fill the vacancy during the calendar year. Their first year will count as starting on January 1, regardless of time of appointment, and ending on December 31 of the calendar year.
4. Vacancy and replacements:
  - a. A vacancy shall exist:
    - 1) When a Commissioner submits a written resignation to the Commission Chairperson and the Civil Rights Office.
    - 2) When a Commissioner's death or other circumstance prevents them from completing a term.
    - 3) When a Commissioner no longer resides in the County of Monterey or the Supervisorial District of their appointing Supervisor, or otherwise does not meet the qualifications for the appointment.
    - 4) When a commissioner violates the attendance policy.
  - b. Vacancies shall be filled for the remainder of the term.
  - c. When a vacancy on the Commission occurs, the Civil Rights Office shall notify the Board of Supervisors for consideration of a new appointment.

## **ARTICLE V – ORGANIZATION, PROCEDURES, AND ATTENDANCE**

1. Meetings:
  - a. Commission meetings shall be open to the public and governed by applicable law.
  - b. The time and place shall be determined by a quorum of the members at the first meeting of each calendar year.
  - c. The Commission shall meet once each month or at least nine times per year.
  - d. Commissioners may contact the Civil Rights Office or the Chairperson to request that an item be placed on the agenda for discussion and consideration at the next regular meeting.
  - e. Special meetings shall be called by the Chairperson or at the request of three members of the Commission.
2. Attendance:
  - a. Commissioners are expected to attend every meeting, unless excused.

- b. Excused absences are those due to vacation or other special circumstances, such as family emergencies or personal illness, provided a 48-hour advance notice is given to the Civil Rights Office. Unexcused absences are those where advance notice was not provided to the Civil Rights Office.
- c. The Commission may, for good cause, grant leaves of absence for a reasonable period to its members. A request for leave of absence must be submitted in writing to the Civil Rights Office.
- d. A commissioner shall be in violation of the attendance policy when:
  - 1) They have three unexcused absences in one calendar year.
  - 2) They have two consecutive unexcused absences in one calendar year.
  - 3) They have a combination of five excused or unexcused absences in one calendar year.

3. Quorum:

A quorum is a majority of the total current appointed membership of the Commission. Commission action may be taken only if a quorum is present.

4. Officers:

The Commission shall elect a Chairperson and a Vice-Chairperson before the January meeting, with their terms of office commencing on January 1. Officers shall serve for a term of one year and may be eligible to run for reelection at the annual election.

5. Duties of Officers:

a. Chairperson:

- 1) Is responsible for speaking for the Civil Rights Advisory Commission to other organizations and to the public.
- 2) Presides at all Commission meetings.
- 3) Appoints committee members and temporary chairpersons to serve until the Commission meets and selects a Chairperson.
- 4) Signs all documents to carry out the will of the Commission.
- 5) Stands as an ex officio member of all committees.
- 6) Is responsible for the approval of the agenda.
- 7) Attend the Board of Supervisors Equal Opportunity Committee meetings.

b. Vice-Chairperson:

- 1) Be knowledgeable of and assume the duties of the Chairperson in case of absence or incapacity of the Chairperson.
- 2) Becomes the Chairperson upon the death, resignation, or permanent incapacity of the Chairperson.

c. Committees:

- 1) Ad hoc committees shall be created by action of the Commission, as needed. Ad hoc committees shall serve only until the final report of the committee is given to the Commission.
- 2) The Commission may establish standing committees, as needed, by a majority vote.

6. Amendments of Bylaws:

- a. Commissioners may suggest amendments to the bylaws.
- b. To be approved, an amendment must first be presented in writing at a regular meeting. At the next regular meeting, it may be adopted by a two-thirds vote of those present. Thereafter, such an amendment must be submitted to the Board of Supervisors for final approval.

7. County Staff Support:

The Civil Rights Office shall provide staff support to the Commission.

8. Minutes:

Official minutes indicating attendance and recording actions taken at each Commission meeting shall be prepared and submitted to the Board of Supervisors through the Clerk to the Board before the subsequent Commission meeting.

9. Expenses:

Commissioners shall be entitled to mileage reimbursement to and from meetings and reasonable expenses necessarily incurred to conduct official County business, pursuant to County policy.

10. Reporting Process:

- a. The Civil Rights Officer shall be responsible for the overall reporting process.
- b. The Civil Rights Officer may bring to the Board of Supervisors an annual report. The report will highlight the activities of the Commission during the reporting period.

11. Procedural Guidelines:

Robert's Rules of Order shall guide the procedural conduct of meetings.

APPROVED and ADOPTED by the Board of Supervisors this \_\_\_\_ day of \_\_\_\_\_, 2025, and shall take effect immediately.