

BYLAWS OF THE COUNCIL ON AFFIRMATIVE ACTION

Mission

The State Council on Affirmative Action was created by Chapter 230 of the Wisconsin Statutes, Laws of 1977. The statute describes the duties of the Council as follows:

"230.46 Duties of council on affirmative action. The council on affirmative action in the office shall serve in a direct advisory capacity to the director and as part of that relationship shall evaluate the progress of affirmative action programs throughout the civil service system, seek compliance with state and federal regulations and recommend improvements in the state's affirmative action efforts as an employer. In carrying out its responsibilities, the council may recommend legislation, consult with agency personnel and other interested persons, conduct hearings and take other appropriate action to promote affirmative action. The council shall report at least once per year to the governor and the legislature."

The Council's overall purpose is to foster measurable progress towards an equitable and diverse work force in state government.

Article I: Membership

"There is created in the division of personnel management in the Department of Administration a council on affirmative action consisting of 15 members appointed for 3-year terms. A majority of the members shall be public members and a majority of the members shall be minority persons, women, persons with disabilities, Veterans, appointed with consideration to the appropriate representation of each group."

sec. 15.107(3), Wis. Stats.

"The president of the senate, the speaker of the assembly, the minority leader of the senate, and the minority leader of the assembly each shall appoint one member and the remaining members shall be appointed by the governor." sec. 15.107(3), Wis. Stats.

Article II: Meetings

The Council meets at least five times a year or upon call of the Chair or any five members. The Council shall establish times and dates at the first meeting of the year.

Article III: Quorum

A majority of the non-vacant Council appointments shall constitute a quorum.

Article IV: Executive Committee

- A. The Executive Committee is comprised of the Chair, the Vice-Chair, the Secretary, and two At-Large Members. The chair of the previous term shall become one of the at-large members, unless he/she is re-elected or no longer affiliated with the Council. Executive Committee/Officers whose appointments expire during their term in office shall vacate their position upon expiration of their appointment and the council will hold a special election to fill the vacancy for the remainder of the term.

- B. Functions of the Executive Committee:
 - 1. Make decisions and conduct business between Council meetings.
 - 2. Monitor the progress of the goals and priorities of the Council.
 - 3. Act as primary contact between the Council, the Administrator of the Division of Personnel Management, the Governor, press, community groups, and state agencies.
 - 4. Perform other duties as directed by the Council.

- C. Election of the Executive Committee:
 - 1. Every odd-numbered year, an Executive Committee will be elected to serve a two-year term commencing on January 1 of the even-numbered year following the election.
 - 2. A Nominating Committee of three people, appointed by the Chair, shall present a slate of executive committee/officers for election at the Council meeting in Fall.
 - 3. The Executive Committee shall be elected at the Fall meeting of every odd-numbered year. Officers may serve more than one consecutive term.
 - 4. The newly elected Executive Committee will be installed on January 1 of the even-numbered year and the new Chair shall thereafter preside.

- D. Duties of the Officers
 - 1. The Chair shall preside over all meetings and be responsible for all internal and external works. The chair shall also be responsible for appointing members to serve on committees.
 - 2. The Vice-Chair shall, in the absence or inability of the Chair to act, perform the duties of the Chair.
 - 3. The Secretary shall, in absence or inability of the Vice-Chair to act, perform the duties of the Vice-Chair, and shall keep accurate records of Executive Committee deliberations,

Article V: Committees

A. Standing Committees

1. Standing Committees that have broad functions and address issues related to the mission of the Council may be created by order of the Executive Committee and are dissolved at the termination of their function.
2. The Chair of the committee and members shall be appointed by the Chair of the Council to serve a two-year term or until the committee is dissolved. The Committee Chair may be reappointed.

B. Ad Hoc Committees

1. Ad Hoc Committees will be formed as needed for a limited time to address specific needs of the Council. The committee will be dissolved when the work of the committee is completed.
2. Members of the Ad Hoc committees and the Ad Hoc Committee Chair shall be appointed by the Chair of the Council.

Article VI: Attendance

- A. Council members are expected to attend regularly scheduled meetings in their entirety and to notify the Chair or the staff person before the meeting when absences are unavoidable.
- B. The Chair shall correspond and engage with any Council member who has two consecutive unexplained absences from Council meetings to determine the member's ability to continue on the Council.
- C. The Chair may recommend that a member's appointment not be renewed for attendance related issues.

Article VII: Bylaws

The bylaws of this Council may be amended at two consecutive, regularly scheduled Council meetings by a majority vote of members present at each meeting.