

MINORITY AFFAIRS COMMITTEE BYLAWS

ARTICLE 1 - ORGANIZATION

Section 1-1. Name.

The organization shall be known as the Spotsylvania County Minority Affairs Committee” (the "Committee")

Section 1-2. Object.

The Committee shall promote the advancement of minority opportunities in the areas of County employment and procurement. The Committee shall work to support the employment of a more representative and diverse County workforce, an open and fair recruitment process which provides equal opportunity for all applicants, and communication aimed at the minority community about employment opportunities in County government.

The Committee shall encourage the expansion of procurement efforts to recruit participation of minority-owned enterprises in the County’s procurement process in order to increase the purchase of goods and services from these minority-owned businesses.

The Committee shall achieve these goals through the evaluation and updating of County policies and procedures, as well as education of County employees on workforce diversity issues. The Committee shall coordinate outreach to the minority community regarding County employment and business opportunities.

ARTICLE 2 - MEMBERS

Section 2-1. Appointed Members.

A. Public Members.

The Committee shall consist of seven (7) Public Members, one from each Spotsylvania County district, who shall have voting rights. Each Supervisor shall recommend for membership one individual to represent his district on the Committee. Members shall be appointed by a majority vote of the Board. The Committee membership shall be ethnically diverse and reflective of the racial and ethnic minority groups present in the County. To the extent practicable, Committee membership shall consist of at least one member from each minority group residing in the County, as identified by the most recent statistics available from the U.S. Census Bureau. Upon a particular group reaching 3% of the population in the County, the group shall be represented on the Committee by a minimum of two (2) members.

B. NAACP Members.

In addition to Public Members, the Board, by a majority, shall appoint one person who is a member of the NAACP to serve on the Committee for a term of two (2) years.

C. Spotsylvania County Sheriff.

In addition to Public Members and a member of the NAACP, the Board, by a majority, shall designate the current County Sheriff as a voting member of the Committee.

D. Board Members.

The Chairman of the Board shall appoint two members of the Board to serve as voting members on the Committee.

Section 2-2. Ex-officio Members.

The Committee shall include three ex-officio members who shall not have voting rights. These ex-officio members are the designee of the County Administrator, who shall serve as the Lead Staff person for the Committee, the County Director of Human Resources, and the County Purchasing Manager.

Section 2-3. Absences.

Any appointed member who fails to attend a minimum of seventy-five percent (75%) of the scheduled meetings of the Committee in any year or who fails to attend three (3) consecutive regular meetings of the Committee and provides no adequate excuse for such absences shall be deemed to have tendered his resignation. The Chair, with concurrence of a majority of the Committee, shall recommend to the Board to replace that member with a new appointment.

Section 2-4. Vacancy, Replacement, and Removal.

Public Members shall serve terms consistent with the term of the Board Supervisor for their district. A Public Member may be removed from membership in the Committee by a majority vote of the Board.

The Chairman of the Board may, at any time, withdraw his appointment of a Supervisor and designate another Supervisor to serve on the Committee.

ARTICLE 3 – OFFICERS

Section 3-1. Selection of Officers.

At the initial organizational meeting of the Committee, the appointed members shall elect a Chair and Vice Chair by majority vote. Thereafter, a nominations committee shall be appointed by the Chair of the Committee prior to February 1st of each year. The nominations committee shall report to the Committee at its first regularly scheduled meeting in February of each year. Nominations of the Chair and Vice Chair shall be presented at said regular February meeting. Election of the Chair and Vice Chair shall follow immediately.

A candidate receiving a majority vote of the appointed membership of the Committee shall be declared elected. The candidate shall take office immediately and serve for one year or until his/her successor shall take office.

Vacancies in offices shall be filled immediately by regular election procedures.

The nominations committee appointed by the Chair of the Committee shall consist of the Chair and two additional appointed members of the Committee

Section 3-2. Chair.

The Chair shall be a member of the Committee and shall have the duty to preside at all meetings of the Committee; rule on all procedural questions with such procedural rulings subject to being reversed by a vote of at least a two-thirds majority of the appointed members present; be informed immediately of any communications related to the Committee and report the same at the next regular meeting; and carry out other duties as assigned by the Committee.

The Chair or Vice Chair shall sign all official papers involving the authority of the Committee (e.g. reports and recommendations to the Board).

Section 3-3. Vice-Chair.

The Vice Chair shall be a member of the Committee and shall have the duty to act in absence or inability of the Chair to act, have the powers to function in the same capacity as the Chair when the Chair is absent or unable to act, and preside at the meeting at such times as the Chair may step down in order to bring a motion before the Committee.

Section 3-4. Secretary.

Lead Staff or his designee will serve as Secretary for the Committee. The Secretary shall not have voting rights and shall have the duty to supervise the keeping of minutes of the Committee and retain these in the Human Resources Department, notify all members of all meetings, keep a file of all official records and reports of the Committee, certify all records and reports of the Committee, assist in the drafting of the annual report to the Board, and other reports, as requested, provide notice of all meetings in accordance with the Virginia Freedom of Information Act requirements in accordance with the Code of Virginia (1950, as amended), and attend to all correspondence of the Committee. The Committee shall approve all correspondence by a majority vote prior to distribution of any communication on behalf of the Committee.

The minutes shall become part of the public record. The Secretary shall insure that minutes are kept for all regular meetings and all other adjourned and special meetings. The Secretary shall sign all minutes and certify that the minutes are true and correct.

Section 3-5. Parliamentarian.

The Chair shall preside at all meetings of the Committee, and shall function as Parliamentarian. In the event the Chair is unable to preside, the Vice Chair shall preside.

ARTICLE 4 – MEETINGS

Section 4-1. Regular Meetings.

Meetings of the Committee shall be held semi-annually in February and August, on the third Thursday of each month at 7:00 p.m. in the Spotsylvania County Human Resources Department Conference Room, or at such other location as the Committee may deem appropriate. The time of each meeting will be set out in the Notices posted at the Holbert Building and the County Administrator's office. When a meeting date falls on a legal holiday, the meeting shall be held on the day following the holiday unless otherwise designated by the Committee.

Section 4-2. Special Meetings.

Special meetings shall be called at the request of the Chair or at the request of a quorum of the membership. At least five days prior to special meetings, written notice of such meeting shall be given to each member and to those requesting notice of meetings under the Virginia Freedom of Information Act. A written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or if all members are present at the special meeting or file a written waiver of notice. See, Code of Virginia Section 15.2-2214 (1950, as amended).

Section 4-3. Quorum.

A quorum shall consist of a majority of the appointed members of the Committee. Voting shall be governed by Robert's Rules of Order. At the request of any appointed member voting may be by roll call. A record of the voting shall be kept as a part of the minutes.

Section 4-4. Open to Public.

All meetings, hearings, records and accounts shall be open to the public.

Section 4-5. Conduct of Meetings

All motions made at any meeting of the Committee shall be restated by the Chair before a vote is taken. A motion may be passed by the affirmative vote of a majority of the appointed members present. The names of persons making and seconding motions and the vote shall be recorded.

Parliamentary procedure in all Committee meetings shall be governed by the adopted rules of order, namely, Robert's Rules of Order, except as the same are modified by these bylaws. Meetings shall be conducted in accordance with procedures prescribed in these By-Laws and decisions reached only after full consideration and debate on the issue in question.

Section 4-6. Order of Business.

The order of business for a meeting shall be as follows:

- a. Call to order by the Chair.
- b. Recording of members present by Secretary.
- c. Determination of a quorum.
- d. Review and approval of the minutes.
- e. Public Presentations.
- f. Unfinished business.
- g. New business.
- h. Adjournment.

The above order of business may be modified by the Chair to facilitate the business of the Committee.

The agenda for all Committee meetings shall be prepared by the Chair in consultation with Lead Staff and with input from all Committee members.

Section 4-7. Public Presentations.

Presentations by the public are limited to three speakers and are governed by the following rules:

Public Presentations shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Committee. They shall not serve as a forum for debate with the Committee.

Remarks shall be addressed directly to the Committee and not to staff, the audience or the media.

The Chair shall open the Public Presentations.

The Chair will explain the Public Presentations policy and will call on those individuals who, in advance, have made arrangements to speak, through the Secretary. Upon conclusion of scheduled speakers, if less than three presentations have been made, other members of the public shall be permitted to speak on a first-come basis until a maximum number of three presentations have occurred.

Each speaker shall clearly state his or her name, address and district.

There shall be a time limit for each individual speaker of three minutes. No speaker shall address the Committee more than once during Public Presentations at any single Committee meeting.

Any issue raised by the public which the Committee wishes to consider may be put on the agenda for the next Committee meeting by a majority vote.

Committee members shall not discuss issues raised by the public except by consent of a majority of the Committee members present.

The above rules notwithstanding, members of the public may present written comment to the Committee or to individual Committee members at any time during the meeting. Such written comments shall be submitted through the Secretary.

ARTICLE 5 – AMENDMENT OF BYLAWS

Section 5-1. Board Approval Required to Amend.

The approval of the Board of Supervisors is required to amend these bylaws. The Committee may vote to recommend to the Board of Supervisors an amendment to these bylaws. Such a recommendation requires the affirmative vote of two-thirds vote of the entire appointed membership after 30 days prior written notice of the intention to amend these bylaws, which notice shall contain in detail the amendment to be considered.