

**DIVERSITY COMMITTEE
BY-LAWS**

Minerva Casañas-Simon, Chair

ARTICLE I. NAME

The name of the Committee shall be The School Board of Broward County Diversity Committee, and shall be known as the Diversity Committee. Authority for establishment of the Diversity Committee shall be the BCSB Policy 1.5 and in accordance with Florida Statutes F.S. 10001.41

ARTICLE II. PURPOSE

The primary objectives/functions of the Diversity Committee shall be to:

- A. Monitor the terms of the CCC Settlement Agreement as indicated in School Board Policy 1.5
- B. Perform additional functions as outlined in Policy 1.5

The responsibilities and duties of the Diversity Committee will be in accordance with Florida Statutes and Broward County School Board Policy.

ARTICLE III. MEMBERSHIP

The Diversity Committee shall be representative of the ethnic/racial diversity of the school's/district's student population. The Diversity Committee shall consist of 31 members appointed by the School Board. Each School Board member will have 3 appointees of his/her choice. Additionally, 4 students representing the 4 areas of the district shall be appointed by the School Board Members, one of which must be the student advisor to the board.

The Diversity & Cultural Outreach Department Director shall oversee the membership and notify the School Board members of the status of their representation.

- Section 1. Voting: All members of the Committee shall have one vote each. A voting member shall be present to vote.
- Section 2. Terms of membership: Members are appointed in accordance with School Board Policy 1.7. Members of the Diversity Committee shall attend meetings on a regular basis. A member will be removed from membership after (3) consecutive absences or (4) absences in the appointed year (December to November), from properly noticed meetings.
Removal will be conducted and vacancies will be filled in accordance with School Board policy 1.7.

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- Section 3. The term of the member appointment shall adhere to School Board Policy 1.7 and shall expire on the day of the next School Board Organizational Meeting. A member may resign by providing written notification to the Chair and the appointing School Board member.
- Section 4. The Director of the Diversity & Cultural Outreach Department or designee will work with the Diversity Committee Chair to facilitate preparing the agenda and conducting the business of the Diversity Committee.
- Section 5. Each new member shall receive training on the Diversity Committee's history, mission, purpose, and related School Board Policy statement(s) from appropriate district staff.
- Section 6. Each member shall sign off on a School Board approved statement, which validates that the member accepts and will abide by proper professional conduct and actively support the mission, purpose, and related School Board Policy statements. Also, the statement will acknowledge that the member has received training on Robert's Rules of Order (Newly Revised), School Board Policy 1.5, & 1.7 and the Florida Sunshine Laws.
- Section 7. A parliamentarian shall be appointed to the Diversity Committee by School Board as deemed necessary, but will not be a member of the Diversity Committee. The parliamentarian shall be responsible for advising the Chair on matters of parliamentary procedure according to Robert Rules of Order (Newly Revised). The parliamentarian shall be a person recognized as having expertise.

ARTICLE IV. OFFICERS

- Section 1. Officers of the Committee will consist of a Chair and Vice-Chair.
- Section 2. The officers shall be elected annually at the ~~December~~ January meeting. A slate of candidates for Chair and Vice-Chair will be presented by the Nominating Committee with additional nominations solicited from the floor at the ~~December~~ January meeting. Voting shall be conducted following Robert's Rules of Order (Newly Revised).
- Section 3. Installation of officers will be held following elections at the ~~December~~ January meeting.

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Section 4. If for any reason the Chair is unable to complete the term of office, the currently elected Vice-Chair will replace the Chair. A new election will then be held at the next regular meeting for Vice-Chair. If the Vice-Chair is unable to complete the term, a new election will be held at the next regular meeting.

Section 5. Nominating Committee:

A nominating committee will present a slate of officers for consideration by the Diversity Committee. The Nominating Committee, to be seated in December, will be an odd-number committee composed of volunteers from the membership. This does not preclude nominations from the floor.

ARTICLE V: DUTIES OF THE OFFICERS

- A. The Chair shall preside at all meetings of the Diversity Committee and will be an ex-officio member of all subcommittees. Chair or a designee will represent the Diversity Committee at all District committees. The Chair or Vice-Chair shall not be an employee of the School District of Broward County. Chair shall have the discretion of creating subcommittees ~~and appoint sub-committee chairs as deemed appropriate.~~ Said subcommittee's members shall elect its chair. The Chair will prepare the agenda and shall distribute it at least 7 days in advance of meetings. A copy of the agenda shall be available to the public if requested. The Chair shall present a monthly report to the School Board.
- B. The Vice Chair shall substitute for the Chair during his/her absence, and shall perform such other duties as from time to time may be assigned by the Chair.

ARTICLE VI: MEETINGS

The Diversity Committee shall meet regularly. The schedule of the meetings for the year shall be published at the December meeting for the year. Notification of meeting date and place shall be included in the agenda.

Section 1 . Guests: All meetings are open to the public and must adhere to the Florida Sunshine Law; however, nonmembers/ guests may not vote on issues at the Diversity Committee.

Section 2. Attendance: Attendance of all members will be kept for all meetings by the Diversity & Cultural Outreach Department and will be available at the office.

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- Section 3. Minutes of all meetings will be recorded and summarized by the Diversity & Cultural Outreach Department staff. Approved minutes will be kept at the Diversity & Cultural Outreach Department and posted for public view. Minutes will reflect a summary of meeting including all motions, maker of the motions, seconding, and any decision reached by consensus. All requests for information shall be germane to the business of the Diversity Committee and/or sub-committee and may require committee approval if deemed necessary.
- Section 4. Special meetings: may be called by the Chair or by majority (50% +1) of the membership.
- Section 5: Meeting scheduled: all meetings time and places will be announced at least one week in advance. Members must be advised of change in the established date, time or location. Special meetings require notification.
- Section 6. Diversity Committee meetings will be scheduled with times and locations convenient for all stakeholders.
- Section 7. A quorum: constitute the majority of the current membership of the Diversity Committee (50% + 1). Student membership will not affect quorum.
- Section 8. Meetings shall follow the approved agenda.
- Section 9. Voting will be by show of hands. Votes will become part of the minutes.
Alternate or a proxy is not permitted (per Florida Sunshine Law).

ARTICLE VII. COMMITTEES

- A. The ~~person~~ Chair shall create such committees as may be required in School Board Policy 1.5 to promote the objectives of the Committee.

ARTICLE VIII: AMENDMENTS

- A. By-laws must conform to the State of Florida statutes and the School Board Policy.
- B. Amendments to the bylaws will be approved by a majority of the Diversity Committee members. By-laws shall be reviewed as deemed necessary as required by School Board action or legislation.

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- C. All bylaws and subsequent change(s) shall require School Board approval prior to being implemented by the Diversity Committee.

Reviewed By Diversity Committee Members _____
Date

Ratified by School Board _____
Date

Amended _____
Date