

## DIVERSITY COMMITTEE BY-LAWS

### ARTICLE I. NAME

The name of the Committee shall be The School Board of Broward County Diversity Committee, (hereinafter the Committee) and shall be known as the Diversity Committee. Authority for establishment of the Diversity Committee shall be the BCSB Policy 1.5 and 1.7 in accordance with Florida Statute F.S. 1001.41.

### ARTICLE II. PURPOSE

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

A. Make recommendations through the Superintendent to the School Board regarding policies to promote equity, parity, diversity and cultural outreach.

B. Work to establish the Broward County School System as a model to promote and encourage respect for ethnic and cultural diversity within its student population, ~~and~~ staff and communities within Broward County.

C. Ensure that equity, parity and diversity are ~~is~~ being promoted by monitoring the terms of the CCC Agreement and making recommendations through the Superintendent to the School Board. 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 schools's-district's student population. The Diversity Committee shall consist of ~~31~~ 27 members appointed by the School Board. Each School Board member will appoint 3 members to the Committee. ~~have 3 appointees of his/her choice.~~ The Student Advisor to the School Board or ~~his/her~~ a designee shall serve on the Committee, representing the student's ~~his/her~~ geographical area. The Student Advisor shall appoint ~~3~~ 2 student Committee members representing the remaining ~~three~~ two geographical areas. The Diversity & Cultural Outreach Department Director shall oversee the membership and notify the School Board member of the status of their representation.

Section 1. Voting: All members of the Committee shall have one vote each. A voting member ~~shall~~ must be present to vote.

Section 2a. 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.

b. Each member must participate in at least one subcommittee, unless excused by a vote of the Executive Leadership team for verifiable extenuating circumstances.

c. Removal will be conducted and vacancies will be filled in accordance with School Board policy 1.7.

d. Any member may be removed from office upon a two-thirds (2/3) vote of the entire membership of the committee at any regular or special meeting after ten (10) days notice to the committee that a motion for the purpose of removal of said member will be considered at the regular or special meeting. The removal may be for causes including, but not limited to, the following: malfeasance, misfeasance, neglect of duty, incompetence, permanent inability to perform official duties, and conviction of a felony involving moral turpitude.

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 Executive Leadership Team, consisting of the Diversity Committee Chair, Vice Chair and Subcommittee Chairs to prepare the agenda for the following Diversity Committee meeting and to coordinate the business of the Diversity Committee. ~~into 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 supports 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 Policies 1.5 & 1.7, and the Florida Sunshine Laws.~~

Section 7. The staff member assigned to the Diversity Committee shall be trained in parliamentary procedures and serve as parliamentarian. 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. All terms of office shall be for 1 year. Officers shall be eligible for no more than two full consecutive terms in the same office.

Section 2. 3. The officers shall be elected annually at the 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 January meeting. Voting shall be conducted following Robert's Rules of Order (Newly Revised). Each member, including student members, present at the January meeting may

vote for Chair and Vice Chair. Unless the election is uncontested, the Chair shall be elected by signed paper ballot. A majority of the votes is necessary for election (50% plus one). If no nominee for Chair receives a majority of the votes of the members present, a run-off shall be held between the candidates with the two highest vote totals. Multiple run-offs will be held if there are more than two candidates receiving the two highest vote totals. After a Chair is elected, a vote for Vice-Chair shall be held immediately thereafter, following the same voting procedures.

~~Section 3. 4. Installation of officers will be held following elections at the January meeting. The Chair and Vice Chair shall take office immediately upon election.~~

Section 4. 5. 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. 6. 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.~~ Nominations from the floor will be accepted at the January meeting prior to the election of Chair and Vice Chair.

#### **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. 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 preside at all meetings in the Chair's ~~substitute for the Chair during his/her~~ absence, and shall perform such other duties from time to time as 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 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.

Section 3. Minutes of all Committee 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 subcommittee 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 meeting times and places shall be appropriately announced according to Sunshine Law. Members must be advised of change in the established date, time, or location. All meetings require notification.

Section 6. Diversity Committee meetings will be scheduled with times and locations convenient for all stakeholders.

Section 7. A quorum: constitutes one third the majority of the current membership of the Diversity Committee. At least three members must be present to constitute quorum at any meeting. (50% + 1). Student membership will not affect quorum.

Section 8. Meetings shall follow the approved agenda.

Section 9. Voting will be by voice vote unless any member requests a show of hands. Votes will become part of the minutes. Alternate or a proxy is not permitted (per Florida Sunshine Law).

#### **ARTICLE VII. SUBCOMMITTEES**

- A. The *Chair* shall create such subcommittees as may be required in School Board Policy 1.5 to promote the objectives of the Committee.
- B. All members must serve on at least one subcommittee. Subcommittee members shall attend subcommittee meetings on a regular basis. A member will be removed from subcommittee membership after (3) consecutive absences or (4) absences in the appointed year (December to November), from properly noticed subcommittee meetings

#### **ARTICLE VIII: AMENDMENTS**

- A. By-laws must conform to State of Florida Statutes and School Board Policies.
- B. Amendments to the by-laws 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.
- C. All by-laws and subsequent change(s) shall require School Board approval prior to being implemented by the Diversity Committee.