

**BYLAWS
Of The
USDA NATURAL RESOURCES CONSERVATION SERVICE
COLORADO CIVIL RIGHTS ADVISORY COMMITTEE**

PREAMBLE

The Colorado Civil Rights Advisory Committee is responsible to the NRCS Deputy Equal Opportunity Officer (State Conservationist). The Committee serves the following functions:

- Serves as an advisory body to the State Conservationist, to promote and assist meaningful and effective affirmative action consistent with the goals and objectives set forth by management.
- Provides feedback on the performance of Equal Opportunity and Civil Rights program, identifies areas of weakness, and makes recommendations for improvements.
- Identifies emerging areas needing special attention by the State Conservationist.
- Makes recommendations to the State Conservationist regarding policies, practices and procedures as they affect Equal Opportunity in Colorado.
- Promotes the career employment and advancement of NRCS employees to maintain a high quality diverse workforce consistent with the goals of the Affirmative Employment Plan.

ARTICLE I

Name

Section 1: The name of this Committee shall be the USDA Natural Resources Conservation Service Colorado Civil Rights Advisory Committee, (hereinafter, the "Civil Rights Committee".)

ARTICLE II

Purpose

Section 1: The purpose of this Committee shall be to serve as an advisor to the Deputy Equal Opportunity Officer of the USDA Natural Resources Conservation Service. The State Conservationist of the Natural Resources Conservation Service is the Deputy Equal Employment Officer.

Section 2: Specific responsibilities of the Committee are listed under the preamble.

ARTICLE III

Member

Section 1: The Committee will be composed of term limited voting members and permanent advisory, non-voting members appointed by the State Conservationist.

Voting members include*:

Officers/Representatives	Special Emphasis Program Managers (SEPM)
Chair	American Indian/Alaskan Native
Vice-Chair	Asian American/Pacific Islander
Secretary	Black Employment
State Office Representative	Hispanic Employment
Area Representatives	Disabled Employees
State Conservation Board Representative	Federal Womens
*A person may serve as both a state/area representative and an SEPM; or as a state/area representative and an officer.	

Permanent, non-voting advisors include:

State Conservationist	Deputy Equal Opportunity Officer
State Administrative Officer	Equal Opportunity Liaison Officer Principal Advisor Title 7
Assistant State Conservationist (Operations)	Principal Advisor Title 6
Human Resource Officer	Advisor
Area Conservationist Representative	Advisor

- Section 2: The Committee shall recommend to the State Conservationist annually employees to fill vacancies on the Committee.
- Section 3: The membership of the Committee shall (to the extent practical) consist of representatives from all areas and the state office and SEPMS of minority and non-minority groups, women, various grade levels, classification series and geographical regions within the state, and one representative of the Conservation Districts.
- Section 4: Each Committee member shall be appointed to serve a 3 year term with the option for reappointment of an additional 2 years, by the State Conservationist, for a maximum 5 year term, except advisors whose length of term is at the discretion of the State Conservationist. The State Conservation Board will select the representative for the Conservation Districts.
- Section 5: The members shall, to the extent practical, serve overlapping terms to be effected by providing for appointment of three new members each year.
- Section 6: In the event a Committee member leaves the Committee before serving a full term, the procedure set forth in Article III, Section 2 will be used to fill the vacancy.
- Section 7: Term: The term of membership shall begin with the beginning of the fiscal year.

ARTICLE IV Officers

- Section 1: The officers of the Committee shall be a Chairperson, a Vice-Chairperson, and a Secretary.
- Section 2: Eligibility: All Committee members will have voting privileges. Special Emphasis Program Managers will not be eligible to hold office.
- Section 3: Selection of Officers: The Chair is appointed by the State Conservationist. The Committee provides a list of nominees for the Chair position to the State Conservationist, from which the selection may be made. The Committee will elect officers for the Vice-Chair and Secretary positions.
- Section 4: Term: Officers shall serve a 2 year term and shall be eligible for reappointment.
- Section 5: Duties: The officers shall perform the duties prescribed by these by laws and the parliamentary authority cited in Article VIII.

ARTICLE V Meeting

- Section 1: Regular meetings: The regular meetings of the Committee shall be held one per quarter of the fiscal year. The Committee Chairperson, in consultation with the State Conservationist and Committee members, shall set the exact dates. There shall be four meetings per year.

Section 2: Special meetings: Special meetings may be called by the Chairperson in consultation with the State Conservationist.

Section 3: Quorum: Six voting members shall constitute a quorum.

**ARTICLE VI
Voting**

Section 1: Except as otherwise specifically provided for in these bylaws, decisions shall be reached by a consensus of the members at meetings in which a quorum is present.

Section 2: Proxy: Voting by proxy shall not be permitted except on votes pertaining to amendment of the bylaws.

**ARTICLE VII
Removal of Members**

Section 1: All Committee members will attend meetings and conduct business on official time and at government expense. The Committee can request a member be replaced if two meetings are not attended or a member resigns, transfers, or retires or is otherwise separated from service.

**ARTICLE VIII
Parliamentary Authority**

Section 1: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be used as a default in cases where a consensus cannot be achieved.

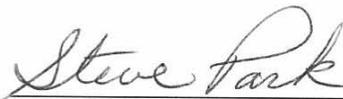
**ARTICLE IX
Amendment of Bylaws**

Section 1: Motions to amend these bylaws may be submitted by any voting member of the Committee to the Chairperson.

Section 2: Decisions to amend the bylaws shall be reached by a consensus of the members at the meeting, in which a quorum is present.

Section 3: All amendments to these bylaws are subject to the approval of the State Conservationist. These bylaws are hereby submitted for approval.

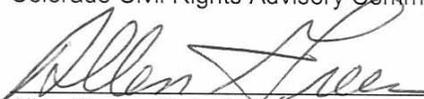
RECOMMENDED:



Steve Park, Chair
Colorado Civil Rights Advisory Committee

1/27/06
Date

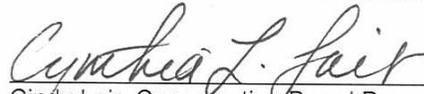
APPROVED:



Allen Green, State Conservationist
USDA Natural Resources Conservation Service

1/27/06
Date

APPROVED:



Cindy Lair, Conservation Board Program Manager
Colorado State Conservation Board

1/28/06
Date