

**COUNTY OF SAN BERNARDINO
EQUAL OPPORTUNITY COMMISSION**

BYLAWS

ARTICLE I - NAME

The Commission shall be known as the Equal Opportunity Commission of the County of San Bernardino, hereinafter referred to as the Commission.

ARTICLE II - LEGAL AUTHORITY

The Commission was authorized by the Board of Supervisors of the County of San Bernardino by Ordinance Number 2825, dated January 9, 1984. On August 25, 1998, the Board of Supervisors adopted Ordinance No. 3732 amending the San Bernardino County Code relating to the Equal Opportunity Commission.

ARTICLE III - PURPOSE

The Board of Supervisors of the County of San Bernardino established the Commission to monitor and review the County's equal employment opportunity program and to advise the Board of Supervisors of progress in equal employment opportunity.

ARTICLE IV - MEMBERS

Section 1. APPOINTMENT

The Commission shall consist of eleven (11) members who shall be qualified electors of the County. All appointments shall be made by the Board of Supervisors and shall continue in effect until a successor is appointed. Each Supervisor shall appoint two (2) members to the Commission. *The Commission on the Status of Women shall recommend to the Board of Supervisors the appointment of one of its Commissioners, who shall be appointed by the Board to the Equal Opportunity Commission.*

Section 2. TERM

Commissioners shall serve a term of *four (4) years*.

Terms of office shall begin on January 1 of the appropriate year and end on the last day of December. Commissioners shall serve at the pleasure of the Supervisor who is responsible for the appointment, except that the member recommended by the Commission on the Status of Women shall serve at the pleasure of a majority of the Board of Supervisors. *Pursuant to County Code 12.371, the term of office of each Commissioner shall expire when the appointing Supervisor shall leave office. A Commissioner shall holdover, or continue service, until the new Supervisor confirms the Commissioner for additional service, appoints a replacement Commissioner, or declares the Commissioner's position vacant.*

ARTICLE V - DUTIES

Duties and responsibilities of the Commission include:

1. Review the County's Equal Employment Opportunity Plan and recommend changes and/or additions where appropriate.

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2. Act as liaison between the Board of Supervisors, County Administrative Officer, Human Resources, and the community on the progress of the County's equal employment opportunity program.
3. Analyze departmental equal employment opportunity programs and report, as appropriate, any concerns to the County Administrative Officer and/or the Board of Supervisors.
4. Recommend to the Board of Supervisors changes in the County's equal employment opportunity policy as deemed necessary.
5. Consult with department and group heads in the implementation of equal employment opportunity programs.
6. Review hiring policies, i.e., recruitment, examination and selection, promotion and other career development opportunities.
7. Prepare *biennial* report each *even-numbered* year, with the assistance of Equal Employment Opportunity staff, on the County's progress in equal employment opportunity to the County Administrative Officer and the Board of Supervisors.

ARTICLE VI - OFFICERS

Officers of the Commission shall consist of a Chairperson, a First Vice-Chairperson and a Second Vice-Chairperson. The Chair shall preside at meetings of the Commission and shall appoint all chairs of committees. The Chair is authorized to sign any correspondence or documents as approved by the Commission. In the Chair's absence, a Vice-Chair will be called upon to perform the duties of the Chair. The Executive Committee shall consist of the Chair and both Vice-Chairs.

ARTICLE VII - ELECTIONS

The election of officers shall be the first item of business at the January meeting.

ARTICLE VIII - MEETINGS

Section 1. Regular

The Commission shall meet once each month with additional meetings conducted as determined necessary by the Executive Committee and one other Commissioner. Regular meetings of the Commission shall be held on the first Thursday of each month, *unless the day occurs on or adjacent to a recognized holiday, in which case it will be scheduled to the following Thursday.*

Section 2. Attendance

Regular attendance at the meetings and functions of the Commission is expected of all Commissioners. For exigencies, a Commissioner may be granted a leave of absence by the appointing Supervisor, and a temporary vacancy shall thereupon exist for the period of the leave of absence. At the request of the Chairman, the appointing Supervisor may fill such temporary vacancy by a temporary appointment to the Commission, provided however that the period of the temporary appointment shall not exceed the remainder of the regularly appointed term.

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Section 3. Quorum

A quorum of this Commission shall consist of five (5) Commissioners or half of the Commission at a given time.

Section 4. Reimbursement of Expenses of Service

Commissioners traveling in excess of twenty (20) miles, round trip, to attend the Commission's business may be reimbursed for their mileage at the then published rate, pursuant to County Code 13.0618(b)(1).

Section 5. Removal for Non-Attendance

If a Commissioner is absent from three (3) consecutive meetings or four (4) total meetings in a calendar year, without good cause entered into the minutes and with the consensus of the Commission, the Commission may recommend to the appointing Supervisor that the Commissioner in question be removed and a vacancy declared.

ARTICLE IX - COMMITTEES

Committees shall be established as deemed necessary by the Chairperson or by a majority of the Commission. Committees shall be established for monitoring particular equal employment opportunity programs.

ARTICLE X - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, current edition, shall be the parliamentary authority for all matters of procedure not covered by these Bylaws. The First Vice-Chair holds the responsibility of Parliamentarian.

ARTICLE XI - AMENDMENTS

These Bylaws may be amended by a two-thirds vote at a regular meeting of the Commission. A copy of the amended Bylaws shall be provided to the Board of Supervisors for approval.