

**NOAA OFFICE OF OCEANIC AND ATMOSPHERIC RESEARCH  
EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE**

**BYLAWS**

**ARTICLE I – NAME**

This committee shall be called the NOAA – Office of Oceanic and Atmospheric Research Employment Opportunity Advisory (NOAA – OAR Advisory Committee), hereafter referred to as “The Committee.”

**ARTICLE II - PURPOSE**

This committee shall serve as the principal advisory committee to OAR management and shall be concerned with all aspects of equal opportunity with OAR. This includes reviewing and giving advice on policies and programs, which have an impact on equal employment within OAR.

**ARTICLE III – MEMBERS**

The membership of The Committee shall consist of at least one representative from each laboratory, from the Office of the Assistant Administrator, and from each program area within NOAA/OAR. Selection of representatives and/or alternates is to be determined by the respective OAR laboratory or program area. The term of office shall be a minimum of two years. The OAR EEO Manager may appoint up to three (3) additional members if a racial/gender imbalance exists on the Committee.

**ARTICLE IV – OFFICERS**

The Committee shall elect from its members, a Chairperson, Vice-Chairperson and Secretary. Officers shall be elected at the first meeting of the fiscal year and will serve two years. The Secretary may be re-elected. The officers shall perform duties in accordance with these bylaws, within the following responsibilities:

Chairperson – has general administrative control over The Committee, presides over meetings, represents the Committee to OAR management, maintains contact with other NOAA EEO Committees, and has authority to make decisions for the Committee in OAR EEO matters.

Vice-Chairperson – serves as the principal assistant to the Chairperson and serves in the Chairperson’s stead in case of his/her absence.

Secretary – ensures that minutes are taken at meetings; assists the Chairperson with correspondence; informs members of meetings; and provides, with assistance of the Chairperson, meeting agendas.

#### **ARTICLE V – MEETINGS**

A regular (face to face) meeting of The Committee will be scheduled every other fiscal year. Committee will meet at least once a month throughout the year via conference call.

The agenda shall include but not be limited to:

- Minutes of previous meeting
- Sub-committee reports
- Old business
- New business
- Announcements
- Adjournment

A majority representation of committee members shall constitute a quorum.

Each committee member shall be entitled to one vote.

Decisions of the Committee shall be made by a vote of a majority of those present.

#### **ARTICLE VI – SUB-COMMITTEES**

Sub-committees and their chairpersons shall be appointed by the Committee Chairperson as deemed necessary to carry on the work of the Committee.

#### **ARTICLE VII – PARLIAMENTARY PROCEDURE**

The rules contained in “Robert’s Rules of Order Newly Revised” shall govern the meetings of the Committee unless inconsistent with these bylaws.

#### **ARTICLE VIII – AMENDMENT OF BYLAWS**

The bylaws may be amended at any regular meeting of The Committee by majority vote; provided, however, that previous notice of the proposed amendment be given in the call for the particular meeting.

Revised 10/12/2010