

**SAN BERNARDINO COUNTY
EQUAL OPPORTUNITY COMMISSION**

BYLAWS

ARTICLE I - NAME

The Commission shall be known as the Equal Opportunity Commission of San Bernardino County (County), hereinafter referred to as the EOC in these Bylaws.

ARTICLE II - LEGAL AUTHORITY

The EOC is authorized by San Bernardino County Code sections 12.3801-12.3803.

ARTICLE III - PURPOSE

The EOC responsibilities shall consist of monitoring and reviewing the equal employment opportunity programs and advising the Board of Supervisors of progress in equal employment opportunities.

ARTICLE IV - MEMBERS

Section 1. Eligibility

The EOC shall consist of eleven (11) members (Commissioners) who shall be qualified electors of the County. Commissioners shall not hold any paid County office or employment.

Section 2. Appointment

All appointments to the EOC shall be made by the County Board of Supervisors. Each Supervisor from the County Board of Supervisors shall appoint two (2) Commissioners to the EOC. In addition, one Commissioner of the EOC shall be appointed at large by the Board of Supervisors.

Section 3. Term of Office

EOC Commissioners shall serve a term of four (4) years, beginning on January 1 of the appropriate year and ending on December 31st of the appropriate year, subject to the following:

EOC Commissioners serve at the pleasure of the appointing County Supervisor except that the Commissioner appointed at large by the Board of Supervisors shall serve at the pleasure of a majority of the Board of Supervisors. Notwithstanding any other provision in this section, a Commissioner who is removed from office by the appointing Supervisor shall leave office on the effective date of the removal.

A vacancy occurring during a term of office shall be filled for the unexpired portion of the term through an appointment made pursuant to the same process as the original appointment.

Pursuant to Government Code section 1302, a Commissioner whose term of office has expired

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shall continue to discharge the duties of the office until a successor Commissioner has been appointed pursuant to the same process as the original appointment.

Pursuant to San Bernardino County Code section 12.3701, the appointment of a Commissioner expires on the date that the appointing Supervisor leaves office. The successor Supervisor shall appoint a person to serve the remainder of the term pursuant to the same process as the original appointment. The incumbent Commissioner shall continue to discharge the duties of the office until a successor Commissioner is appointed.

Commissioners may resign at any time by giving thirty days' written notice to the County Equal Employment Opportunity Office and the Board of Supervisors.

ARTICLE V – DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the EOC include:

1. Review the County's Equal Employment Opportunity Plan and recommend changes and/or additions where appropriate.
2. Act as liaison between the Board of Supervisors, Chief Executive Officer, Director of Human Resources, and the community on the progress of the County's Equal Employment Opportunity Plan.
3. Analyze departmental equal employment opportunity programs and report, as appropriate, any concerns to the Chief Executive Officer and/or the Board of Supervisors.
4. Recommend to the Board of Supervisors changes to the County's Equal Employment Opportunity Policy as deemed necessary.
5. Consult and make recommendations to department heads and administrators in the implementation of equal employment opportunity programs.
6. Review employment policies and practices, including those pertaining to:
 - Hiring
 - Recruitment
 - Examination
 - Selection
 - Promotion
 - Career development opportunities
7. Prepare a biennial report each even-numbered year, with the assistance of the County's Equal Employment Opportunity staff, on the County's progress in equal employment opportunity to the Chief Executive Officer and the Board of Supervisors.

ARTICLE VI – NEW COMMISSIONER ORIENTATION

Prior to joining the Commission, each new Commissioner shall:

1. Schedule and meet with the assigned Human Resources staff either in-person or via

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video call. During the meeting, the Human Resources staff shall share and discuss the following with the new Commissioner(s):

- The County's Equal Employment Opportunity Plan, Policies, and Bylaws
- The role and responsibilities of the EOC and Commissioners
- The necessary forms in preparation for onboarding:
 - Vendor Direct Deposit Agreement
 - Request for Taxpayer Identification and Certification (W-9)
 - Vendor Request Form
 - New Commissioner Parking Permit
- Board Agenda review
- Recent meeting minutes and agenda
- The EOC Annual Awards and Forum

ARTICLE VII – OFFICERS/EXECUTIVE COMMITTEE

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

ARTICLE VIII - ELECTIONS

At the regular meeting of the EOC in December, the election of officers shall be held. Commissioners interested in becoming an officer may address the EOC for five (5) minutes, presenting their qualifications and their view of where their leadership will take the EOC during the next term. The election of officers shall follow these presentations. The new officers shall commence their term in January of the appropriate year, or the beginning of the month immediately following the election.

ARTICLE IX - MEETINGS

Section 1. Regular

The EOC shall meet once each month with additional meetings conducted as determined necessary by the Executive Committee and one other Commissioner. Regular meetings of the EOC 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 on the following Thursday.

Section 2. Attendance

Regular attendance at the meetings and functions of the EOC 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 exist for the period of the leave of absence. At the request of the Chairperson, the appointing Supervisor may fill the temporary vacancy by a temporary appointment to the EOC, provided however that the period of the temporary appointment shall not exceed the period of the leave of absence and shall in no event exceed the remainder of the regularly appointed term.

Section 3. Quorum and Action

A quorum to take action shall consist of six (6) members of the EOC.

Section 4. Reimbursement of Expenses of Service

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

Section 5. Unexcused Absences

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 EOC, the EOC may recommend to the appointing Supervisor that the Commissioner in question be removed and a vacancy declared.

ARTICLE X - COMMITTEES

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

ARTICLE XI - 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-Chairperson holds the responsibility of Parliamentarian, who ensures that the order of business (i.e. agenda) is followed.

ARTICLE XII - AMENDMENTS

These Bylaws may be amended by a majority vote at a regular meeting of the EOC. A copy of the amended Bylaws shall be submitted to the Board of Supervisors for approval.

Revised 6/11

(Adopted 8/11)

Revised 3/26

(Adopted 4/26)