

CHIEF EQUITY OFFICERS COMMITTEE

OF THE

CHIEF ADMINISTRATIVE OFFICERS COMMITTEE

BYLAWS

Adopted on: January 28, 2021

ARTICLE I: NAME

The name of this committee is the Chief Equity Officers Committee, hereinafter referred to as “the Committee”. The Committee serves as a Technical Committee of the Chief Administrative Officers Committee (CAOs) of the Metropolitan Washington Council of Governments (COG).

ARTICLE II: PURPOSE & SCOPE OF WORK

The purpose of the Committee is to advance racial equity within COG programs and committees, COG member local governments, and throughout the metropolitan Washington region. The Committee will support COG’s mission to be anti-racist and advance racial equity through work focused on implementing policies and practices that promote racial equity for all area residents and throughout COG’s analyses, operations, procurement, programs, and priorities. The Committee’s work will support the Chief Administrative Officers, the COG Board of Directors, and policy committees.

Scope of Work:

1. Serve as the hub for regional collaboration and coordination on advancing racial equity initiatives throughout the region, within COG’s member local governments, and through COG’s work.
2. Share information, data, resources, and best practices to advance racial equity and serve as a forum for cross-jurisdictional discussion.
3. Coordinate COG regional education and training initiatives as deemed appropriate by the Committee.
4. Support the COG Board of Directors, Chief Administrative Officers Committee and COG Policy Committees to advance racial equity through the priorities and projects executed each committee as requested.
5. Support the Region Forward Coalition to update the Greater Washington 2050 Compact focused on creating a more prosperous, accessible, livable, and sustainable metropolitan Washington by re-aligning the goals and targets to illuminate and support equity and inclusion.
6. Serve as a hub for collaboration and partnership with external community organizations on efforts to address racial equity in the region.

ARTICLE III: MEMBERSHIP

A member is the Chief Equity Officer in each COG member jurisdiction. If a COG member jurisdiction does not have a Chief Equity Officer, the Chief Administrative Officer may appoint a staff representative to serve as a member of the Committee. Membership appointments will remain in effect until altered by the Chief Administrative Officer.

Members may vote on all issues brought before the Committee. A member may assign an alternate by written or email notice to the Committee staff prior to the meeting to attend a meeting that the member is not able to attend, and the designee shall have voting rights.

ARTICLE IIII: LEADERSHIP

The Committee shall have one Chairperson, elected annually by the Committee to serve a one year term. Nothing shall preclude an officer from serving more than one consecutive term. The Chairperson must be a primary committee member, not an alternate. If the elected Chairperson is unable to fulfill his/her term of office, the Committee will hold an election at the next scheduled meeting to elect a new Chairperson to complete the term.

The duties of the Chairperson is as follows: the Chairperson will preside at all meetings. The Chairperson will collaborate with COG staff to identify the Committee priorities and develop meeting agendas. The Chairperson shall represent the Committee, or delegate such representation, at COG meetings and events as requested, act as the spokesperson for the Committee and otherwise ensure that the Committee's responsibilities and activities are carried forth. The Chairperson will attend other COG meetings as their availability permits or will designate a Committee representative(s) to attend in their place.

If the Committee wishes to elect Vice Chairpersons, they may do so with the annual election of the Chairperson. Vice Chairpersons will assist with the duties and responsibilities of the Chairperson.

ARTICLE V: MEETINGS

The Committee will meet every other month, or six (6) times per calendar year. The Committee has the authority to meet more or less frequently to meet the needs of the Committee. The Committee may meet virtually or in-person at the COG building.

The Chairperson may call a special meeting for an issue that requires attention before the next regular meeting date without prior written notice. However, no business will be transacted except that for which the special meeting was called.

A minimum of five (5) members present, in person or by telephone or webinar, at a meeting, constitutes a quorum. When a quorum of the Committee is present, a majority shall decide any issue brought before the Committee.

The Chairpersons may limit attendance at meetings to members and COG staff only.

ARTICLE VII: SUBCOMMITTEES

The Committee may create standing and/or temporary subcommittees as deemed necessary to carry out the work of the Committee. Each standing subcommittee shall have an elected chairperson whom shall attend each meeting of this Committee and report on the activities of their subcommittee.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The Committee's meetings shall be governed by the Rules of Procedure adopted by the COG Board of Directors. If the Rules of Procedure are silent on an issue before the Committee, the governing procedure shall be the current edition of Roberts Rules of Order.

ARTICLE IX: STANDARD OPERATING PROCEDURES

The Committee may adopt written standard operating procedures (SOPs) as it deems necessary for the operation of the Committee and/or subcommittees. These Bylaws, together with the SOPs, will govern the Committee's operations. The Bylaws will take precedent over any SOP, and no SOP that is in conflict with this document will be adopted by the Committee. All SOPs shall be approved by vote of the Committee in the same manner as are amendments to these Bylaws. A list of all adopted SOPs is found at the end of these Bylaws and shall be updated as new SOPs are adopted.

X: AMENDMENT OF BYLAWS

Any amendment of these Bylaws shall require a majority vote by a quorum of members assembled for the purpose of voting for ratification of the proposed amendments. All members shall be provided written information on proposed amendments to these Bylaws at least fifteen (7) days before the date of such vote, and the proposed amendments shall have been discussed in at least one meeting of the Committee held in the three (3) months before the vote. All members shall be notified of the date, place and time of the meeting at which the proposed amendments will be presented to the Committee for a vote. Each jurisdiction will be entitled to only one (1) vote. Any Bylaw amendments approved by the Committee will then go before the Chief Administrative Officers Committee (CAO) for approval. The CAO Committee must approve any Bylaw changes by a majority vote of a quorum of members assembled for the purpose of voting for ratification of the proposed amendments.

XI: ADOPTION OF BYLAWS

These Bylaws shall become effective upon the majority vote of a quorum of members assembled for the purpose of deciding the ratification of such Bylaws. The Chairperson of the Committee shall affix their signature to this document attesting to its ratification.