

## **COMMITTEE ON EQUAL OPPORTUNITY AND DIVERSITY BYLAWS**

In accordance with Article VI of the University of Massachusetts Worcester (UMW) Governance Document (Doc. T03-035, as amended, Appendix A), each Standing Committee shall prepare, adopt and regularly review their own bylaws for the purpose of establishing Chair, quorum and standard operating procedures. Furthermore, committees must adhere to all principles, obligations and language of the UMW Governance Document and the related School Bylaws.

### **ARTICLE I: MEMBERSHIP**

The Committee on Equal Opportunity & Diversity (CEOD) shall ensure that its membership reflects the diversity of UMW by having a broad representation from across the campus. As outlined in the UMW Governance Document (Doc. T03-035, as amended), membership on the CEOD shall include:

- A. Voting membership shall consist of the following:
  - 1. Fifteen members of the faculty representing all schools, appointed by the Nominations Committee.
  - 2. Fifteen staff members selected by a committee comprised of the Deputy Director for Administration and Finance of UMass Biological Laboratories (or designee); Chief of Staff for Commonwealth Medicine (or designee); Chief of Staff for the SOM Dean's Office (or designee); Chief of Staff for the Chancellor's Office (or designee) and chaired by the Vice Chancellor for Diversity and Inclusion.
  - 3. One student from each School, selected by the student Representative Body.
- B. Faculty and staff voting members shall serve for three (3) years with no more than two (2) consecutive terms.
- C. Voting members are required to join a subcommittee.
- D. Non-voting members consist of:
  - 1. Vice Provost for Faculty Affairs; Vice Chancellor for Diversity and Inclusion; and other representatives or administrative officials as may be designated annually by majority vote of the CEOD.
  - 2. Additional non-voting members shall be appointed annually by majority vote of the CEOD and may include members of the subcommittees, Faculty-at-Large, staff and students. These individuals may self-nominate or may be nominated by a Co-chair.

### **ARTICLE II: MEETINGS**

- A. Frequency
  - 1. The CEOD shall meet bi-monthly during the academic year from October through June. The schedule of meetings shall be distributed to the members at the first meeting of the

year. Additional meetings may be called by the CEOD Co-chairs with advanced notice of five (5) days.

2. The Co-chairs of the CEOD and Co-chairs of the subcommittees shall meet bi-monthly during the academic year from September through May (alternate months to the CEOD meeting). The schedule of meetings shall be distributed to the subcommittee Co-chairs at the first meeting of the academic year. Additional meetings may be called by the Co-chairs of the CEOD with advance notice of five (5) days.

#### B. Attendance

1. It is the expectation that voting and non-voting members of the CEOD will attend all meetings and are encouraged to participate. The Co-chairs, or their designee, shall be notified if a member is unable to attend. The Co-chairs may take into consideration attendance when making recommendations for continuance on the CEOD.
2. Members may attend by teleconference, video conference, or any other technology that allows full participation by the member. Representation by proxy is not permitted.
3. All CEOD meetings are open to all UMW faculty, staff and students.

#### C. Voting

1. One half of the voting membership shall constitute a quorum.
2. A majority of a quorum is required to pass on any item of business.
3. Voting may be accomplished by teleconference, video conference or any other technology that allows the voting member to attend/participate in the meeting.
4. Voting by proxy is not permitted.

#### D. Agenda

1. The agenda for regular meetings shall be prepared by the CEOD Co-chairs.
2. The agenda and notice of the meeting shall be distributed to the members at least five (5) days in advance of the meeting.
3. Any member can submit an item for the agenda. The decision to put an item on the agenda rests with the Co-chairs.

#### E. Minutes

1. The Co-chairs shall be responsible for meeting minutes.
2. The minutes shall be voted for approval at the next regularly scheduled meeting.
3. Once approved, the minutes shall be posted/made available on the CEOD website.

4. A permanent record of the meeting minutes shall be maintained by the Diversity and Equal Opportunity Office (DEOO).

F. Administrative Support

1. The DEOO shall provide support to the CEOD for purposes of coordinating meetings, preparing and distributing materials in consultation with the CEOD Co-chairs.

**ARTICLE III: CO-CHAIRS**

A. There shall be a Co-chair representing the staff and a Co-chair representing the faculty. Co-chairs shall:

1. Preside at all CEOD meetings.
2. Review proposed agenda items and prepare agenda.
3. Serve on campus committees and task forces as requested and appropriate.
4. Attend monthly meetings with the Vice Chancellor for Diversity and Inclusion.
5. Preside at additional meetings as called by the Co-chair.

B. Nominations and Elections

1. Nominations for the Co-chairs shall be solicited by the Nominating Subcommittee and forwarded to the administrative support designee for preparation of the ballot.
2. Any voting or non-voting member of the CEOD can self-nominate.
3. Should a non-voting CEOD member self-nominate or be nominated for Co-chair, the CEOD shall submit a recommendation to the appropriate staff or faculty appointing committee for the constituent to be considered as a voting member.
4. Nominees shall submit a personal statement to the Co-chairs to be presented with the ballot.
5. A Co-chair shall be elected annually by the voting membership.
6. Elections for the Co-chair in the upcoming year shall occur prior to the last meeting of the current academic year. Each nominee must have previously served as an active voting or non-voting CEOD member for at least two (2) years.
7. Voting will be by anonymous ballot. If there are more than two candidates, an instant runoff ballot will be used.
8. Term of office will be for two (2) years with no more than two (2) consecutive terms. Terms shall be staggered.

## **ARTICLE IV: ADVISING AND REPORTING**

- A. The CEOD shall report directly to the Chancellor.
- B. The CEOD shall advise the Chancellor and the Vice Chancellor for Diversity and Inclusion on substantial matters resulting from committee decisions. Such matters shall require a majority vote of the membership.
- C. The CEOD shall provide a report to the Chancellor, Faculty Council and Executive Council at the end of each academic year summarizing the activities of the previous year and anticipated activities for the upcoming year. The Co-chairs and/or designee shall present a more comprehensive overview upon request by the Faculty Council and/or Executive Council.
- D. If the CEOD has an item that they want to bring forward to a Governing Body, the Co-chairs shall be responsible for requesting to place an item on the agenda of the appropriate council. The Co-chairs and/or designee of the committee will make the report.

## **ARTICLE V: SUBCOMMITTEES**

The CEOD may establish subcommittees from time to time which represent the diverse groups in the UMW community. These subcommittees support the work, mission and values of the CEOD and the DEOO and assist in the workings and management of the CEOD. Such subcommittees shall function in accordance with the rules and regulations concerning the conduct of their business and meetings consistent with the general provisions and requirements of the UMW Governance Document, the involved School's Bylaws, and the CEOD Bylaws. All conduct and any recommendations of such subcommittees are advisory only to the committee under which they serve.

- A. Subcommittee membership:  
Members shall be appointed annually by majority vote of the CEOD and may include Faculty-at-Large, staff and students. These individuals may self-nominate or may be nominated by a Co-chair.
- B. Subcommittee Co-chairs
  1. Subcommittee members shall identify a Chair or Co-chairs for each of the subcommittees identified herein and submit the recommendations to the Nominating Subcommittee.
  2. Determination of subcommittee Chair/Co-chairs in the upcoming year shall occur in parallel with the election process for the CEOD Co-chairs.
  3. The review/approval of the subcommittee Chair/Co-chairs by the CEOD shall occur at the last meeting of the current academic year.
  4. Terms are for two years.
  5. Responsibilities of the Chair/Co-chairs are to:

- a. Preside at all meetings of the subcommittee
- b. Make reports to the CEOD, as requested
- c. Provide items to the CEOD that require a vote
- d. Attend designated meetings of the subcommittee Chairs/Co-chairs

C. List of Subcommittees:

1. **Civility:** promotes a sustainable civil culture by raising awareness through events, education and training.
2. **Commonwealth Medicine Cultural Diversity Committee:** supports initiatives and promotes ideas to help build a strong organizational workforce that embraces inclusion and diversity while appreciating differing perspectives and contributions from all employees. A primary role of the Committee is to attract employees to the organization that mirror the demographics of the communities we serve.
3. **Disabilities:** works to ensure that UMW is an inclusive workplace for individuals with disabilities.
4. **Lesbian, Gay, Bisexual, Transgendered and Ally (LGBTQA):** supports the UMW in its commitment to an environment that is respectful, fair and affirming to all, regardless of sexual orientation and gender identity.
5. **International:** welcomes and provides support to UMW international employees and their families.
6. **MassBiologics Diversity Committee:** supports initiatives and promotes ideas to leverage its diverse workforce for improving public health through applied research, development and production of biologic products.
7. **Mature Workforce:** serves as an advocate to identify issues and concerns of the mature worker at UMW and to develop resources and programs to address these issues and concerns.
8. **Minority Academic Advancement (MAAC):** committed to increasing diversity at UMW. Supports the recruitment and academic success from underrepresented minority groups.
9. **Professional Women:** works to improve the lives of professional women at UMW through provision of a variety of mechanisms and supports.
10. **Nominating:** The Nominating Subcommittee will seek voting and non-voting members for representation on the CEOD. The Nominating Subcommittee will seek Co-chair elect candidates for consideration to the CEOD in preparation for the ballot. The Nominating Subcommittee will also work with the Chair/Co-chairs of each subcommittee to ensure that subcommittee Chairs/Co-chairs are identified for the upcoming year, as needed, and a slate of subcommittee Chairs/Co-chairs candidates is prepared for review/approval by the CEOD.

## **ARTICLE VI: REVIEW AND REVISION**

In accordance with the UMW Governance Document (Doc. T03-035, as amended), standing committees shall regularly review their bylaws, at a minimum every five (5) years. Proposed amendments shall be forwarded to the Chancellor and Provost for their review and input. Such amendments must then be approved by both the Faculty Council and the Executive Council.

## Appendix A

### GOVERNANCE DOCUMENT

#### ARTICLE VI: STANDING COMMITTEES

##### A. Types of Committees

At UMW, there are a number of committees that provide assistance to campus operations and provide input on campus policies and procedures. They are described as follows:

**1. Informal or ad hoc committees** as may be constituted by the Chancellor, Provost and/or Deans, usually for a particular purpose and may be for a limited time-frame. Due to the nature and number of these committees, they are not specifically named in this document. The written "charge" establishing such a committee shall set forth the membership, the purpose, and any procedural requirements for the meetings. Notice of the establishment of any such informal or ad hoc committees shall be timely provided to the Executive Council and Faculty Council.

**2. Statutorily-mandated committees** that exist to fulfill certain federal or state requirements will be established and maintained in compliance with the related statute and/or regulation (a list of current statutorily-mandated committees is attached as Appendix 1).

**3. Standing Committees** (as stated below) report to either the Faculty Council, Executive Council, Provost and/or Chancellor, and generally advise and consult with certain specified UMW Committees or Leadership. The guiding principles in the establishment of these Standing Committees include but are not limited to any one or more of the following:

- it serves an operational necessity for UMW;
- it safeguards the interests of UMW;
- it ensures ongoing faculty participation in matters of interest impacting the faculty and faculty life;
- it promotes shared governance of UMW; and
- it provides consistent campus-wide policy and procedure.

Such committees are integral in supporting the missions of UMW. These Standing Committees will fulfill their assigned duties, which the Chancellor may increase at his/her discretion. In carrying out their duties, these Committees shall not usurp material functions of administrative departments.

The general conditions and governance rules shall be as follows, unless otherwise explicitly stated for a particular Committee:

- a) Faculty member terms are for three years, unless otherwise stipulated herein. Membership on Standing Committees or their subcommittees shall be staggered so that one-third of the faculty members are appointed annually. Vacancies may be filled at any time. When a vacancy occurs on a Standing Committee, the Vice Provost for Faculty Affairs, after consulting with the Chair of the involved Standing Committee and the

Nominations Committee, may fill the vacancy with another faculty member who shall serve until the term for that position expires or until the next regular faculty election.

- b) The Chancellor, Provost or their designee(s) may serve on all Standing Committees as non-voting ex-officio members.
- c) Each Standing Committee may create a subcommittee to work on a particular issue under the Duties of the Standing Committee. Membership on such a subcommittee does not confer membership on the Standing Committee. Subcommittee members may attend Standing Committee meetings, but may only vote if they are also Standing Committee members.
- d) Voting members of a Standing Committee or subcommittee shall elect the Chair with terms as specified in the particular committee's bylaws.
- e) Only appointed/elected members of a Standing Committee have voting privileges.
- f) Decisions (including the presence of a quorum) shall be determined by a simple majority of the voting membership. Such "votes" may be established by members participating in-person and/or via teleconference, video conference, or any other technology that allows full participation by the member. Proxy (absentee) voting is not permitted.
- g) Upon request by either the Faculty Council or Executive Council, the Standing Committees shall make a report to the requesting Council.
- h) Meetings shall be held as stated in their respective committee bylaws. Each Standing Committee shall prepare, adopt and regularly review their own bylaws for the purpose of establishing Chair, quorum and standard operating procedures. Committees shall regularly review their bylaws, and at a minimum every five (5) years. Proposed amendments shall be forwarded to the Chancellor and Provost for their review and input. Such amendments must then be approved by both the Faculty Council and the Executive Council

## **COMMITTEE ON EQUAL OPPORTUNITY AND DIVERSITY**

### **a) Duties**

The Committee on Equal Opportunity and Diversity (CEOD) supports innovations of personal and professional growth and advancement at all levels of employment and education. The CEOD collaborates with and provides oversight and feedback to UMW on its policies, procedures, and activities to meet the diversity goals of the institution. The CEOD promotes and enhances UMW's efforts to build a workforce that is culturally diverse and inclusive in recruiting, hiring, admitting, promoting, compensating, and retaining staff, faculty and students. The CEOD may provide input to the Chancellor on the appointment of candidates for senior leadership positions, including Provost, Deans, Chairs and Directors. The members will be responsible for organizing specialized subcommittees as needed and as defined in the Committee's bylaws.

### **b) Advising and Reporting**

- i.* The CEOD shall work collaboratively with the institution's Vice Chancellor for Diversity and Inclusion and the Diversity and Equal Opportunity Office, supporting the development and implementation of the activities, policies and procedures associated with the diversity and inclusion efforts of UMW.
- ii.* The CEOD shall report directly to the Chancellor.

### **c) Membership**

- i.* Voting membership on the CEOD shall consist of the following:
  1. Fifteen members of the faculty representing all schools, appointed by the Nominations Committee
  2. Fifteen staff members selected by a committee comprised of the Deputy Director for Administration and Finance of UMass Biological Laboratories (or designee), Chief of Staff for Commonwealth Medicine (or designee), Chief of Staff for the SOM Dean's Office (or designee), Chief of Staff for the Chancellor's Office (or designee) and chaired by the Vice Chancellor for Diversity and Inclusion
  3. One student from each School, selected by the student Representative Body.
- ii.* Non-voting membership shall consist of the following: Vice Provost for Faculty Affairs; Vice Chancellor for Diversity and Inclusion; and other representatives or administrative officials as may be designated annually by majority vote of the CEOD. Additional non-voting members shall be appointed annually by majority vote of the CEOD and may include members of the subcommittees and Faculty-at-Large.