

**HONOLULU-PACIFIC FEDERAL EXECUTIVE BOARD
PACIFIC REGION DIVERSITY COUNCIL BY-LAWS**

Mission Statement - Assist Pacific Theatre federal agencies by coordinating programs and activities that promote a diverse workforce through collaboration, education, and sharing of best practices.

Vision - We help Federal Agencies Achieve the **D-R-E-A-M**. Supporting Diversity through Resources while Enriching All Members of a Diverse Workforce Environment

1. **NAME:** Honolulu-Pacific Federal Executive Board Pacific Region Diversity Council.

2. **AUTHORITY:** By direction of the Honolulu Pacific Federal Executive Board (HPFEB) the Pacific Region Diversity Council is established as a forum to promote diversity, representing all Federal employees in the Pacific Region.

3. **PURPOSE:** The Pacific Region Diversity Council, referred herein as the Diversity Council, will coordinate programs and activities that promote a diverse workforce within the federal government. In addition, the Diversity Council will serve as a role model and liaison between the Federal and State communities of the Pacific Region.

4. **OBJECTIVES:** The objectives of the Diversity Council shall be to:
 - A. Sponsor and support programs and activities pertaining to employment, education, advancement and retention.
 - B. Enhance workforce productivity.
 - C. Serve as a networking resource to communicate and exchange information about programs and activities.
 - D. Provide resources, training, and mentoring opportunities that will allow for personal and professional growth of Council members.

5. **STRUCTURE AND GOVERNANCE:** The Diversity Council shall conduct regular general meetings in accordance with Council Bylaws and Robert's Rules of Order. Members shall consist of designated Federal Agencies to include Special Emphasis Program Managers, Equal Employment Advisory Council Members, Diversity Consultants, EEO Professionals, Federal Women's Council or other interested employees.
 - A. The Diversity Council Officers will consist of the Chair, Vice Chair, Recorder, Sergeant at Arms, Communications Officer and Budget Manager. The Executive Director of the Honolulu-Pacific Federal Executive Board will serve as a permanent advisory member.

Revised as of 31 January 2013

- B. A nominating committee shall be appointed by the Chair to compile a list of names of eligible members for election to the offices designated. The Team Leader of the nominating committee shall be responsible for ensuring the accuracy of the listing and the timeliness of its dissemination to the general membership for voting.
- C. The Council may form sub-committees or teams to accomplish special projects and/or functions that further its goals and objectives. The Council Chair shall appoint Team Leaders and solicit members when the sub-committee is formed, and the sub-committee may be abolished when its purpose has been served.

6. MEMBERSHIP: Representatives may be designated by their respective Federal agency heads to serve on the Diversity Council. Officers are elected annually to serve for one year, with the exception of Chair and Vice Chair, who serve for a two year period. Membership solicitation occurs as necessary.

7. MEMBER RESPONSIBILITIES: Members are considered those who have regularly supported or participated in functions of the Diversity Council. Members retain all rights and voting privileges as well as quorum counts. Members are expected to:

- A. Regularly attend Diversity Council meetings (including sub-committee meetings as assigned) and Council sponsored events. If unable to attend, members are encouraged to obtain representation from within their organization and to remain current on all events.
- B. Inform respective agency heads and agency employees of all Diversity Council activities and encourage ideas and recommendations.
- C. Serve on subcommittees as members or as Team Leaders, as appropriate.

8. MEETINGS:

- A. Meetings of the full Diversity Council will be held quarterly, or more frequently, as designated by the Chair. The Recorder is responsible for disseminating meeting reminders and locations.
- B. Sub-committees will meet as necessary.

9. ROLES OF THE OFFICERS:

- A. The Executive Council will consist of the elected Diversity Council officers. They are to serve as the subject matter experts on parliamentary procedures in the execution of all meetings involving the Diversity Council and its members. The Diversity Council shall be governed by elected officers or, when necessary, officers appointed by the FEB Executive Committee. Officer positional responsibilities may be combined when deemed necessary or appropriate, and are as follows:
 - 1. **CHAIR.** Elected by a majority of Council members. The Chair or designee shall preside at all meetings of the Council; call special meetings as necessary; serve as a liaison with the FEB; act as spokesperson for the Council on all occasions; be

responsible for the preparation and timely submission of reports; and appoint sub-committee chairs

2. **VICE CHAIR.** Elected by a majority of Council members, attends Council meetings and carries out the duties of the Chair when the Chair is absent or incapacitated. In the event that the Chair position becomes vacant, the Vice Chair shall assume the role of the Chair until such time as a new Chair is appointed and takes office. The Vice Chair is considered an ex-officio member of all subcommittees in an advisory capacity.
3. **RECORDER.** Elected by a majority of Council members. Shall record accurate minutes of all meetings; preserve them as history in a book of meeting minutes to be provided to his/her successor. Ensures the timely distribution of minutes, including posting on appropriate web sites for members' access. Maintains an accurate and current listing of members. Ensures effective communications and disseminate notices of events as appropriate. Drafts correspondence for the Council and maintain record copies of all official correspondence.
4. **SERGEANT AT ARMS.** Elected by a majority of Council members. The Sergeant-at-Arms is responsible for assisting the Chair/Vice Chair in maintaining order at meetings, distributing documents and material during meetings; collects, and counts ballots for elections. Keeps a record of all votes and keeps copy of these Bylaws at all meetings. Assures meetings flow smoothly and remain productive. The Sergeant-at-Arms shall perform such other duties as may from time to time be assigned to him/her by the Chair or Vice-Chair.
5. **BUDGET MANAGER.** Elected by a majority of Council members. Maintains an accurate accounting of Council finances, and provides a quarterly report at Council meetings. Serves as budget liaison to the FEB. Provides proposals and reports on behalf of the Council to the FEB as required. Maintains a ledger of executed financial transactions, providing this upon request to the FEB. The Budget Manager is responsible for the following:
 - a. Accurate accountability for petty cash fund, if held. The petty cash fund amount shall be limited to \$300.
 - b. Obligations for expenditures in excess of \$300 require written concurrence from the FEB Executive Committee. All payments for services, including any Honoraria, shall be paid after presentation of a signed invoice. All cash transactions must be receipted.
6. **COMMUNICATIONS DIRECTOR:** Elected by a majority of Council members. Promulgates notices of meetings and events pertaining to the activities of the Council. Retains oversight for public relations processes of activities and

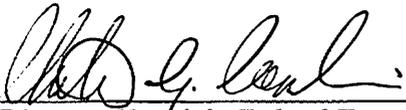
events held by the Council, including ensuring accuracy of web site content relating to the Diversity Council. In the absence of a Communications Director, these duties may be combined with the Vice Chair responsibilities.

7. **ROLE of TEAM LEADERS:** Appointed as appropriate by the Chair. The lead or point of contact for sub-committees shall be termed "Team Leaders" and shall be responsible for directing the activities of their subcommittee.

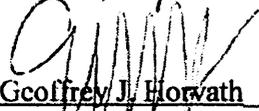
10. Each fiscal year, during the month of September, the Pacific Region Diversity Council will be responsible for ensuring that goals and objectives for the following fiscal year are developed, a work plan is drafted, and a budget formulated and submitted to the Executive Director of the FEB for review by the Executive Committee. Additionally, a report of Council activities and accomplishments for the current fiscal year shall be provided to the FEB Executive Director for inclusion in the HPFEB annual report.

11. These By-Laws are subject to annual review by the membership at the first meeting of each new fiscal year, and any proposed revisions should be submitted not less than 30 days in advance and will be put to a membership vote. Any proposed structural changes to the Diversity Council require the specific approval of the FEB Executive Committee.

12. Each member of the Federal Executive Board Pacific Region Diversity Council shall be provided with a copy of the by-laws.



Director, Honolulu Federal Executive Board



Geoffrey J. Horvath
Chair, Pacific Region Diversity Council

Date:

02/06/13

Date: February 6, 2013