

# **Inclusion Council Bylaws**

## **Structure**

The UMBC Inclusion Council is an Advisory Council to the Office of Equity and Inclusion in the UMBC President's Office.

The Inclusion Council was established on June 30, 2020, to provide advice and guidance to the Office of Equity and Inclusion regarding the development and evolution of the office, as well as ongoing and ad hoc initiatives. Additionally, the Council was formed to act as ambassadors for OEI across campus, to offer a range of perspectives from across campus to the work of OEI, and to provide a venue for discussion of unforeseen issues as they arise. The Council will work with the campus community to identify short- and long-term goals and recommendations.

The Inclusion Council will be led by two co-chairs: The director of the Office of Equity and Inclusion will be one standing co-chair, the other co-chair will be elected from the membership of the Inclusion Council for a two-year term.

Election of Chair: The selection of the nominee for Co-Chair will be made by a majority vote of the Council, by secret ballot with a two-thirds quorum required for voting. Absentee ballots are allowed. Nominees will submit a CV and a statement explaining the goals and direction that they envision for the Council. All nominations and materials must be submitted 30 days prior to the vote or as determined by the Council in order that the members have time to review all nominees' qualifications. The election will normally be held, when required, at the August meeting of the Council. By a majority vote, with a two-thirds quorum required, the Council may vote to recommend the recall of the Co-Chair.

## **Council Membership**

The Inclusion Council will have an optimal size of 15-20 members. As a guiding principle, the Inclusion Council membership should reflect the many constituencies that diversity, equity, and inclusion work affect. There will be a minimum of one seat for an undergraduate student, one for a graduate student, one for a faculty member, one for an adjunct faculty member, one seat for each of the university senates, and one seat for each of the university unions.

Membership terms shall be for two years, running from August to August. Prospective members may be invited, nominated, or self-nominated. The Inclusion Council will advertise the opportunity to apply for both Council and Affiliate membership (see below) every year. In addition, when vacancies become available during the year, a special solicitation of applications and an election will be called. The Council should seek members who can provide guidance on the emergent needs of diversity, equity, and inclusion work.

All prospective members must demonstrate their interest via an application in which the person delineates their commitment to diversity, equity, and inclusion work and what goals or contributions they would have for the Inclusion Council. Current members may submit for renewal, for up to two consecutive terms. Council members who have reached their term limit may apply to continue as affiliate members.

Membership applications will be evaluated by the Inclusion Council membership, taking into account the strength of applications received as well as what type of membership representation is needed on the Council. Applicants from individuals who have served as affiliate members of the Council are encouraged. Final determinations will be made by majority vote, with the Inclusion Council co-chairs making final decisions in the event of a tie. Membership elections will be conducted by secret ballot with a two-thirds quorum required for voting. Absentee ballots are allowed. Voting will generally occur at the August meeting.

Members are expected to participate in the work of the Council by attending meetings, actively participating in at least one working group, and attending OEI events. There may be additional responsibilities as challenges and opportunities arise.

Members are also expected to adhere to the goals and values of the Council and OEI. By a majority vote, with a two-thirds quorum required, the Council may vote to recommend the recall of a member who is not meeting obligations or expectations.

### **Affiliate Membership**

In addition to regular members of the Council, the Council welcomes Affiliate members, who agree to be on-call subject matter experts who provide the OEI and Council with guidance on specific issues that may arise from time to time. All prospective affiliates must demonstrate their interest via an application in which the person delineates their commitment to diversity, equity, and inclusion work and what goals or contributions they would have for the Inclusion Council. Affiliate members may, upon the invitation of the Council or Co-Chairs, participate in its deliberations without the right to vote.

Affiliate members are also expected to adhere to the goals and values of the Council and OEI. By a majority vote, with a two-thirds quorum required, the Council may vote to recommend the recall of an affiliate member who is not meeting obligations or expectations. Affiliate membership will be limited to five individuals.

## **Working Groups**

The Inclusion Council launched working groups to gather information, develop recommendations, and propose a plan of action with respect to a number of issues that have been identified by our community as priorities. The co-chairs of the working groups will be members of the Inclusion Council. Community members may request to serve on the working groups. These bylaws do not apply to the non-Inclusion Council members of the working groups. The Inclusion Council will advertise the opportunity to serve on Inclusion Council Working Groups every year.

Current working groups:

- Bias and Microaggressions and Training/ Education and Intersectionality/ Engagement
- Communications
- Conflict Resolution/ Restorative Practices
- Curriculum
- Faculty and Staff Diversity, Recruitment, Retention, Belonging
- Land Acknowledgment & Alignment of Economic Decisions and Values
- Policies/Procedures
- Policing/Safety
- Sexual Misconduct, Harassment, and Interpersonal Violence
- Student Recruitment/ Enrollment / Retention and Belonging

## **Meeting Procedures**

The Council will meet monthly throughout the academic year with the agenda set by the Co-Chairs, with input from the membership. The Co-Chairs may convene additional meetings as needed. Workgroups will also meet monthly with the agenda set by the workgroup co-chairs.

Meetings will proceed through discussion of agenda items. When decisions are needed on such items, group discussion will continue until the Co-Chairs determine that all voices have been heard and the matter is ready to move forward to vote or resolution. Only current members of the Council may vote.

## **Amendments to the Bylaws:**

By majority vote, the Council may as necessary adopt and alter procedural bylaws.

The provisions of these Bylaws and any related Rules and Procedures shall go into effect following approval by a two-thirds vote of the Council.

Current members of the Council may propose an amendment to the by-laws in writing to the Chairs who will forward it to the by-laws subcommittee. The by-laws subcommittee shall be at least six members of the Council, consisting of the administrative lead

of the council, the two co-chairs of the Inclusion Council, one student member, one staff member, and one faculty member. If the proposed amendment is seconded by the by-laws Subcommittee, the administrative lead will forward the proposed amendment to the full council.

There must be prior advertising that a vote will be taken to amend the by-laws.

There must be a quorum (2/3 of membership) to amend.

*Date drafted: June 9, 2020*

*Date amended: March 29, 2021*

*Date amended: May 19, 2021*

*Date amended: July 1, 2021*

*Date enacted: August 31, 2021*