

DEPARTMENT OF JUSTICE
United States Attorney's Office, District of Vermont

THE BYLAWS
OF
THE UNITED STATES ATTORNEY'S OFFICE
DIVERSITY COMMITTEE

ARTICLE I. NAME

The name of the Committee shall be the USAO-VT Diversity Committee.

ARTICLE II. MISSION AND OBJECTIVES

Section 1. *Mission*. The primary mission of the Committee shall be to assist the United States Attorney in the District of Vermont ("the USA") in creating a culture of diversity and inclusion throughout the USAO.

Section 2. *Objectives*. The Committee shall seek to achieve this mission through the following objectives:

- A. Ensuring compliance with the core elements of the Department of Justice (hereinafter "the Department") Diversity Management Plan and the USAO-VT's Diversity Operational Plan
- B. Analyzing and assessing current practices and programs in the areas of outreach and recruitment, hiring, retention, and professional development, to determine where enhancements need to be made to create a longstanding and enduring commitment to fostering diversity and inclusion within the USAO-VT.
- C. Identifying priorities in the areas of outreach and recruitment, hiring, retention, and professional development, and developing measures for demonstrating successful achievement of related goals and objectives
- D. Identifying means and methods of improving outreach and recruitment efforts to encourage diverse pools of highly-qualified candidates, including targeted efforts to hire persons with disabilities
- E. Nurturing an environment and culture within the USAO-VT that values and supports diversity and inclusion

- F. Recommending and supporting the creation of transparent and sustainable diversity initiatives

ARTICLE III. OFFICERS

Section 1. *Officers.* The officers of the Committee shall consist of a Chair and Vice-Chair.

Section 2. *Appointment and Term.* The officers of the Committee shall be appointed by USA. The officers shall be appointed biennially, and each officer shall hold office for two years or until his or her successor shall have been appointed. A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the USA for the unexpired portion of the term.

Section 3. *Chair.* The Chair's duties shall include, but not be limited to, the following: preside, when present, at all meetings of the Committee; assist the USA with appointing members to the Committee; act as the principal spokesperson for the Committee; assist with the preparation of all reports relating to the USAO-VT's diversity efforts, including any annual reports to be submitted to the Attorney General's Diversity Management Advisory Council; and in general shall perform all duties incident to the office of Chair and such other duties as they may be prescribed by the USA from time to time.

Section 4. *Vice-Chair.* In the absence of the Chair or in the event of his or her death, inability, or refusal to act, the Vice-Chair, unless otherwise determined by the USA, shall perform the duties of the Chair, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice-Chair shall perform such other duties as from time to time may be assigned by the Chair or the USA.

ARTICLE IV. MEMBERSHIP

Section 1. *Membership.* The Committee shall reflect the diversity of the USAO-VT workforce. Membership shall consist of a Chair, Vice-Chair, and members appointed by the USA.

Section 2. *Terms of membership.* Members are appointed by the USA, and serve at the USA's Members of the Committee shall be appointed for a minimum of 2 years with no limitation of the number of terms served consecutively or in total.

Section 3. *Duties.* Members of the Committee shall attend meetings on a regular basis.

Section 4. *Vacancies.* The vacancy of a Committee member occurs upon death, resignation, retirement, removal, disqualification or resignation from the Committee or the completion of a membership term. Any vacancy occurring in the membership may be filled by

the USA. Any member appointed to fill a vacancy shall serve for the unexpired term of his or her predecessor.

Section 5. *Removal*. Should a Committee member fall out of good standing, the Chair, in consultation with the USA, may revoke Committee membership status.

ARTICLE V. MEETINGS

Section 1. *Regular Meetings*. A regular meeting of the Committee shall be held quarterly. The Chair may cancel a regular meeting for good cause.

Section 2. *Special Meetings*. Special meetings of the Committee may be held at any time when called for by the Chair or a majority of members.

Section 3. *Attendance by the USA*. The Committee will meet at least twice a year with the USA.

Section 4. *Guests*. All regular meetings of the Committee are open to all USAO-VT employees; however, nonmembers/guests may not vote on issues of the Committee. Any portion of a Committee meeting may be closed to nonmembers/guests by the affirmative vote of two thirds of the members present at a meeting at which quorum is present.

Section 5. *Meeting Minutes*. Minutes of all meetings will be recorded and summarized by the Chair or an individual appointed by the Chair. Approved minutes will be circulated to Committee members by email. Minutes will reflect a summary of meeting including any decisions reached and assignments/action items.

ARTICLE VII. VOTING

Section 1. *Quorum*. A simple majority of the members of the Committee (i.e., one more than half the members) shall constitute a quorum for the transaction of business at any meeting of the Committee.

Section 2. *Manner of Acting*. Except as otherwise provided in these bylaws, passage of a motion or any other formal affirmative action requires a simple majority of the attending members (i.e., one more than half the members present).

Section 3. *Method of Voting*. Voting shall be by show of hands at in-person meetings or verbal response on conference calls, or in writing via email. Votes will become part of the minutes.

Section 4. *Informal Action*. Action taken by the Chair, Vice-Chair, or any member of the Committee without a meeting is nevertheless Committee action if written consent to the action in

question is approved by a majority of the members of the Committee and filed with the minutes of the proceedings of the Committee, whether done before or after the action so taken.

ARTICLE VIII. GENERAL PROVISIONS

Section 1. *Amendments.* Except as otherwise provided herein, these bylaws may be amended or repealed and new bylaws may be adopted by the affirmative vote of two thirds of the members of the Committee at any regular or special meeting of the Committee at which a quorum is present, provided that at least 10 days written notice is given of intention to alter, amend, repeal or adopt new Bylaws at such meeting.

Section 2. *Records and Minutes.* The Committee shall keep correct and complete records and shall also keep minutes of the proceedings of the Committee and subcommittees. The records and papers of the Committee shall be at all times, during reasonable business hours, be subject to inspection by any employee of the USAO-VT. The bylaws of the Committee shall be posted on the USAO-VT intranet site. The bylaws of the Committee shall be available for inspection by any employee of the USAO-VT, by request to the Chair.

July 27, 2011