

# Hennepin County

## Race Equity Advisory Council Bylaws

### Article I. Name and Purpose

Section 1. Pursuant to Hennepin County Board Resolution 19-0387R1, the Hennepin County Board created the Race Equity Advisory Council ("Council"). On June 23, 2020, the County Board approved these bylaws, which govern the Council.

Section 2. The purposes of the Council shall be to advise the county board and county administration on the county's vision and strategy focused on reducing racial disparities and advancing racial equity throughout Hennepin County.

Section 3. The Council shall create an annual report to the County Board outlining recommendations regarding strategies and ideas targeting reducing racial disparities for the residents.

### Article II. Membership

Section 1. Members of the Council will be selected by Hennepin County in conformity with Resolution 19-0387R1.

Section 2. Each Hennepin County Commissioner shall select one Council member.

Section 3. At least eight but no more than sixteen additional members shall be selected through an application process as established by Hennepin County.

Section 4. The term of each member shall be for two years, with a limit of two terms. The terms run from April 1 through March 31. In 2020, membership shall be staggered, and members appointed directly by individual commissioners shall be appointed for initial terms of three years in duration.

Section 5. A quorum shall consist of at least 40 percent of all Council members.

Section 6. The spirit and intent of the Robert's Rules of Order (Revised) shall guide the formal meeting of the Council.

Section 7. In the event a member appointed by the County Board leaves the Council for any reason, the County Board may choose to fill the vacancy and any appointment to fill the vacancy shall be for the remainder of that member's term. In the event a Commissioner appointed member resigns from the Council, the Commissioner who appointed that member shall fill the vacancy and any appointment to fill the vacancy shall be for the remainder of that member's term.

Section 8. If any member resigns at any time, written notice must be sent to the Council Chair who shall notify the Council and the Clerk of the County Board.

Section 9. Commissioner-appointed members serve at the pleasure of the appointing Commissioner and their term automatically expires when such Commissioner leaves office. The new Commissioner shall select the replacement to serve during the term of the previous member whose term has ended.

Section 10. Members appointed by the County Board serve at the pleasure of the County Board and may be removed by the County Board for any reason.

Section 11. There may be no more than three members who are currently employed by Hennepin County or who have been employed by Hennepin County in the last year.

Section 12. The County shall reimburse members for legitimate expenses pursuant to County policy as provided in the Hennepin County Administrative Manual.

## Article III. Officers

Section 1. The officers of the Council shall consist of a Chair, Vice Chair and Secretary.

Section 2. The term of office for any officer shall be one (1) year.

Section 3. The Council shall hold an annual meeting to elect officers at the May meeting.

Section 4. A member shall not hold more than one office at any time.

## Article IV. Duties of Officers

Section 1. The Chair shall preside at all meetings of the Council and shall prepare an agenda for each meeting at least three days prior to the meeting. The Chair shall also represent the Council before other advisory committees or the Board and shall perform such other duties and acts that customarily pertain to that office.

Section 2. The Secretary shall keep all minutes of the meetings and other records of the Council and its membership, maintain correspondence and give notice of meetings as requested by the Chair. The Secretary shall perform such other duties and acts that customarily pertain to this office.

## Article V. Committees

Section 1. The Council is authorized to establish such committees as it may deem necessary and desirable to promote effectively the activities of the Council. In establishing a committee, the Council shall state the focus of its proposed activities.

Section 2. The Chair shall determine the membership and the committee chair of each committee of the Council.

Section 3. Committees shall be directly responsible and report to the Council. Subcommittees, if any, shall be directly responsible and report to the parent committee.

Section 4. The Council may dissolve the committee at such time that the committee has fulfilled its proposed activities.

## Article VII. Meetings

Section 1. Meetings of the Council shall be held monthly at locations, dates and times determined by Hennepin County staff, in consultation with the Council. Initially, meetings will take place on the third Thursday of the month from 6:00 to 8:00 p.m. at Minneapolis Central Library, located at 300 Nicollet Mall, Minneapolis, 55401.

Section 2. At all meetings of the Council, 40 percent of the members of the Council shall constitute a quorum sufficient for the transaction of business. All binding action of the Council shall be by a majority vote of the members present.

Section 3. All Council members and others attending the meeting may participate in the discussion under guidelines established by the Council but only Council members may vote.

Section 4. Special meetings may be called by the Chair by written notice stating the time, place and objective of the meeting, to be sent at least three days before the meeting.

Section 5. All meetings are subject to Minnesota Open Meetings laws in Minnesota Statutes, Chapter 13D.

Section 6. All records of the Council shall be retained by Hennepin County in accordance with Minnesota law.

## Article VIII. Restrictions

Section 1. These bylaws shall become effective upon approval by the Hennepin County Board.

Section 2. Members shall follow the Hennepin County code of conduct.

Section 3. Members shall recuse themselves from Council deliberations in situations where a conflict of interest or potential conflict of interest exists.

## Article IX. Amendments

Section 1. These bylaws may be amended by the Hennepin County Board.