

Article 1. Name

The name of this Commission is **COMMISSION ON ETHNIC DIVERSITY**

Article 2. Preamble

The Commission on Ethnic Diversity, henceforth referred to as CED, is organized to promote ethnic equity, diversity, and inclusion throughout the Northern Arizona University (NAU) community. The CED supports and reaffirms NAU’s stated commitment to equity, diversity, and inclusion.

Article 3. Purpose

Section 3.1. The primary objectives of the CED are to promote equity, diversity, and inclusion (EDI) of faculty, staff, and students within the NAU campus communities. CED aspires to create a community where all university community members are respected, fairly treated, and have the same opportunity to grow and reach their potential.

Section 3.2. The CED is an independent and voluntary organization of individuals from the NAU community. We are bound by the common interests of promoting and supporting EDI initiatives and improving campus climate.

Section 3.3. The CED may serve in an advisory capacity to the NAU administration in matters of EDI including but not limited to campus climate, equitable employment practices, student recruitment and retention, affirmative action, strategic plans, and may be called upon to review related policies, practices, and programming.

Section 3.4. The CED will work with all sectors of NAU to promote the goals and aspirations set forth in Sections 3.1, 3.2, and 3.3, and to guide NAU in achieving its goals as set forth by NAU administration and the Arizona Board of Regents.

Article 4. Membership of the Commission

Section 4.1. Regular voting members

All NAU employees (including faculty, staff, and student employees) who agree with the provisions of Article 2 and 3 and who have attended at least 2 CED meetings become regular voting members of the CED. NAU students and Flagstaff community members may attend CED meetings in order to consult on matters or voice concerns but may not become voting members. Terms of membership will be indefinite as far as members meet the provisions in Article 4.

Article 5. Organizational Structure

Section 5.1. Structure of Commission on Ethnic Diversity

The CED consists of all members who meet the provisions of Article 4 and holds regular monthly meetings to deliberate and vote on issues brought to it by the CED co-chairs and other CED community members. Items for deliberation may also be added to the agenda during any meeting by those attending, or through written communication. A simple majority vote of those present at a meeting is required for passing or failing a resolution moved and supported for a vote.

Section 5.2. CED Co-Chairs

Subsection 5.2.1. Qualifications of a co-chair candidate

The CED shall have two co-chairs. A nominee for a CED co-chair must meet the provisions of Article 4, Section 4.1. In addition, it is preferred that the nominee shall have been a member of the CED for at least two semesters.

Subsection 5.2.2. Representation and election of co-chairs

The two co-chairs are designed to represent faculty and staff at NAU. Hence, one co-chair is elected from a slate of NAU faculty candidates and the other from candidates representing the staff. However, each co-chair will be elected by the general CED membership in one of its monthly meetings for a two-year term. It is recommended that election of co-chairs is staggered in order to ensure continuity and experienced leadership.

Subsection 5.2.3 Responsibilities of the CED co-chairs

The CED co-chairs will be responsible for scheduling meetings, putting together meeting agendas, and presiding on both the CED and COCOM regularly scheduled and special meetings. In their absences, the co-chairs may appoint any one of the voting CED members to chair a meeting (or meetings). The co-chairs are charged with executing the decisions of the committee of all members, COCOM, and representing the CED in dealings with NAU officials and other university organizations. The co-chairs are also responsible for overseeing that all CED subcommittees perform their assignments on a timely and expedient manner.

Subsection 5.2.4. Termination of a co-chair's duty

A co-chair (or co-chairs) can be formally asked to step down by a majority vote of "no confidence" from the general CED members for ethical or professional misconduct.

Subsection 5.2.5. Interim co-chair election

In the event that one faculty co-chair and one staff co-chair cannot be fulfilled the CED will allow there to be either two faculty co-chairs or two staff co-chairs in order to meet the leadership needs of the commission.

Subsection 5.2.6. Terms of Office

General membership in the CED may be indefinite as stated in Article 4, Section 4.1. Co-chairs can serve only two consecutive terms at a time. Co-chairs may run for their respective offices one year after their term expires. Members in CED subcommittees may

serve indefinitely as long as they discharge their duties in accordance with these Bylaws and as directed by the CED.

Section 5.3. CED Subcommittees

The CED may designate regular and ad hoc committees to perform specific functions of importance to the CED when needed and when appropriate. Committees may include but are not limited to recruitment, awards, marketing, organizational liaison in other NAU departments and groups.

Subsection 5.3.1. Structure and Responsibilities of CED Subcommittees

CED subcommittees should have at least 1-2 main leaders who will facilitate the organization of sub-meetings, agendas, and the assignment of tasks in order to move forward the committees work and goals. In addition, there should be at least two other CED members to support the committee's work.

Article 6. Meetings

Section 6.1. Regular meetings

The CED shall have one regular meeting a month during the academic year. The meetings shall be scheduled by the co-chairs of the CED or by a co-chair proxy. Consistent meeting time, location, and/or format will be established at the beginning of the semester.

Section 6.2. Special meetings

Special meetings of all CED members may be called at any time by the co-chairs to address special issues of immediate importance or other matters. Subcommittee meetings can be called at any time in person or by email by a majority of subcommittee members.

Section 6.3. Meeting notice

The co-chairs or their proxy shall provide e-mail, written, or verbal notices of the time, and place of the meeting to committee members at least one week before the planned meeting date.

Section 6.4. Organization and conduct of meetings

Each CED meeting shall be called to order by one or both of the CED co-chairs, or another CED member as appointed by a co-chair.

Section 6.5. Quorum

Any number of CED members present in a regularly scheduled meeting constitutes the quorum for that meeting.

Section 6.6. Voting

All matters submitted to the CED shall be resolved by a simple majority of the votes cast. In the event of a tie vote, the most recently elected non-interim co-chair shall have the deciding vote.

Section 6.7. Presumption of assent

A CED member will be presumed to have assented to the action taken unless their dissent is entered in the minutes of the meeting, or unless they file a written dissent with the person acting as the administrative support and/or the co-chairs of the CED before the adjournment, or forward their dissent by NAU email (if the member is in a different place) within two business days after the adjournment of the meeting. A right to dissent will not be available to a committee member who voted in favor of the action.

Article 7. Budget

The CED operates through financial and in-kind support from the NAU President's Office that may include but not be limited to financial or "buy-out" time support to CED and its leadership, transportation and honorarium of a keynote speaker, and reception during the President's Award.

Article 8. Amendments to the Bylaws

These CED Bylaws may be altered, amended, supplemented, repealed, or new Bylaws adopted, by a two-third-majority vote of the CED members called upon a priori to such a vote and present in the meeting.