



# Dane County Equal Opportunity Commission



THE TAMARA D. GRIGSBY  
DANE COUNTY  
CIVIL RIGHTS DEPARTMENT

## **AUTHORITY, PROCEDURES, AND DUTIES**

**Dane County Equal Opportunity Commission**

# AUTHORITY

- ▶ Per Dane County Ordinance, boards or commissions are created by the County Board, and all or some of the members are appointed by the County Executive with the concurrence of the County Board.
- ▶ The commission shall advise the County Executive and County Board on ways in which county government can affirmatively create equal opportunity for the county's diverse citizenry, including county employees. This includes policy advice and oversight of the county's efforts to provide equal opportunity pursuant to Chapter 15 and Chapter 19.

# AUTHORITY

- ▶ Per Chapter 15.12 - the Commission shall consist of nine members.
- ▶ In making their appointments, the County Executive shall give due consideration to a membership which reflects the gender, racial, and ethnic characteristics of the Dane County community, including representatives of people with disabilities.
- ▶ At least two members shall be County Board Supervisors.
- ▶ No more than one member shall be a Dane County employee.

# PROCEDURES

The Equal Opportunity Commission (EOC) at its first regular meeting of each year shall elect a Chair, Vice-Chair, and Secretary.

# PROCEDURES

## Chair Responsibilities

- ▶ Runs the meeting
- ▶ Upholds meeting decorum
- ▶ Implements Robert's Rules of Order and County Ordinance
- ▶ The Chair shall preside over all meetings and shall decided all points of procedure subject to reversal by a majority of the EOC members.

# PROCEDURES

## Member Responsibilities

- ▶ Attend meetings
- ▶ Be prepared for meetings (review agenda & attachments prior to meeting)
- ▶ Engage in a respectful and civil manner
- ▶ Only speak when called upon by the Chair
- ▶ Address questions and comments to the Chair

# PROCEDURES

## Staff responsibilities

- Designated Dane County Civil Rights Department (DCCRD) staff shall develop agendas.
- Promptly prepare minutes of all meetings and shall disseminate a copy to each EOC member with the next EOC agenda.
- Monitor quorum at meetings.
- Track member term lengths and membership roster.
- Record meetings to the extent possible.
- Communicate with members of the body.

# PROCEDURES

## Rules

- ▶ 15.05 Procedural Rules – Unless otherwise required by statute, boards and commissions will follow county board procedural rules in Chapter 7. All questions not covered by county board rules shall be governed by the most recent edition of Robert's Rules of Order. [History: 15.05 am., Sub. 1 to 2017 OA-51, pub. 04/24/18.]
- ▶ Open Meetings Requirement: All meetings of boards and commissions shall be publicly held and open to the public in conformance with the Wisconsin Open Meetings Law, Wis. Stat. Chap. 19, Subchapter V. [History: 15.02 am., 1 to 2017 OA-51, pub. 04/24/18.]
- ▶ Hybrid meetings shall be held at a physical location open to the public, and a minimum of one board or committee member shall be physically present for the entire meeting. This means that if no member of the body is present and the staff person is alone in the meeting room, then the meeting cannot be convened and must be cancelled.

# PROCEDURES

## Rules

- ▶ Commissioners should inform DCCRD staff if they are or are not able to attend an EOC meeting or hearing. The notification must be received by the DCCRD staff at least by the designated time posted by DCCRD staff.
- ▶ Commissioners shall attend meetings in accordance with 15.04(6) Members of a board or commission who fail to attend three consecutive meetings without good and sufficient reason, shall be removed at the discretion of the Dane County Executive. The board or commission chair shall notify the County Executive if a member is subject to removal under this subsection.
- ▶ Prior to each meeting, all members shall receive a hyperlink that will permit them to attend virtually.

# PROCEDURES

## Rules

- ▶ Items not on the agenda cannot be discussed. It does not matter if the body is voting or not voting on a topic; it cannot discuss items that have not been noticed. All subject matters that will be part of a discussion or debate must be noticed so that the public has the opportunity to decide whether or not they want to observe. Members must restrict their discussion to only those matters that are on the agenda.
- ▶ Our agendas include “such other matters as allowed by law”. It is advised that this portion of the agenda can be used to deal with procedural matters that have arisen during the meeting, such as if someone wants to move for reconsideration. It is NOT an opportunity to bring up a matter that was not listed on the agenda beforehand.
- ▶ Without a quorum, a governmental body cannot hold a meeting.

# DUTIES

► Please see [Ordinance Chapter 19.06 \(2\)](#)

**(2) Duties of the commission.** The commission's duties and responsibilities shall be to:

- (a) At the commission's first meeting in December of each year, review and, if deemed advisable by the commission, make recommendations for modification of the affirmative action goals and timetables and the contract compliance standards and requirements for the new calendar year. After review, the commission may inform the board of any recommendations for modifications.
- (b) Draft, adopt and implement such procedural rules and regulations as may be necessary to conduct the business of the commission.
- (c) Receive and review summaries of reports concerning complaints brought pursuant to the complaint process pursuant to sec. 19.15.
- (d) Undertake the duties and responsibilities set forth in section 15.12(6) of the Dane County Ordinances.
- (e) Render an annual written report of its progress and activities to the county board and the county executive.
- (f) Provide the board with information regarding all affirmative action matters which affect Dane County.
- (g) Recommend to the board actions including, but not limited to, the consideration of ordinance amendments, as the commission deems advisable or necessary to implement the county's affirmative action plan.

[History: (1), (1)(a), (2), (2)(a), (2)(c) and (2)(d) am., Sub. 3 to OA 48, 1995-96, pub. 01/21/97; s. 19.06 am., OA 17, 1999-2000, pub. 12/14/99.]

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