

## **Rules of the EOC 1/22/2026**

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### **1. Procedural Rules of the Dane County Equal Opportunities Commission**

#### **1.1 Commission Officers**

1.11 The Equal Opportunities Commission (EOC) at its first regular meeting of each year shall elect a Chair, Vice Chair and a Secretary. A nominating committee will be appointed, which will present a proposed slate of officers. These duly elected officers plus two EOC members elected at large shall constitute the Executive Committee to conduct Commission business between regular meetings.

1.12 The EOC may designate two additional members to serve as alternates for the Executive Committee. In the absence of an Executive Committee member, an alternate may substitute and vote in place of said Executive Committee member at any properly convened meeting of the Executive Committee.

1.13 The Chair shall preside over all meetings and shall decide all points of procedure subject to reversal by a majority of the EOC members.

1.14 Designated staff shall promptly prepare minutes of all meetings and shall mail (send) a copy to each EOC member. The original copy of the minutes shall remain in the EOC office as part of its permanent records.

#### **1.2 Powers and Duties**

1.21 The powers and duties of the EOC shall be those set forth in

#### **1.3 Quorum**

1.31 A quorum for a meeting of the EOC shall be reached pursuant to

1.32 The EOC shall adhere when a quorum is not reached.

1.33 Madison General Ordinance section 33.01(8)(d) determines the number of votes necessary to pass motions by the EOC.

#### **1.4 Regular and Special Meetings**

1.41 Regular meetings shall be held the third Tuesday of each month or as otherwise scheduled by the EOC at a time and place officially posted in accordance with the applicable procedural rules set forth in Chapter 33 of the Madison General Ordinances.

1.42 Where a Commissioner is unable to attend an EOC meeting or hearing, such

Commissioner shall notify the Dane County Civil Rights Department (DCCRD) of, Equal Opportunities

Division (EOD). Such notification must be received by the EOD at least one day prior to the scheduled meeting. Commissioners shall attend meetings in accordance with Common Council Resolution No. 7965, adopted November 20, 1990.

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1.43 Special meetings may be called by the Chair, or at the request of any two EOC members.

1.431 Notice of a special meeting shall be provided to each member at least 48 (forty-eight) hours before the time of the meeting or by notice given orally at least 24 (twenty-four) hours before the time of the meeting.

1.44 Any matter that may be considered at a regular EOC meeting may be considered at a special meeting.

## 1.5 Committees

1.51 The EOC may periodically establish committees to assist in the discharge of its duties. To establish committees, a majority vote shall be taken by those EOC members in attendance. The nature and scope of committee activities shall be subject to the EOC's discretion.

### 1.52 Standing Committees and Ad Hoc Committees

1.521 The EOC may establish standing committees to aid in matters such as the study of denials of equal opportunities on the bases of various protected classes; the formulation of equal opportunities policies; and the review of cases on appeal from decisions issued by the EOC Hearing Examiner.

1.522 The EOC may establish ad hoc committees to address more specific issues. Ad hoc committees are expected to meet for a limited period of time.

1.523 Standing committees and ad hoc committees shall be comprised exclusively of EOC members appointed by the Chair.

1.524 For both a standing committee and an ad hoc committee, a quorum shall

consist of more than one-half of the committee's appointed members.