

**Iowa City Community School  
District Equity Advisory Committee  
By-Laws**

**A. PURPOSE**

The purpose of this committee is to advise the Equity Department to:

1. Express and speak for school community concerns related to equal educational opportunities and multicultural/gender fair education.
2. Make recommendations for the school program as it relates to equal educational opportunity and multicultural/gender fair education.
3. Relate information about multicultural/gender fair education to the school community.
4. Assist in the reviewing of progress reports regarding equity programs in the district and equity legislation applicable to the school district.
5. Serve as liaison between parents/patrons and the school district relative to equity issues.
6. Relay issues of community interest and concern related to equal employment opportunity, affirmative action, equal educational opportunity, and multicultural/gender fair education to the school administration and school board.
7. Serve as lay/community resource persons for reacting to the district's development and implementation of the multicultural/gender fair education and equal employment opportunity/affirmative action plans.
8. Relay information on school educational and employment equity activities to the community at large.
9. Review all District programs and employment policies and practices to assess the degree to which they promote multicultural/gender fair concepts.
10. Promote more positive inter-group relations within the community as well as to foster positive inter-group understanding and skills among students, employees, and the community.
11. Provide support for the school district's multicultural/gender fair education program and its equal employment opportunity/affirmative action plan.

**B. MEMBERSHIP**

1. The membership shall consist of at least twelve (12) members with a reasonable effort to balance gender, race, ability, ethnicity and other cultural factors. The membership should strive to be representative of the community by including a member of each of the protected classes, as defined by the Federal Anti-Discrimination Law.

2. Currently enrolled students in the ICCSD are eligible for membership. They are exempt from the three (3) year term of service.
3. There shall be two ex-officio members on the committee. One ex-officio member shall be a Board appointed representative from a member of the Board. The other ex-officio member shall be the Director of Equity.
4. Appointment of new committee members shall be made with the approval of the existing committee. These membership openings shall be advertised.
5. After three (3) consecutive unexcused absences, a member of the committee will reach out to that member. Members of the committee are allowed only four (4) consecutive unexcused absences, as determined by the Committee Chair, in any calendar year.

### **C. TERMS OF MEMBERSHIP**

1. Membership terms shall be for three (3) years, commencing on September 1, and ending on August 31. Students are not held to a three (3) year commitment. Members shall not serve more than two membership terms.
2. Terms shall be staggered so the approximately one-third of the terms shall expire each year.

### **RESIGNATION AND VACANCIES**

1. Any member desiring to resign from the committee prior to the end of their term, shall present his/her resignation in writing to the Equity Advisory Committee.
2. Vacancies may be filled by the Equity Advisory Committee to complete the unexpired term of the member who resigned through the regular membership process.

### **OFFICERS AND ELECTIONS**

1. The Equity Advisory Committee will elect a chairperson, a vice-chairperson and a secretary. It is acceptable for these positions to be shared as co-chairs.
2. The election of new officers will be conducted at the annual meeting in October or soon thereafter. Newly elected officers shall be seated at the following meeting.
3. Any officer may be re-elected to his/her office or may be eligible for another elective office.

## **MEETINGS**

1. The committee will establish a regular meeting schedule at the annual meeting in October.
2. Additional meetings may be called by the chairperson at the request of at least three (3) members and with at least one (1) week notice.
3. All meetings are open to the public.
4. Meetings will be publicly announced.
5. The minutes of each meeting shall be distributed to the Board of Directors of the Iowa City Community School District.
6. A quorum shall consist of 50% of the members plus one.

## **AMENDMENT OF BY LAWS**

If the Committee determines that the by-laws should be amended, a by-laws committee shall be appointed by the Director of Equity to draft the requested amendment. The amended by-laws shall be submitted in writing to the membership for approval and shall be adopted if approved by the committee.

These bylaws are subject to change based on the Superintendent's policy regarding committees.

Revised and approved: February 10, 2021