

**BYLAWS
DIVERSE AND EMPOWERED EMPLOYEES OF PORTLAND (DEEP)**

ARTICLE I - NAME, PURPOSE

Section 1: The name of the organization shall be Diverse and Empowered Employees of Portland (hereinafter DEEP).

Section 2: DEEP was developed by City employees for City employees as a way to enhance the City work experience through networking, resource, and professional development and support. The mission of DEEP is to assist the City of Portland in creating and enhancing a work environment that is inclusive and supportive of the City's diverse workforce. DEEP is committed to working to support the City of Portland's interest in attracting, developing, and sustaining a diverse workforce committed to quality public service.

ARTICLE II – AFFINITY GROUPS and GUIDELINES

Section 1: DEEP and each affinity group must be open to *all* employees within the City of Portland who support the shared mission of facilitating positive changes across the City. In addition, Affinity Groups may choose to allow retired City employees as well as employees from Portland Development Commission (PDC) to participate. In order to participate in an Affinity Group that has elected to allow the participation of retired and/or PDC employees, a retired and/or PDC employee must agree to abide by all City rules and policies relating to participation in Affinity Groups, including without limitation those set forth in these Guidelines and in HR Administrative Rule 2.02.

Section 2: The DEEP Executive Committee (also referred to herein as “the Committee”) has the authority to approve an affinity group as well as suspend or terminate its recognition as an affinity group at any time for any reason. Rules and processes relating to affinity groups may be revised at any time.

Section 3: Affinity groups are voluntary, employee-driven groups that are organized around a particular interest or dimension.

Section 4: DEEP envisions that affinity groups will be organized around the protected classes set forth in non-discrimination laws such as race, disability, ethnicity, gender or sexual orientation.

Section 5: DEEP will consider approving an Affinity Group that is organized around other historical barriers to an equitable and inclusive work environment.

Section 6: Each affinity group must conduct its discussion and activities in a manner that complies with City of Portland and Bureau rules regarding workplace conduct. Human Resources Administrative Rule 2.02 sets the expectation that employees are to interact with one another in a respectful manner, and prohibits

conduct that is based on an employee's race, religion, gender, marital status, family status, national origin, age, disability, sexual orientation, gender identity, source of income, or veteran status. Conduct that is contrary to Rule 2.02, or undermines the spirit or intent of Rule 2.02 will be grounds for dismantling or not approving an affinity group.

Section 7: The affinity groups are not intended to create a public forum or platform. The affinity groups are not intended to establish or promote any political or social agenda. Rather, they are designed to facilitate employee professional development, cultural connections, diversity, and understanding within the City's workforce. No affinity group may engage in political activity, including but not limited to seeking to advance or oppose a political position or candidate, or to convince other employees to adopt or adhere to a particular political position or viewpoint. No affinity group may be organized for the purpose of fostering or opposing religion or any religious viewpoint (including atheism or agnosticism). No affinity group may engage in activity designed to foster religion or that constitutes religious worship.

Section 8: To become a recognized affinity group within the City of Portland, each proposed group must submit an application to the DEEP Executive Committee. This application shall identify the purpose and mission of the group and shall provide a general description of its intended activities. The Executive Committee approves Affinity Groups for a renewable three-year term, provided the group remains active and within the guidelines.

Section 9: Affinity groups must have formal roles to ensure that their meetings are structured and efficient.

- Co-Chairs: Coordinates activities of the group.
- Secretary or Recorder: Records the output of the meetings such as action items and recommendations.
- Reporter: Serves as a liaison to other affinity groups and the Executive Committee.

Section 10: Affinity groups should meet at least every two months, providing meeting minutes to the Executive Committee for their records.

Section 11: At least one affinity group co-chair or group representative is required to attend the quarterly DEEP Affinity Group Council, and be able to provide an update on the status of the affinity group.

Section 12: Affinity Groups must submit any and all artwork, documents, advertisements, citywide emails, flyers, etc. advertising affinity group activities to the DEEP Executive Committee for review before posting. Said submissions should contain the term, "[name of affinity group] is an approved affiliation of Diverse and Empowered Employees of Portland (DEEP)."

ARTICLE III - MEETINGS

Section 1: Annual Meeting. The date, time, and place of the regular annual meeting shall be set by the Executive Committee who shall also set the time and place.

Section 2: Special Meetings. The Chair, or in his/her absence, the Vice Chair, may call a special meeting of the committee at any time. A minimum of 48 hours notice to all members of the committee is required to call a special meeting. Regular or special meetings of the committee may be replaced by a conference call at the discretion of the Chair.

Section 3: Regular Meetings of the Executive Committee shall be held 4 times per year. Notice of all regularly scheduled meetings of the Executive Committee shall be sent to all members of the committee at least one week in advance of the meeting; and all reasonable efforts shall be made to include a detailed agenda in the notice of the meeting.

Section 4: Executive Committee members are expected to attend all regularly scheduled meetings. If a member misses three (3) consecutive meetings, the committee may review that member's participation, and may remove that member from the committee by a two-thirds majority vote of the committee.

Section 5: A majority of all committee members currently serving constitutes a quorum for all meetings, whether held in person or by conference call. A quorum is required for the passage of any resolutions or motions by the committee. In the event that a properly noticed meeting fails to achieve a quorum, the committee may proceed in conducting the meeting generally in accordance with the published agenda and by submitting any resolutions or motions for subsequent approval by the entire committee as by mail including email. Amendment of the Bylaws requires a two-thirds vote.

Section 6: The Executive Committee shall meet periodically between regularly scheduled meetings for purposes of reviewing and monitoring the activities, programs, and initiatives of the committee, and shall be responsible for setting the agenda for regularly scheduled meetings of the committee.

Section 7: All Executive Committee meetings shall be conducted in accordance with a general interpretation of Robert's Rules of Order Newly Revised.

ARTICLE III – EXECUTIVE COMMITTEE

Section 1: Committee Role, Size, and Compensation. The Executive Committee is responsible for overall policy and direction of DEEP. The committee shall have up to 20 members and not fewer than 5 members. The committee receives no compensation other than reasonable expenses. Members of the DEEP Executive

Committee are appointed by, and serve at the pleasure of, the Mayor, upon recommendation from the Executive Committee. The Mayor can recommend City employees to serve on the Executive Committee if he or she so chooses. The Mayor has the authority to remove members of the DEEP Executive Committee at will and without cause.

Section 2: Executive Committee Elections. Election of new officers or election of current officers to a second term will occur as the first item of business at the annual meeting of the corporation. Officers will be elected by a majority vote of the current members of the committee.

Section 4: Terms. All committee members shall serve 2-year terms, but are eligible for re-election.

Section 7: Officers and Duties. There shall be five officers of the Executive Committee consisting of a Chair, Vice Chair, Secretary, Treasurer, and Historian. Their duties are as follows:

The Chair shall convene regularly scheduled Executive Committee meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice-Chair, Secretary, Treasurer, and Historian.

The Vice-Chair will chair committees on special subjects as designated by the committee.

The Secretary shall be responsible for keeping records of Executive Committee actions, including overseeing the taking of minutes at all Executive Committee meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each of the officers of the Executive Committee, and assuring that corporate records are maintained.

The Treasurer shall make a report at each Executive Committee meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Executive Committee members and the public.

The Historian shall be responsible for maintaining the group's record of history.

Section 8: Vacancies. When a vacancy on the executive committee exists, nominations for new members may be received by the Secretary from present Executive Committee members or the Mayor by the Secretary two weeks in advance of a meeting. These nominations shall be sent out to the committee members with the regular Executive Committee meeting announcement, to be voted upon at the next meeting. These vacancies will be filled only to the end of the particular committee member's term.

The Executive Committee application must be completed by city employees that are requesting to be on the Executive Committee. The application shall be sent out to the committee members with the regular Executive Committee meeting announcement, to be voted upon at the next meeting.

Section 9: Resignation, Termination and Absences. Resignation from the Executive Committee must be in writing and received by the Secretary. A committee member shall be dropped for excess absences from the Executive Committee if s/he has more than three unexcused absences from meetings in a year. A committee member may be removed for other reasons by a three-fourths vote of the remaining officers.

The Mayor of the City of Portland has the right to terminate DEEP as an organization or any Executive Committee members at any time. In addition, the Mayor has the authority to dissolve any affinity group if, in his or her sole discretion, that affinity group is not in compliance with the applicable bylaws and guidelines, and/or is not serving the interests of the City of Portland and its employees.

ARTICLE V - COMMITTEES

Section 1: The Executive Committee may create committees as needed, such as fundraising, affinity group coordination, special events, etc. The Chair appoints all committee chairs.

Section 2: Finance Committee. The Treasurer is chair of the Finance Committee, which includes three other committee members. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and annual budget with staff and other committee members. The committee must approve the budget, and all expenditures must be within the budget. Any major change in the budget must be approved by the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Executive Committee showing income, expenditures and pending income. The financial records of the organization are public information and shall be made available to all city employees, executive committee members and the public.

ARTICLE VI - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Executive Committee. Proposed amendments must be submitted to the Secretary to be sent out with regular committee announcements. Email shall be considered to be an acceptable form of written correspondence. The notice of a proposal to amend the Bylaws must specify the date, time and place for consideration of the proposed amendment. Subsequent changes to the date,

time and/or place for consideration must be submitted to all Executive Committee members in writing at least seven (7) days before voting.

ARTICLE VII – NON-DISCRIMINATION

DEEP will not discriminate against individuals or groups on the basis of race, religion, gender, marital status, family status, national origin, age, disability, sexual orientation, gender identity, source of income, or veteran status.

These Bylaws were approved at a meeting of the Executive Committee of Diverse and Empowered Employees of Portland (DEEP) on Wednesday, May 14, 2008.