

**CUYAHOGA COUNTY CITIZEN’S ADVISORY COUNCIL ON EQUITY  
DRAFT BYLAWS**

**ARTICLE 1 — NAME, PURPOSE, AND FUNCTION**

**Section 1 – Creation & Name**

Cuyahoga County (“County”) is committed to advancing and promoting equitable outcomes for its citizens. The County strives to achieve equity in its operations in a manner in which the County promotes economic, educational, health, and social progress of its County and residents. In accordance with Article 7, Section 1 of the Cuyahoga County Charter, “the County shall have as a primary responsibility the promotion of economic well-being and prosperity of the County and all its residents.”

The Cuyahoga County Citizens’ Advisory Council on Equity (“CACE”) was established by Ordinance No. O2012-0014 (“Equity Ordinance”) and amended by Ordinance Nos. O2019-0002, O2020-0014 and O2020-0018 and supplemented by Resolution Nos. R2020-0122 and R2020-0139 to support the County’s equity work and to advise the County Executive and Council on policies and practices surrounding equity, inclusion, and access in both internal and external matters.

**Section 2 – Functions and Duties**

The purpose of the CACE is to support the County’s equity efforts to advance equity in the region.

To fulfill this purpose, members of the CACE shall do the following:

1. Provide input on the full range of equity issues in Cuyahoga County, including but not limited to health and healthcare, the criminal justice system, healthy food, safe and affordable housing, well-paying jobs and business ownership opportunities, quality transportation, educational opportunities, and safe places to be active
2. Consider and advise on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report detailing the CACE’s findings of issues regarding disparities and equity needs and recommendations for policies and programs. This report shall also be made available to the public online.
3. Periodically report and recommend policies and programs to both the County Equity Commission and the Human Rights Commission.
4. Encourage community outreach and public participation in the development of equity goals, strategies and programs.

5. Provide status reports periodically to the Executive and Council and make recommendations regarding the development of equity goals, strategies and programs.
6. Meet publicly on a quarterly basis to conduct CACE business and provide a forum for the public to offer ideas and recommendations regarding equity.

## **ARTICLE II — MEMBERSHIP & OFFICERS**

### **Section 1 – Composition**

The CACE shall include no more than seventeen (17) members total.

The County Executive shall appoint fifteen (15) County residents to the CACE. The Executive's appointments shall be confirmed by Cuyahoga County Council. Not more than three (3) members of the CACE as appointed by the Executive may be current employees of Cuyahoga County.

Cuyahoga County Council President may appoint two (2) additional County residents to the CACE, of which either or both may be employees of Cuyahoga County.

Members will serve without compensation, except for actual expenses.

### **Section 2 – Criteria for Membership**

Members of the CACE should be reflective of the diversity of the population of Cuyahoga County. Members of the CACE should be residents of Cuyahoga County and possess an adequate relationship with private, non-profit and governmental agencies working with Cuyahoga County and related business enterprises.

### **Section 3 – Term of Office**

Members shall each serve a staggered term of three years after the initial July 2020 appointments. Five (5) members from the County Executives initial July 2020 appointees shall serve for a one (1) year term; five (5) members shall serve a two (2) year term; and, five (5) members shall serve a three (3) year term.

The initial two (2) members appointed by County Council President shall serve a three (3) year term. All appointees thereafter shall serve for three (3) year terms.

Members may seek reappointment at the end of their term. If a vacancy occurs, the original appointing authority shall appoint a replacement in the same manner as the regular appointment for the unexpired term.

#### **Section 4 – Officers**

Officers will include a Chair.

The CACE will generally elect the Chair. Commencing in 2022, a Chair will be elected during January of each even year and shall serve for two years. Upon the resignation of the Chair, CACE will fill the vacancy by election at the next CACE meeting.

#### **Section 4(a) – Terms for Officer Positions.**

The Chair will serve two-year terms and may be re-elected.

#### **Section 4(b) – Chair Responsibilities.**

The Chair signs all legal documents on behalf of the CACE, supervises the activities of CACE and represents or speaks for the CACE.

The Chair shall work with the County Liaison to create meeting agendas.

#### **Section 5 – Nomination**

Any member may bring forth a nomination for Chair. A member may nominate him or herself.

#### **Section 6 – Voting**

The CACE will elect the Chair by voice vote. The Chair must be elected by a majority of the CACE membership.

### **ARTICLE III – STAFFING**

The CACE County Liaison will be a staff person designated by the County Executive. The County Liaison, or their designated representative, shall be responsible for recording the minutes of all CACE meetings, transmitting notices and agenda to the membership, and transmitting a copy of the minutes of each CACE meeting to each member prior to the next regular meeting. The County Liaison shall also ensure that consensus, majority, and dissenting views on all matters and issues are recorded and, upon request, reported. He/she shall also assist the Standing Committees, Subcommittees, and working groups.

## **ARTICLE IV – MEETINGS**

### **Section 1 – Quorum**

The CACE convenes a quorum when a majority of the members are physically present at a particular location. A majority requires fifty percent plus one of the CACE's total membership. The CACE may establish a quorum through telephonic or electronic presence as permitted under the amendments to Ohio's Sunshine laws and related statutes.

### **Section 2 – Regular Meetings**

The CACE will meet at a minimum on a quarterly basis at the Cuyahoga County Administration Building unless state legislative action permits virtual meeting with members attending virtually. The Chair may cancel and reschedule any meeting in the event that it falls on a federal or state holiday. The Chair may also cancel and reschedule a meeting on an emergency basis.

### **Section 3 – Special Meetings**

Special meetings of the Committee may be called by the Chair. Notices of special meetings shall include the date, time, place and agenda and must be sent to Committee members at least 48 hours prior to the special meeting. The Committee must give at least a 48-hour notice of its special meetings. Business at special meetings must be limited to the subjects listed in the noticed agenda.

### **Section 4 – Attendance**

If any member fails to attend three consecutive regular meetings without extenuating circumstances, the CACE may remove that member and appoint a replacement by a majority vote.

### **Section 5 – Notice of Meetings.**

Notice of all meetings will be posted on the County website at least 24 hours prior to the commencement of a meeting and shall comply with all requirements outlined in Ohio Revised Code Section 121.22(F).

The County Liaison shall also provide notification of all meetings to members via the email address provided by each member.

### **Section 6 – Agenda.**

The Chair and the County Liaison will develop the agenda for each meeting.

Members may submit proposed agenda items to the County Liaison at least three (3) business days in advance of the next-scheduled meeting.

If the CACE does not reach an agenda item during a meeting session, the County Liaison will automatically add any unreached item to the agenda for the CACE's next meeting with priority.

### **Section 7 – Minutes**

Minutes shall be kept of all CACE meetings. All minutes shall be submitted to the CACE for approval.

### **Section 8 – Rules of Procedure (Parliamentary Authority)**

At any meeting of the CACE, *Robert's Rules of Order, Newly Revised* shall govern the conduct of such meetings except where the rules are inconsistent with the provisions of these by-laws.

## **ARTICLE V – MOTIONS, VOTING, AND RECORDING**

### **Section 1 – Presentation of Business**

The CACE may accept information and presentations from members of the council and the public. The CACE may discuss and debate the contents thereof by orderly discussion.

### **Section 2 – Voting**

A majority of the CACE membership must approve all motions.

Voting on any matter shall be by voice vote, provided a roll call vote shall be called and recorded on any issue if requested by one or more members. Upon request of any member, the County Liaison shall repeat the motion and the name of the mover and seconder immediately preceding a vote by the CACE. The vote of each CACE member shall be recorded in the CACE's minutes for motions involving the proposed adoption.

**ARTICLE VI – STANDING COMMITTEES, SUBCOMMITTEES,  
AND WORKING GROUPS**

**Section 1 – Creation**

The CACE may create standing committees, subcommittees, and working groups by a majority vote of the members present at a meeting at which there is a quorum. Standing Committees will study issues of concern and present recommendations and report regularly to the full CACE. Task forces may be appointed to study or address issues that are of short duration and very specific in responsibility.

The CACE should consider creating a standing committee or subcommittee, rather than convening a working group, when it intends to convene the group on a standing basis, rather than a temporary basis. The CACE shall clearly designate any such convened group as a working group, standing committee, or a subcommittee at its inception.

**Section 2 – Membership**

Working group, standing committee, and subcommittee membership will be on a voluntary basis.

Working groups, standing committees, and subcommittees may be of any size.

Working group, standing committees, and subcommittees may also engage members of the public for the sole purpose of receiving input or information.

**Section 3 – Leadership**

Working groups, standing committees, and subcommittees may elect their own Chairs, as necessary.

**Section 4 – Meetings**

All standing committees, subcommittees and working groups comprised of a quorum of the CACE must comply with the meeting procedures outlined in Article IV, except that any reference to the “Chair” in Article IV shall refer to the Chair of the working group or subcommittee, if any, for purposes of meetings conducted pursuant to Article IV.

**Section 5 – Function**

Working groups, standing committees, and subcommittees may only undertake the tasks authorized by the CACE. Working groups, standing committees, and subcommittees shall not have any authority greater than that of the CACE or granted thereto by the CACE.

Working groups, standing committees, and subcommittees do not have the authority to bind or make any decision, recommendation, or representation on behalf of the CACE. Rather, working groups, standing committees, and subcommittees must present their findings and recommendations to the CACE for approval.

Working groups, standing committees, and subcommittees will provide updates at CACE meetings, as necessary.

## **ARTICLE VII AMENDMENTS**

These bylaws may be altered, amended, or repealed and new bylaws may be adopted by a two-thirds vote of the CACE present at any regular meeting. These bylaws shall not be altered, amended, or repealed, nor shall any new bylaws be adopted at any regular meeting of the CACE unless two-thirds of the CACE membership pass a motion to adopt, amend, or suspend the rules of the CACE.