

## Part I. Name

The name of this board is the Lane County Equity Program Advisory Board (“EPAB”). With this document, it will be referred to as EPAB or “Advisory Board.”

## Part II. Purpose

The Advisory Board’s purpose is to collaborate with the County Administrator and the Equity Program. Its’ primary goal is to collaborate on the adoption and implementation of the Equity Strategic Plan.

Moreover, this Board plays a crucial role in bridging the community with the County's equity initiatives. It achieves this by effectively communicating these efforts to stakeholders and relaying feedback to Lane County Departments based on the recommendations of the Equity Program.

The Advisory Board is committed to adhering to all Oregon Public Meeting and Public Records Laws.

## Part III. Membership

### Section 1. Advisory Board Size

The EPAB shall consist of between 5-11 voting members, with the aim of having at least one representative per district as determined by the most up to date [district maps](#). Additionally, the Board shall include 2 designated alternative members.

### Section 2. Member Types

There will be two types of members who can be a part of the EPAB. Those are voting members and alternate members.

- **Voting members.** Voting members refer to those individuals who make up the voting membership of the EPAB. These individuals make up the Board’s quorum, vote on any EPAB matters, and can hold leadership positions.
- **Alternate members.** Alternate members are individuals who attend meetings, can provide questions or insight within regular or special meetings, but do not hold voting rights and cannot hold leadership positions. If there are any vacancies of the EPAB, alternate members will have first right of refusal to fill the position.

### Section 3. Membership Requirements

EPAB members must live within the geographical boundaries of Lane County.

### Section 4. Terms

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Members, at the time of application, will have the opportunity to select their term duration and if they wish to serve as a board member or as an alternate. Members have the option to choose their term duration for two (2), three (3), or four (4) years.

Members of the board and alternates are eligible to serve for a cumulative period of up to 6 years, whether continuously or intermittently.

A person currently serving on the EPAB who wishes to be considered for another term must complete and submit a new application. It will be the responsibility of the department staff liaison to notify current members and the Equity Program prior to the expiration of terms.

### **Section 5. Member Expectations**

EPAB members must be committed to and actively participating in equity work on an organizational and/or community level. Members must also be respectful of other cultures, experiences, and the intersection of perspectives to encourage authentic participation of all members.

The EPAB meets quarterly for approximately 2 hours, which equals to about 8 hours a year. However, for the board to advance work and meet its strategic goals, additional time outside of meetings are required. Members are expected to review documents and resources in advance of meetings. Additionally, professional development and other meetings may be scheduled as needed, as well as engaging with information sharing to/from individual member's networks.

### **Section 6. Attendance**

Members of the EPAB will regularly attend and actively participate in EPAB meetings. If a member has two public meeting absences per fiscal year (July-June), that member will be recommended for removal from the EPAB.

Recommendation for removal will be provided by the EPAB to the Equity Program for final determination.

### **Section 7. Removal**

Members may be removed from their positions by a majority vote of the EPAB.

If a member is suggested for removal, the department staff liaison will submit a memorandum to the County Administrator's Office from the department staff liaison documenting the reason for removal. Additionally, a copy of a letter will be sent to individual notifying them of present status.

### **Section 8. Vacancies**

If a member resigns before the end of their term, the EPAB member must inform the Lane County Equity Program via written communication (email or letter) before they advertise or fill the vacant position. In the absence of the written resignation, the department staff liaison will

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include the reason for the resignation in a memorandum or email to the County Administrator's Office along with the request to advertise the vacant position.

The EPAB will proactively launch recruitment initiatives to ensure continued representation from every district and those who self-identify as being part of underrepresented communities.

If a voting position becomes vacant, the following protocol will be observed:

- An alternate member will be promoted and assume the vacant position, thereby becoming a voting member of the board. Priority will be given to alternates that share the same district as the board member that departed followed by seniority.
- A new member from the unoccupied district will be recruited during this process and will assume the role as an alternate member.
- Board of County Commissioners delegates authority to the County Administrator to appoint EPAB members.

### **Part IV. EPAB Meetings**

#### **Section 1. Quorum and Action**

In no event will a quorum consist of no fewer than two thirds (2/3) of the voting members. In the event a quorum is needed, a proxy vote would be allowed. This would allow a voting member to delegate their voting power to another voting member on their behalf at a meeting when they are unable to attend.

- The Equity Program will communicate with members ahead of time regarding this need.
- It is the responsibility of that individual to inform the EPAB group via email in advance to communicate who they designated as their proxy and the proxy must accept in writing and Cc'd with Equity Program staff.
- It is the responsibility of that individual to inform the EPAB group via email who their proxy is regarding their vote for the decisions scheduled for that meeting.

#### **Section 2. Decision-Making**

Decision-making will be subject to a majority vote of the EPAB members present, provided a quorum has been established.

The decision-making model used is a modified version of [Martha's Rules of Order](#). This model uses Martha's Rules of Order and adds the [Fist to Five](#) to determine if the group is ready to vote. In addition, added [hand signals](#) (speaking or feeling) may be used to better assess the groups needs during this process.

#### **Section 3. Regular Meetings**

The EPAB will meet regularly quarterly and strive to meet for two hours. There will be a minimum of four meetings per year (January, April, July, and October). Regular meetings will be

open to the public online, except as otherwise provided by law. Regular meetings will comply with all public notification requirements as stipulated by Oregon law.

#### **Section 4. Special Public Meetings**

Special meetings may be called by the co-chairs of the EPAB. Agendas of special meetings must be posted publicly and made available to members of the Advisory Board in a manner that provides at least seventy-two (72) hours of advance notice. Agendas will specify the date, time, location, and business to be transacted.

#### **Section 5. Open House Sessions**

Open houses are not public meetings and are optional for members to attend. The Equity Program will make open house sessions available between regularly scheduled meetings to provide skill building (technical assistance) and/or share additional information that may be useful in a member's role. These meetings will strive to be no more than two hours long.

#### **Section 6. Deliverables**

Deliverables are specific activities and/or assignments that members generate as being part of the EPAB. They can take various forms, such as a presentation, data collection, or other items that are completed and delivered in collaboration with the Equity Program. The Equity Program typically communicates what the deliverables are on an annual basis.

### **Part V. EPAB Leadership Roles**

The EPAB leadership roles will be held by voting members and will be elected by a majority vote. It is suggested that the co-chairs hold their positions for a minimum of two years, while the administrator holds their position for a minimum of one year. Any person may be reelected without limitation on the number of terms, taking into consideration the six-year cumulative period. They consist of the roles below:

**Co-Chair (2 year minimum):** Leads the EPAB in partnership with the Equity Program in alignment with the EPAB's goals. *This role is the liaison between the EPAB and the Equity Program, the lead facilitator for meetings, and the EPAB spokesperson.*

- **Set meeting agenda:** Meet with Equity Program staff to set and prepare the agenda (3 weeks before meeting).
- **Communicate meeting information:** Ensure the agenda and meeting information is sent to EPAB members (at least a week before meeting).
- **Facilitate EPAB meetings:** Use the group's decision-making model, foster a positive environment, and practice inclusive participation models.
- **Be the EPAB spokesperson:** At community events and Lane County meetings.
- **Onboard new advisory board members:** Meet with new members to orient them to the work and resources needed to be successful.

**Administrator (1 year minimum):** Supports the EPAB by managing administrative tasks and ensures effective operations. *This role is the main point of contact for administrative matters and ensures accurate public record keeping.*

- **Maintain and record meeting minutes for EPAB meetings:**
  - **Track attendance of EPAB members, including present, absent, and noting who attends virtually.**
  - Track and record voting outcomes, including in favor, against, abstentions.
  - Send meeting minutes to staff (within 7 days of meeting).
- **Track action items:** Review responsibilities and deadlines for action items at the start and end of meetings to ensure tasks are completed.

## Part VI. EPAB's Commitment to Equity

### Section 1. Low-barrier Access Model

The Equity program will operate with a low-barrier access model to cultivate inclusive and equitable engagement.

- **Financial barriers:** We use a discretionary fund to support board members who face financial barriers to participation, this can include but is not limited to access to childcare or caregiver support, transportation, or secure internet access.
  - To ensure equitable access to the funds, the amount available is available to members appointed during the pilot phase (October 2024 – June 2025). The financial support gives access to a shared fund of up to \$500, distributed on a first-come, first-served basis. The amount each person receives will depend on their need and how much of the fund is left.
  - Once the pilot fund is exhausted for the fiscal year (which runs July-June) it will not be available until the next budget cycle (if the program is approved to continue after the pilot period).
- **Cultural barriers:** We will provide translation services if needed/requested, consider meeting times, meeting frequency, and multi-cultural holidays and observations. Members will receive training (including on Oregon Public Meeting Laws) and alternates learn about the process prior to participating as a voting board member.
- **Physical Barriers:** We will conduct meetings virtually and in-person, with a hybrid option. We will secure spaces that nurture meaningful connections and that are ADA accessible.
- **Accessibility Barriers:** We will provide paper copies, closed captions and consider any other requests made to evaluate what is within our program's ability to increase accessibility.

Essential Training/Onboarding:

- Oregon Public Records and Meeting Law
- Bias Awareness Training

- Cultures of Belonging Training
- Others as needed

## **Section 2. Collective Representation**

Advisory Board members will be reflective of the communities the County serves.

Lane County is committed to reflecting diverse cultures and perspectives on its boards and does not discriminate against any person on the basis of race, color, national origin, age, disability, sex, religion, language, ethnicity, socio-economic status, sexual orientation, gender identity or expressions, veteran's status, or political beliefs in employment or in admission, treatment, or participation in its programs, services, and activities. Additionally, regardless of racial and ethnic identity Diversity\* includes but is not limited to:

- Diverse racial and ethnic communities, including immigrants and those who identify as Indigenous, Black, Latino/a/x/e, Asian, Pacific Islander, and other communities that have not had visibility in County policies in recent times.
- Inclusion of voices across various gender identities and sexual orientations.
- Expertise in a wide range of issues, including housing, economic development, homelessness, health, social services, youth, education, community organizing, small businesses, arts, and culture.
- Diverse socio-economic backgrounds
- Age
- Religion
- Veteran status
- Ability status
- Experience working with the County
- Diverse representation of neighborhoods and lived experiences
- Geographic location

\*The EPAB takes into account various factors when selecting members. In no event shall a member be selected based on their status as a member of a protected class, in accordance with federal law.

## **Part VII. Amendments of Bylaws**

The Bylaws will be reviewed annually by the EPAB. These bylaws may be amended or repealed, and new Bylaws adopted, by the EPAB by a majority vote, if a quorum is present.

Prior to the adoption of the amendment, each EPAB member will be given at least two days' notice of the date, time, and place of the meeting at which the proposed amendment is to be considered, and the notice will state that one of the purposes of the meeting is to consider a proposed amendment to the Bylaws and will contain a copy of the proposed amendment.