

**BYLAWS of the  
RACIAL EQUITY AND SOCIAL JUSTICE ADVISORY COMMITTEE  
Adopted April 21, 2021**

**PREAMBLE**

The Racial Equity and Social Justice (RESJ) Advisory Committee (Advisory Committee) was established by the County Council pursuant to Bill 27-19 (which was enacted on November 19, 2019, and became effective on March 2, 2020). The purpose of these Bylaws is to implement the statutory authority of the Committee, and to carry out its powers and duties as set forth in the Montgomery County Code. The current law governing the Committee is codified in section 27-83 of the code.

**ARTICLE I – OFFICERS**

**Section 1. The Chair shall:**

- a. Set Meeting Dates in Compliance with Enabling Legislation
- b. Set Meeting Agendas
- c. Coordinate Subcommittees
- a. Ensure Board Stays on Mission in Compliance with Enabling Legislation
- b. Ensure Compliance with Roberts Rules of Order on Formal Matters
- c. Monitor and Enforce Attendance Policy – Sending/Signing Attendance Violation Notice Letters

**Section 2. The Vice Chair** shall assist the Chair as requested and perform the duties of the Chair in the event of the absence or incapacity of the Chair.

**Section 3. Agendas.** The Chair shall prepare agendas for meetings of the full Committee, and send to the Members no later than one week in advance. The agenda may be amended either before or after it is adopted. Any change to the agenda, once it has been adopted, may be made by a motion, but any such motions shall require a majority to pass.

**Section 4. Minutes.** The RESJ Office staff shall be responsible for assuring the timely preparation, accuracy, and distribution of the Committee meeting minutes to members no later than one week before each regular meeting. An official file of the Minutes of the Committee shall be maintained in the office of the RESJ and posted on the RESJ website. Minutes shall be approved (with the incorporation of any corrections) by the committee before distribution.

## **ARTICLE II – MEETINGS**

**Section 1.** The Committee will meet on the third Wednesday of each month from 6:30 pm to 8:30 pm unless otherwise notified in writing.

## **ARTICLE III – PARLIAMENTARY AUTHORITY**

**Section 1. Application of Rules.** A Committee action that is otherwise valid does not become invalid because the Committee or any person did not follow these Rules or Robert's Rules of Order.

## **ARTICLE IV – BYLAWS AMENDMENTS**

**Section 1.** Any amendment voted upon shall have been submitted in writing and read at the previous regular meeting, and that notice and text of the proposal to amend these Bylaws have been included in the notice of the meeting at which the amendment is to be voted upon.