

# **Inclusion, Equity, and Engagement Caucus**

## **Operating Procedures**

### **Adopted 02/10/2017**

#### **Article I- Organization**

##### **Section 1. Name**

Inclusion, Equity, Engagement (IEE) Caucus

##### **Section 2. Affiliation & Purpose**

The IEE Caucus is a caucus of the Alliance for Community Media (ACM). The Caucus is made up of ACM members from across the United States. During ACM's annual conference, the members convene a Caucus for the purpose of reviewing ACM activity as it related to inclusion, equity, and engagement topics. The Caucus also recommends a candidate for the IEE Caucus Representative position to the ACM Board of Directors. The IEE Caucus is open to any ACM member. The Caucus encourages and facilitates community conversations, programs, and activities that promote diversity and inclusion broadly, removing all barriers to participation.

#### **Article II- Purpose**

##### **Section 1. Values**

- Support and foster input from a diverse group of individuals across all aspects of the ACM.
- Expand the meaning of diversity, including but not limited to: youth, seniors, and underserved populations.
- Work to develop and maintain a community media network that reflects the makeup of our communities.
- Reduce barriers to participate at all levels of our organization.
- Support the exchange of information to facilitate participation in all areas of community media.

#### **Article III- Officers**

##### **Section 1. Officers & Duties**

- a. Officers of the Caucus shall be: Chair, Vice Chair, Secretary/Treasurer, and Board Representative
- b. The term of office shall start at the ACM annual conference and expire at the following annual conference- a duration of approximately 12 months.
- c. No member may serve simultaneously as both Chair and Treasurer.

##### **Section 2. Duties**

###### a. Chair

1. Serves as the official voice and representative of the Caucus.
2. Prepares meeting agendas and presides over meetings.
3. Ensures that Caucus business and deadlines are being met.

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### b. Vice Chair

1. Shall be responsible for keeping order during all meetings.
2. Shall act as Chair in the absence of the Chair.

### c. Secretary/Treasurer

1. Ensures the accurate production of minutes of all Caucus meetings.
2. Ensures that all official Caucus records are properly maintained.
3. Ensures that Caucus financial transactions are timely and that Caucus financial accounts are properly maintained.
2. Ensures that Caucus financial records and tax forms are properly maintained and submitted.

### d. Board Representative

1. Attend monthly ACM Board of Directors meetings and report activity to Caucus.
2. Serves as the liaison between the Caucus and the ACM Board of Directors.

## **Section 3. Eligibility**

- a. All officers must be an individual member or designated organizational member of the Alliance for Community Media.
- b. All officers must either be a current or retired media professional or be a volunteer.

## **Article IV- Participation**

### **Section 1. Eligibility**

All persons, without regard to race, creed, color, religion, gender, gender expression, sexual orientation, national origin, age, disability, or political affiliation shall be eligible to participate in Caucus activity.

### **Section 2. Meetings**

- a. Caucus meetings shall take place on a monthly basis.
- b. An annual face-to-face Caucus meeting will take place at the ACM annual conference.
- c. The presence of a minimum of 2 officers shall constitute as quorum for the transaction of business.
- d. Meetings are open to anyone; however, voting shall be restricted to IEE Caucus members who meet the participation expectations.

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## **Section 3. Participation Expectations**

- a. Attend a minimum of eight [8] monthly Caucus meetings annually.
  - 1. Individuals must have attend three [3] meetings before granted voting rights.
- b. Contributes to discussion during meetings and helps with tasks outside of the monthly meetings.

## **Section 4. Nomination & Election**

- a. Nominations will open four weeks prior to the annual conference, and will be accepted electronically. Electronic ballots will only be sent to ACM members.
- b. Nominations will close two weeks before the annual conference.
- c. Voting will be conducted electronically one week before the annual conference.
- d. New officers will assume their positions at the annual conference.

## **Section 5. Vacancy & Removal**

- a. Should any elected or appointed officer be unable to fulfill his/her elected term, the remaining officers (by majority vote) shall appoint a member to fill the vacant position for the remainder of the term. The appointed member must meet the qualification requirements for the position.
- b. Any Caucus officer may be removed from office by a vote of the membership for failure to perform the duties of office, negligence, or any other reason, provided that:
  - 1. The members of the Caucus, including the officer to be removed, have been notified in advance of the reason for potential removal.
  - 2. The officer has been provided an opportunity to respond on his/her own behalf.
  - 3. A majority of those voting vote to remove the officer from office.

## **Article V- Amendments**

### **Section 1.**

The Board of Officers shall review the Caucus Operating Rules & Procedures at least once during every term of office. Should changes be required, the Board of Officers will draft suggested amendments to be submitted for approval by the Caucus membership at the next regularly scheduled Caucus meeting.