

# Computational Science Initiative Diversity, Equity & Inclusion (DEI) Council Charter

## Organizational Vision and Mission Statement

### Vision

Further enriching the culture of Diversity, Equity & Inclusion (DEI) at the Computational Science Initiative (CSI), the DEI Council (the Council) performs activities and advises on policies that sustain a diverse and talented CSI workforce, establishing itself as a global leader in scientific discovery.

### Mission Statement

Activities of the Council focus on recruitment, education, outreach, staff life, coordination, and communication with the goal of developing a psychologically safe and respectful environment for all at CSI. We measure our impact based on the specific activities defined yearly by this Council. This mission aligns with the [DOE](#) and [BNL](#) DEI initiatives and supports the objective of fostering a diverse and inclusive research environment. This Charter will outline the logistical procedures of the Council with specific strategies and items to be voted upon.

## Organizational Structure

The following outlines the organizational structure of the Council. These are elected members who will serve terms of one year by default. Any member of the organization structure can resign at any time.

### Chair

The Chair is the head of the Council and will assume the following responsibilities:

- Elected yearly by the Council Member with the possibility of re-election. To start, we agree the Chair shall serve no more than two terms (two years total).
- Ensures that the Activities of the Council are decided upon, performed, and measured yearly according to this Charter.
- Ensures that the roles and activities are attributed to Council Members according to their skills, preferences, and availability.
- Ensures that the Council meets regularly, biweekly in the introductory period and monthly thereafter.
- Is the primary point of contact with CSI and BNL management.

## Deputy Chair

The Deputy Chair assists the Chair in managing Council responsibilities and assumes the Chair's responsibilities when the Chair is absent.

## Secretary

Responsible for note-taking, logistics, etc. Multiple people may share/fulfill duties in this role.

## Activities, Roles, and Responsibilities

In accordance with CSI management, the Council as a whole will:

1. Define an agenda of activities and priorities yearly at the beginning of the fiscal year
2. Define metrics of success related to the upcoming activities
3. Perform an assessment of the previous year's success and lessons learned yearly
4. Assign or confirm detailed responsibilities for the year according to the activities.

These are many-to-many relationships, and it is expected that multiple, overlapping groups of Council Members will perform these duties collaboratively.

## Coordination, Communication, and Outreach

- Within CSI: serve as a point of contact for collecting all DEI-related activities. This includes coordinating with CSI management in making DEI-related activities accessible and helping to facilitate the process of getting more CSI employees involved.
- Within BNL DEI and OEP: serve as a conduit between CSI staff/groups and organizations that offer opportunities for outreach within and outside BNL, e.g., Employee Resource Groups (ERGs), Women in Science, Exascale Computing Project (ECP), Sustainable Horizons, and other collaborations.
- Note: a non-goal of this role is to actively acquire new collaborations with *external* parties. This is likely outside of the reasonable scope of this role and should be left to Lab administration.
- Invite possible speakers (both internal and external) to talk to CSI about DEI.

## Staff Life

- Ensure *all* staff feel that they are working in a comfortable, inclusive environment.
- Coordinate with CSI management and possibly the Lab-level DEI office on resolving DEI-related concerns.
- Coordinate with the BNL DEI office on DEI-related training.
- Quantify staff problems and suggestions for improvement through *fully anonymous* surveying.
  - This includes, e.g., SurveyMonkey polls set up and run by the Council and specifically *not* the lab-sponsored survey systems, e.g., CultureIQ DeepDive survey.
- Generally have the goal of making staff life more pleasant.

## Recruitment

- Increase diversity in hiring. We highlight that this is a priority topic for CSI.
  - Increase candidate pools by diversifying the locations of hiring postings. This includes working with HR to expand the reach of BNL's job postings, e.g., LinkedIn, Indeed, social media in general, postings at universities, etc.
- Work with HR to quantify and report hiring metrics in annual reports to CSI management.

## Metrics

Metrics for the activities of the Council will be established annually when the activities and priorities for the year are defined. The success of the activities will be assessed internally within the Council on a yearly basis at minimum, in conjunction with determining activities and new metrics for the year. Currently, BNL-DEI has data on this, the Council would ask BNL-DEI for the data or request they run the relevant reports for us, which we would then curate for CSI management.

- Qualitative data: e.g., the Council will utilize anonymous polls as outlined in Activities, Roles, and Responsibilities.
- Quantitative data, resolved by demographic, age, etc.:
  - Attrition
  - Recruitment percentages
  - Leadership representation
  - Compensation data
  - Promotion statistics
  - Performance statistics

## Governance and Operations

- The Council has established a mailing address for communications to/from CSI staff (currently [csideicouncil@bnl.gov](mailto:csideicouncil@bnl.gov)). This will be our primary method for communication with CSI staff.
- The Council will establish and maintain a procedure to facilitate anonymous communications if necessary.
- Minutes, documents, general information, etc., are maintained in the CSI DEI Microsoft Teams channel.

## Council Members

A CSI staff member can become a Council Member by any of these methods:

- 1) They can be nominated by CSI management.
- 2) They can be nominated by another CSI DEI Council Member.
- 3) They can self-nominate by sending an email to the DEI Council email address.

## Voting

- After a year of operation, leadership of the Council must be chosen among existing Council Members who have served on the Council for at least six months.
- All leadership will be elected by majority vote.
  - If a majority is not achieved in a single vote, a new vote will be called with the top two candidates (those receiving the two most votes in the first vote) only .
  - If the tiebreak itself results in a tie, the Chair along with upper management will break the tie.
- After nominating, new Council Members will be confirmed by majority vote.
- A quorum “significant fraction”  $\frac{2}{3}$  of Council Members is required before a vote can be called.
- This Charter and any substantive changes to it require “ratification” by  $\frac{3}{4}$  supermajority vote.

## Redundancy

- If the Chair resigns, the Deputy Chair assumes their role as Acting Chair until an election is called to elect a new Chair at which point the Acting Chair will resume the role as Deputy Chair.
- If the Deputy Chair resigns, the Council will proceed without a Deputy Chair until an election is called to elect a new Deputy Chair.
- If both the Chair *and* Deputy Chair resign, the Secretary will assume the role of Acting Chair and immediately hold an election for Chair and Deputy Chair at the earliest convenience.
- If the entire governing board resigns, an election will be held immediately (and possibly without quorum) to elect a new governing board, until elections (with a quorum) can be held.

## Meeting Schedule

The Council will meet at least once per month, more often if needed. Currently, this will be the second Thursday of every month, barring a Lab holiday. In that case, the scheduled date of the next meeting will be decided the meeting before.

## Interaction with Management

Upper management at CSI includes Department Chairs and Director-level staff. Interaction with management will be on an as-needed, informational basis. Occasionally, upper management will attend our meetings at their request or the Council’s, receive formal updates on a schedule agreed by them and the Council, and provide feedback on activities and results. These interactions will be mediated by the Chair.

Interaction with the BNL Chief Diversity Officer and the BNL DEI Office will be on a continual basis. A BNL DEI Office representative (liaison) will attend the Council meetings.