

# **BROOKHAVEN ADVOCACY COUNCIL (BAC) BY-LAWS**

*Revised March 2022*

## ***Introduction***

The Brookhaven Advocacy BAC (BAC) investigates, advises, and makes recommendations to the Deputy Laboratory Directors on the resolution of employee matters that are brought to its attention as follows: for scientific staff to the Deputy Director for Science and Technology (DDST) and for all other staff to the Deputy Director for Operations (DDO).

## ***Membership***

The BAC consists of 11 members, with consideration of representation by department, job classification, and with regard to diversity, equity, and inclusion. The Deputy Laboratory Directors appoint a Nominating Committee composed of employees with relevant experience to recommend new members for the Directors' approvals.

The term of membership is 3 years\* and the member may request an extension of two years to the term, granted by the Nominating Committee. Terms generally expire on a staggered basis. New members normally begin service at the June meeting of the BAC. Retiring members may apply for reappointment through the Nominating Committee process.

*\* As an example: For the first year of the BAC, 4 members will rotate out after completing one year of service and 4 new members will be selected for a 3 year term. After the second year of the BAC, 3 members will rotate out and 3 new members will be selected for a three year term. After the third year of the BAC, 4 members will rotate out and 4 new members will be selected for a 3 year term. Subsequently, the BAC membership rotation will continue using a 4, 3, 4 sequence:*

*2013 - 4 members rotate out*

*2014 - 3 members rotate out*

*2015 - 4 members rotate out*

*2016 - 4 members rotate out*

*2017 - 3 members rotate out*

*2018 - 4 members rotate out*

In order for the BAC to retain as much historical working knowledge as possible, the BAC Chair has the option of requesting continued membership of any outgoing member until the new members are fully acclimated. This term extension should not last more than one year. Deciding to accept the Chair's request is at the retiring member's full discretion.

## ***Regular Meetings***

Regular meetings of the BAC shall be held once a month. A majority of the BAC membership constitutes a quorum at a regular meeting. A majority vote of the members present is required to carry a motion.

## ***Roles and Responsibilities***

The BAC shall:

- conduct itself in such a way that employees feel confident that the matter raised will be addressed in a serious, confidential, and timely manner by the BAC.
- communicate with the employee during and following the resolution of their matter to ensure the employee is aware of the prohibition against possible retaliation.

## ***Officers***

The BAC shall have 4 officers, a Chair, a Co-Chair, a Secretary, and an Outreach Coordinator. The term of office will be one year from June to May.

Candidates for the officers may be proposed by any member of the BAC and will be voted on at the May meeting. Officers shall be elected with 51% or more of the full voting membership from a slate of candidates provided by the Chairperson prior to the meeting. Any member who cannot attend the May meeting may vote for Officers by faxing, mailing, or delivering a BAC Proxy/Absentee Ballot Form, which will be provided by the Chairperson, to the Chairperson. The BAC Proxy/Absentee Ballot Form must be received by the Chairperson at least 1 hour prior to the start of the meeting at which the election of officers is scheduled to occur. The form may be sent electronically and followed as soon as possible by a hard copy with a signature.

## ***Special Election***

In the event that an officer is required to vacate his or her position for any reason during the term, the following process will apply:

- If the office of Chair is vacated, the Co-Chair will proceed into succession to the office of Chair.
- If the office of Co-Chair, Secretary, or Outreach Coordinator is vacated, the Chair has the ability to appoint an interim Co-Chair, Secretary or Outreach Coordinator until a special election is held.
- If the current Secretary or Outreach Coordinator wishes to accept a nomination for another position that initiated the special election, their current position must be considered vacant for election purposes and be included on the ballot.

The special election will be called by the Chair and will follow the process established under the ***Officers*** section of this document.

The Chair is responsible for the conduct of the meetings, the preparation of the agenda, the calling of special meetings, the appointment of subcommittees, and the transmittal of formal reports and recommendations.

The Co-Chair replaces the Chair when absent, assuming all of the duties of the Chair.

The Secretary is responsible for records of BAC membership, for minutes of meetings, and for notices of meetings, which must be in writing.

The Outreach Coordinator is responsible for disseminating information about the BAC through public avenues such as the website and Monday Memo. Additionally, recruitment activities are coordinated through this office.

### ***Membership Responsibility***

A requirement of BAC membership is regular participation in the monthly meetings of the BAC.

A BAC member who is to be absent for a continuous period of longer than 6 months shall resign. A BAC member who has been absent for more than 6 of the previous 12 regular monthly meetings shall forfeit membership in the BAC. Recommendations for forfeiture of membership will be made by a majority vote of the BAC members to the Deputy Laboratory Directors. Exceptions to the forfeiture of membership may be approved by the majority vote of the BAC members upon a written request by the BAC Chairperson.

A special meeting of the Nominating Committee shall be held within 1 month to replace any departing member for the balance of the unexpired term. If the unexpired term is less than 1 year, the newly selected member shall automatically succeed to the next term. If the unexpired term is more than one year, the member may be re-selected by the Nominating Committee for a full term.

### ***Amendments to By-laws***

These By-laws may be changed by meeting the following requirements:

1. Each BAC member must receive a written notice of the proposed change at or before the regular meeting at which the proposed changes are to be voted upon.
2. The proposed change as it appears in the minutes of a previous meeting must be approved by affirmative votes of two-thirds of the membership in attendance at that meeting.

### ***Process Guidelines***

An employee may directly contact any member of the BAC. If a BAC member is contacted, they shall advise the employee of all the typical options (e.g., line management, Human Resources, Diversity, Equity & Inclusion [DEI]) available at the Lab for handling an issue or concern. The contacted BAC member presents the individual's concern to the BAC Chair.

The BAC Chair will complete a Concerns Intake Form and forward it to the Concerns Review Team (CRT), which will assign an investigation venue. The BAC will conduct investigations in accordance with procedures outlined in SBMS.

The BAC shall not address matters:

- (1) raised by a member of a bargaining unit unless the issue is outside the scope of union business.
- (2) currently in the process of litigation or currently being handled by an outside regulatory body (e.g., Equal Employment Opportunity Commission [EEOC], Department of Labor [DOL]).

***The success of the BAC, and participation of its members, is key to the quality of life at the Laboratory. Supervisors are encouraged to support the efforts of the BAC.***