BYLAWS OF THE DIVERSITY, EQUITY, AND INCLUSION (DE&I) COUNCIL OF THE NUCLEAR AND PARTICLE PHYSICS (NPP) DIRECTORATE, BROOKHAVEN NATIONAL LABORATORY

ARTICLE I
NAME AND LOCATION

The name of this organization is Nuclear and Particle Physics Diversity, Equity, and Inclusion Council (hereinafter called “NPP DE&I Council”).

ARTICLE II
MISSION

The Council’s mission is to attract, advance, and retain an inclusive and diverse workforce and to promote a respectful and supportive workplace where people of all identities (e.g. gender, race, sexual orientation, age, cultural background) and experiences are welcomed and integrated, so that everyone may contribute their talent and unique input to the NPP directorate and, by extension, to the mission of the Laboratory.

ARTICLE III
ROLE

The Council's role is to advise and support the Associate Laboratory Director (ALD) for the NPP directorate in developing and implementing DE&I initiatives to improve the overall culture of NPP according to our mission (Article II). Although the NPP DE&I Council’s primary scope is NPP, opportunities for broader institutional improvements will also be considered.

ARTICLE IV
MEMBERSHIP

Section 1 – Qualification for Membership: Employees of the NPP directorate including post-docs are eligible to become members of the NPP DE&I Council. Other requirements include:

(1) Able to serve a minimum 2-year term
(2) Enthusiastic and ready to work on DE&I council committees and initiatives
(3) Able to attend most DE&I council regular and special committee meetings
(4) Able to dedicate adequate time to DE&I council work

Section 2 – Membership Categories and Head Count: NPP DE&I Council membership is divided into two categories with voting status:

(1) Voting members will be drawn from the NPP directorate proportional to the distribution of people in the major NPP units.
a) An ideal headcount to balance representation with council efficiency is 12 to 14 voting members from across NPP.

b) NPP DE&I council members will be staffed from Collider-Accelerator Department and Physics Department, the two departments of the NPP directorate, as well as other areas within the NPP directorate.

c) Every attempt will be made to maintain a diverse DE&I council with voting membership in-line with the DE&I council’s mission statement.

(2) Four (4) Ex-Officio members

a) NPP ALD
b) Collider-Accelerator Department Chair
c) Physics Department Chair
d) NPP HR Manager

(3) Non-voting friends of the DE&I council

a) There will be periodic open meetings of the NPP DE&I council where input from the BNL community will be welcome.

b) Interested people from BNL are welcome to present ideas and lead discussions at NPP DE&I council open meetings. There may also be invitations to the closed council meetings to bring in expertise or varying perspectives on a topic.

Section 3 – Becoming a Voting Member: The following process will be followed to nominate and on-board new DE&I council voting members:

(1) As there are vacancies under the 12-14 member limit the DE&I Council will identify the need for new members from the NPP directorate.

(2) DE&I council members will contact department chairs to nominate new council members. The council will work with the department chairs to solicit nominations based on the needs of the council.

(3) Council members will meet with nominees to discuss their thoughts, motivations, and requirements of being a member. The nominee’s supervisor will be invited to obtain an understanding of what the nominee will undertake.

(4) Nominees will then be invited to the next DE&I council meeting to start their term.

(5) In the event a member of the directorate wants to join the DE&I council but has not been nominated or the council does not have vacancies, a waiting list will be created and maintained by the council. As openings arise, people on the waiting list, along with their supervisors, will be contacted for joining the council. Note: these members should have full support from their supervisors to join the council.

Section 4 – Term Limits and Membership Rotation: The NPP DE&I council wants to give everyone that wants to be on the council an opportunity while maintaining some continuity and organizational efficiency.

(1) Voting members are required to serve a minimum two-year term.

(2) At council meetings, member term lengths will be checked to see who is approaching the 2-year threshold.
(3) If a member is not serving in council leadership and their two-year term is over there will be a discussion about whether to step down so that new members can join.
(4) If a member is serving in a council leadership role and is past the two-year term, the rest of the term should be served and then discuss continuing active membership.

**Section 5 – Resignation of Membership:** Any member may resign by communicating their intent of resignation to the NPP DE&I Council Chair or Co-Chair. The role occupied by the outgoing member will need to be filled by another standing member or an incoming member.

**Section 6 – Record of Members:** The Secretary shall keep a list or record of all members present during NPP DE&I Council meetings.

**ARTICLE V**

**COUNCIL MEETINGS**

**Section 1 – Regular Meetings:** The NPP DE&I Council will hold regular meetings for voting members:

1. At least monthly
2. Regular meetings will be in person if possible
3. In-person meetings will always also be available on-line for remote participants

**Section 2 – Annual Meeting and Annual Report:** The members of the NPP DE&I council shall meet annually for the presentation of the Annual Report.

1. Meeting should be held as close to end of fiscal year as possible.
2. The outgoing Chair will write and present the Annual Report during the Annual Meeting. The Annual Report will include:
   a) Actions taken during their service
   b) Balance of finances
   c) Actions pending
   d) A list of expiring terms and who will replace them
   e) Recommendations
3. At the end of the Annual Meeting, the Co-Chair will commence service as Chair for one year.

**Section 3 – Open Meetings:** On a regular quarterly basis there will be an open forum meeting where non-voting interested parties can attend and hold discussions, make recommendations and help guide the work of the NPP DE&I council voting members.

1. In-person open meetings will be held if possible, but all meetings will be available for remote participation.
2. The open meetings will include time for non-voting members to present new ideas and initiatives to the DE&I council, to ask questions about DE&I council work, and to discuss any DE&I related issues within NPP or BNL.
Section 4 – Extraordinary Meetings: Extraordinary meetings may be called at any time by the Chair or Co-Chair.

Section 5 – Notice of Meetings: Written notice of any meeting shall be given by the Administrative Assistant of the NPP Directorate ALD by email to each member of the Council. Notice of the meeting shall state the place, date and hour, and purpose of the meeting.

Section 6 – Quorum at Meeting; Manner of Acting: At any meeting of voting members, approval of DE&I council actions or decisions will require a simple majority vote. Each present member is permitted one vote. Quorum is two-thirds of the total number of members.

ARTICLE VI
Election of Members, Definition of Roles, Responsibilities and Terms

All standing members except for ex-officio members are expected to contribute to the NPP DE&I Council workload by adopting one of the serving roles described below during their membership.

All members are expected to participate in most of the regular NPP DE&I Council meetings. Voting members should notify the chair and recording secretary if they will be absent.

All the roles, except that of the Chair, Elected Chair and Past Chair, and the new members, are elected by simple majority. All present members, in person or by proxy, shall be permitted to cast one vote. If no one presents their candidacy, the Chair will request a member to take on a role.

Section 1 - Chair:

(1) The Chair must ensure that the Council functions properly, that there is encouraged full participation during meetings and open discussions; ensures that all relevant matters are discussed, communicated to constituency and that effective decisions are made and carried out. The Chair shall serve 1-year term and serve another year as Past-Chair.

(2) The responsibilities of the Chair include:

- Prepare meeting agenda. Call for extraordinary meetings when necessary and for the Annual Meeting to discuss the Annual Report before their service termination in the role of Chair.
- Will be the spokesperson for the Council in any official matters.
- Interaction with other DE&I Councils and organizations.
- Oversee progress on actions taken by the NPP DE&I Council.
- Call for volunteers to join the NPP DE&I Council and to undertake a role.
- The Chair shall also be responsible for conducting the election process for the Chair-Elect.
(3) At the end of the Annual Meeting the outgoing Chair-Elect will transition to the role of Chair.

Section 2 – Chair-Elect:

(1) The Chair-Elect must provide necessary guidance and outreach as liaison to Chair and elect officers to ensure that the Council continues to function properly. The Chair-Elect shall serve a 1-year term and serve another year as Chair.

(2) The responsibilities of the Chair-Elect include:
   • Assists the Chair in planning the agenda for the meetings.
   • Performs the duties of the Chair in their absence.
   • Revision of minutes.
   • Communications with the NPP employees, including website.
   • Call for volunteers to join the NPP DE&I Council and to undertake a role.

(3) At the Annual Meeting the outgoing Chair will request for volunteers among the standing NPP DE&I Council members to undertake the role of Chair-Elect. A candidate shall be elected by quorum of simple majority by secret ballot. The candidate can also cast a vote. When there are no volunteers, the Chair-Elect is elected by appointment from the NPP ALD after receiving suggestions from the NPP DE&I Council members.

Section 3 – Past-Chair:

(1) The Past-Chair provides necessary historical guidance and continues to be a liaison to Chair and elect officers to ensure that the Council continues to function properly. The Past-Chair shall serve a 1-year term.

(2) The Past-Chair shall remain an active member of the council and is exempt from undertaking a designated role.

Section 4 – Treasurer:

(1) The Treasurer has financial management oversight, working closely with members of the budget office to keep track of the finances. The Treasurer shall serve a 1-year term.

(2) The responsibilities of the Treasurer include:
   • Budget management.
   • Tracking of submitted, rejected, and approved proposals.

Section 5 – Secretary:

(1) The Secretary is responsible for the documentation of the activities of the Council. The Secretary shall serve a 1-year term.

(2) The responsibilities of the Secretary include taking and distributing the minutes of each meeting.

Section 6 – Employee Liaison:
(1) The Employee Liaison shall serve a 1-year term.

(2) The responsibilities of the Employee Liaison include:
   - Retrieval and tracking of submitted suggestions. Statistics.
   - Welcome new employees.

Section 7 – Peer Counselors:

(1) The NPP DE&I Council administers the needs of the Peer Counselor Program. Peer Counselors shall serve in their role while they are standing members of the NPP DE&I Council.

(2) The responsibilities of a Peer Counselor include providing support and counsel to BNL staff while maintaining neutrality and confidentiality.

(3) Any member of the NPP DE&I Council can volunteer to serve as a Peer Counselor. This role requires a half-day training session, provided by Human Resources.

Section 8 – Ex-officio:

Department and directorate chairs are ex officio members and are not subject to any serving role. See Article IV, Section 2-2.

Section 9 – New Members:

The process for on-boarding new members is described in Article IV, Section 3.

ARTICLE VII
AMENDMENTS

These bylaws may be altered, amended, or repealed, or new bylaws may be adopted by the affirmative vote of two-thirds of the members present and entitled to vote at any meeting of members.