



## Douglas County Employee Relations Committee By-Laws

Douglas County established an Employee Relations Committee October 6, 1992.

### **MISSION STATEMENT**

To create a positive atmosphere by fostering a working environment of trust and honesty, utilizing the strengths of all employees with a healthy respect for teamwork needed to reach common goals, through open communication, problem solving, and information sharing.

### **MEMBERSHIP**

The committee shall consist of employees, department managers, administration personnel and County Board Supervisors interested in serving and being a voice for fellow employees by presenting new ideas and suggestions for a more positive and cooperative work environment.

All representatives may have alternates. Alternates are expected to participate in the absence of their designated representative.

Committee members shall serve for a two (2) year term. Members may be designated or reappointed by the Douglas County Administrator for multiple terms.

### **COMMITTEE PURPOSE**

The Employee Relations Committee exists to address employee concerns and/or ideas regarding workplace policy, environment, procedure, and/or events. Members of the committee may suggest items be placed on an agenda by notifying coordinators more than 7 days prior to the meeting; coordinators will determine its relevancy. Items may be referred to appropriate committee(s) for further approval.

### **COMMITTEE OFFICERS**

One (1) member representing management and one (1) member representing employees will serve as committee and meeting coordinators. They will serve in this capacity for two (2) years, or the length of their appointments to the committee. Coordinators will be elected in June, bi-annually by committee members, and may be selected for multiple terms.

### **COMMITTEE AGENDA**

Committee coordinators will consult Human Resource Department staff in regard to scheduling and preparation of meeting agendas and the notification of committee members of upcoming meetings. Coordinators will facilitate Employee Relations meetings.

### **COMMITTEE MEETINGS**

Employee Relations Committee meetings will be held at least quarterly on the second Tuesday of the month or as determined by committee coordinators. Meetings will be scheduled when appropriate in accordance with County policy and when significant agenda items require timely action.

The length of the meetings will be no longer than two (2) hours and held at a convenient time quarterly (e.g. March, June, September, December) as determined by committee coordinators.

### **QUORUM**

A quorum for meeting purposes, as defined by the committee, shall be one-third of the committee membership.

### **ACTIONS BY THE COMMITTEE**

Committee decisions are by consensus only. Committee decisions are recommendations. Recommendations are non-binding on the parties.

### **BY-LAW REVISIONS**

The By-Laws of the committee can be reviewed and amended with committee consensus at any time.

Revised: September 2019