

**Charter for the
ORNL Committee for Women
March 2007**

Objective

The Committee will identify and recommend actions to achieve its mission, including enhancement of:

- The workplace environment, including policies and procedures and attitudes
- Development opportunities for women in all career paths
- Recognition of ORNL as a preferred employer by women

Mission

The Oak Ridge National Laboratory (ORNL) Committee for Women (CFW) will foster and promote the Laboratory as an attractive workplace for women. The longstanding health of the institution critically depends upon it being a preferred employer for both male and female scientists, engineers, and others needed to support the Department of Energy (DOE) missions. Only with inclusivity can ORNL attract and retain “the best and the brightest” in the 21st century.

Membership

The CFW is composed of members representing various directorates across ORNL. Directorates with a large number of women employees may have two representatives. In addition, there will be a Leadership Team liaison on the Committee.

Reporting

The CFW is chartered under the Human Resources (HR) Directorate and reports to the HR Director.

Authorities

The Committee through its membership will identify and recommend actions to the Leadership Team.

The Committee will develop and support activities that are of benefit to all Laboratory employees including addressing those issues that have historically impacted females in the workplace.

**Addendum to the Charter
CONSTITUTION AND BYLAWS
ORNL Committee for Women
March 2007**

- 1) **Committee Composition:** Membership shall be open to women and men representing exempt and nonexempt staff and one Leadership Team liaison (i.e., a Level 1 manager). Directorates comprised of less than 20 women will be grouped together and shall be represented by one representative on the Committee. Directorates with more than 20 and less than 100 women shall have one representative on the Committee. Directorates with more than 100 women shall have at least one and up to two representatives on the Committee. Appointment of the second representative shall be left to the discretion of the directorate's Assistant Lab Director. Exceptions to the representation can be made with a simple majority approval of the Committee
- 2) **Terms:** The standard term is two years. If a member becomes an officer, a one-year extension will be allowed.
- 3) **Appointment of Members:** The departing Committee member shall work with his or her respective directorate manager to identify a replacement candidate. New appointments shall begin in August.
- 4) **Officers:** The Committee officers shall consist of a Chair, Vice Chair, and Historian. The Chair and Vice Chair positions are one-year terms beginning in August. There shall be no term limit for the Historian.
Duties:
 - a. The Chair is the principal officer and is responsible for leading the Committee and managing its activities in accordance with the mission of the Committee, the policies and procedures of the Committee, and these bylaws. The Chair shall create the meeting agenda and preside over the meetings. The Chair shall create an annual budget proposal which shall be presented to the Committee for discussion and approval. Once approved by the Committee, the Chair shall submit the approved budget to the appropriate authority.
 - b. The Vice Chair shall preside at the meetings in the absence of the Chair, assist the Chair in the management of the Committee, and perform other duties as needed. The Vice Chair shall prepare the year-end summary and shall present it to the Committee for approval. The Vice Chair shall give a budget update/financial report at each meeting.
 - c. The Historian shall take the meeting minutes and shall submit these minutes to the Chair and Vice Chair for approval. The Historian shall maintain the records, and shall compile and archive the meeting minutes and other relevant documents by the end of the term year.

- 5) **Nominations of Officers:** Nomination of officers shall be made by members to the Chair during the June timeframe. Self-nomination is acceptable. The Chair will solicit acceptance of nomination from each individual before announcing the nominees or placing the name on the ballot.
- 6) **Election of Officers:** The Vice Chair and Historian are elected each year in July. By default, the Vice Chair ascends to the Chair position. In the event that the Vice Chair can not or chooses not to ascend to the Chair position, a vote will be held for Vice Chair and Chair. The successful candidates must be approved by a simple majority vote.
- 7) **Leadership Team Liaison Responsibilities:** The Liaison shall act as the interface between the Committee and members of the Leadership Team, enable communication between the Committee and the Leadership Team, and assist and advise the Committee. As needed, the Liaison shall assist the Committee in obtaining funding. The Liaison is a nonvoting member of the Committee.
- 8) **Subcommittees:** At the beginning of each new term, the Chair shall identify a list of subcommittees. Each member of the Committee is required to serve on at least one subcommittee. Subcommittees may also contain members who are not Committee members.
- 9) **Attendance:** All Committee members shall attend at least 50% of the meetings. In the event that a member's attendance falls below this level, the Chair has the right to request a permanent replacement from the respective directorate. If possible, whenever a member is unable to attend a meeting, that member shall identify an alternate attendee from his/her directorate to attend.
- 10) **Meetings:** The Committee shall meet once each month. At each meeting, the minutes of the previous meeting shall be reviewed and a vote shall be made to accept or decline the minutes. A simple majority is needed to accept the minutes. The Vice Chair shall give a brief budget report and each subcommittee shall provide a report.
- 11) **Meeting Guests:** Upon the Chair's advance approval, each Committee member may escort one nonmember to a regular monthly meeting. Nonmembers who serve on subcommittees as external members shall not be permitted to vote.
- 12) **Modification of the Bylaws:** The Committee shall be given one month's notification of any proposed addition or modification to the bylaws. Two-thirds of the Committee members must approve any modification. At the discretion of the Chair, electronic voting is permitted. Results of electronic voting shall be tallied and approved by the Chair and Vice Chair.
- 13) **Budget:** The Chair shall create an annual budget proposal which will be presented to the Committee for discussion and approval. Once approved by the Committee, the Chair shall submit the approved budget to the appropriate authority.