

U.S. DEPARTMENT OF COMMERCE
DIVERSITY AND INCLUSION COUNCIL
CHARTER

VISION STATEMENT

Be a model agency by valuing, fostering, and leveraging diversity and inclusion to ensure operational excellence

MISSION STATEMENT

Ensure agency policies, practices, and procedures are conducive to recruiting, retaining, and developing a diverse, high-performing workforce that draws from all segments of society and values fairness, diversity, and inclusion.

ISSUE DATE: March 21, 2013
AMENDMENT DATE: September 15, 2016

SECTION 1. PURPOSE

This charter establishes the Department of Commerce (DOC or Department) Diversity and Inclusion (D&I) Council for the express purposes of:

- (A) Establishing a Department-wide initiative to promote D&I by embracing the power of the workforce to actively foster an inclusive environment where all employees have the opportunity to achieve professional and personal growth while contributing to the overall success of the mission of the Department of Commerce.
- (B) Providing leadership, advice, and influencing the Department Management Council (DMC), Executive Management Team, other senior leaders, principal human resource managers, as well as hiring managers and supervisors on new and innovative approaches to promote and increase workforce diversity through recommended strategies.
- (C) Providing a venue for the bureaus to offer input and feedback on DOC D&I initiatives.
- (D) Reviewing and proposing policies, practices, and procedures that support and/or advance an organizational climate that promotes D&I. Establishing a system for reporting regularly on the progress of implementing the Department's D&I Strategic Plan that identifies the effectiveness of each bureau's effort to recruit, hire, promote, retain, develop, and train a diverse and inclusive workforce, consistent with merit system principles and applicable law.
- (E) Developing and promoting D&I through Departmental education and awareness strategies.
- (F) Partnering with and advising the Department's Principal Human Resources Managers Council on strategies and methods that can strengthen the recruitment, hiring, and retention of a diverse workforce.

SECTION 2. ACTION

The Chief Diversity Officer (CDO) established the Department's D&I Council (Council), on January 17, 2013.

SECTION 3. AUTHORITIES

Executive Order 13583 established a coordinated, Government-wide initiative to promote D&I in the Federal workforce. In March 2012, the Department issued its D&I Strategic Plan.

SECTION 4. DEFINITIONS

- (A) DEPARTMENT - The Department of Commerce.
- (B) BUREAU/ORGANIZATIONAL UNIT - Any operating unit of the Department of Commerce.
- (C) DIVERSITY AND INCLUSION - Diversity is defined as a collection of individual attributes that together help agencies pursue organizational objectives efficiently and effectively. These include, but are not limited to, characteristics such as national origin, language, race, color, disability, ethnicity, gender, age, religion, sexual orientation, gender identity, socioeconomic status, veteran status, and family structures. The concept also encompasses differences among people concerning where they are from and where they have lived and their differences of thought and life experiences.

Inclusion is defined as a culture that connects each employee to the organization; encourages collaboration, flexibility, and fairness; and leverages diversity throughout the organization so that all individuals are able to participate and contribute to their full potential.

- (D) BUREAU/ORGANIZATIONAL UNIT REPRESENTATIVE – A voting member of the Council appointed as the primary from the Department’s various bureaus, identified in 6(d)(i). Bureau/Organizational Unit Representatives can serve a consecutive two-year term limit with one two-year extension endorsed by the Department Management Council representative.
- (E) BUREAU/ORGANIZATIONAL UNIT ALTERNATE – A voting individual officially appointed and authorized to attend D&I Council meetings in conjunction with or in the absence of the Bureau/Organizational Unit Representative.
- (F) LABOR MANAGEMENT FORUM REPRESENTATIVE – A voting member of the Council to serve as the voice of the Department’s Labor Management Forum. The Labor Management Forum Representative can serve a consecutive two-year term limit with one two-year extension endorsed by the Department’s Labor Management Forum. The seat will be rotated among the various bureau representatives that sit in the Department’s Labor Management Forum.
- (G) LABOR MANAGEMENT FORUM ALTERNATE – A voting individual officially appointed and authorized to attend D&I Council meetings in conjunction with or in the absence of the Labor Management Forum Representative.
- (H) FUNCTIONAL REPRESENTATIVE – A non-voting member of the Council appointed as a subject matter expert to advise and inform from the Department’s various functions, identified in 6(d)(iii).

- (I) AFFINITY/SPECIAL EMPHASIS REPRESENTATIVE – A non-voting member of the Council appointed to advise and inform from the Department’s affinity groups and/or special emphasis programs. Two seats are reserved for affinity groups related to veterans and people with disabilities that can serve a consecutive two-year term limit, with the option of a one two-year extension, approved by the Chair. Two additional seats will be rotated on an annual basis among the various affinity groups and special emphasis programs based on agency needs/requests.
- (J) SPONSOR – The Sponsor of the D&I Council is the Chief Diversity Officer (CDO), Deputy Assistant Secretary for Administration within the Office of the Secretary
- (K) CHAIRPERSON - The Chairperson of the D&I Council is the Deputy Chief, Diversity Officer (DCDO) within the Office of the Secretary.
- (L) VICE CHAIRPERSON - The Vice Chairperson will rotate among the various Representatives, assist the Chair as needed, and perform the duties of the Chair in the Chair's absence. The Vice Chairperson is responsible for ensuring a method of records keeping. The Vice Chairperson will be nominated from within the Council for a term of two years beginning February 1 and ending two years later on January 31.
- (M) MEMBER - The Chairperson, Vice Chairperson, Bureau/Organizational Unit Representatives/Alternates, Labor Management Forum Representative/Alternate, Functional Representatives, or Affinity/Special Emphasis Representatives.

SECTION 5. DUTIES AND RESPONSIBILITIES OF THE COUNCIL

- (A) Provide advice, recommendations, and/or proposals to the Department’s CXO Councils, Department Management Council (DMC), and other senior leaders, as required, to develop and deliver an annual D&I Education Awareness Campaign, strategic plan, research products, and innovative approaches to improve workforce D&I.
- (B) Develop and implement goals and objectives in accordance with the Department’s D&I Strategic Plan.
- (C) Collaborate with the Office of Civil Rights on the development of the Management Directive 715 (MD-715) and with the Office of Human Resources Management on the Federal Equal Opportunity Recruitment Program (FEORP) report and plan.
- (D) Maintain the Employee Engagement Toolkit and share Department-wide.

SECTION 6. MEMBERSHIP

- (A) SPONSOR. The CDO, Deputy Assistant Secretary for Administration, shall serve as the Sponsor of the Council.
- (B) CHAIRPERSON. The DCDO shall serve as Chairperson of the Council.
- (C) VICE CHAIRPERSON. A Representative on the Council, selected by the other Representatives.
- (D) REPRESENTATIVES. The Diversity Council is composed of four groups: Bureau/Organizational Unit Representatives, Labor Management Forum Representative, Functional Representatives, and Affinity/Special Emphasis Representatives.
 - (i) Bureau/Organizational Unit Representatives, each of whom may serve in positions at or above the GS-15 (or equivalent) level, as well as capable of and committed to advancing D&I objectives within their organizations, are:
 - (a) Bureau of Economic Analysis
 - (b) Bureau of Industry and Security
 - (c) Census Bureau
 - (d) Economic Development Administration
 - (e) Economics and Statistics Administration
 - (f) International Trade Administration
 - (g) Minority Business Development Agency
 - (h) National Institute of Standards and Technology
 - (i) National Oceanic and Atmospheric Administration
 - (j) National Technical Information Service
 - (k) National Telecommunications and Information Administration
 - (l) Office of the Inspector General
 - (m) Office of the Secretary
 - (n) United States Patent and Trademark Office

(ii) Labor Management Forum Representative, who may serve in positions at or above the GS-15 (or equivalent) level, as well as capable of and committed to advancing D&I objectives within the Department's Labor Management Forum.

(iii) Functional Representatives, each of whom must be capable of and committed to advancing D&I objectives within their organizations, are:

- (a) DOC Office of Human Resources (serving as a subject matter expert in Human Capital)
- (b) DOC Chief Learning Officers Council (serving as a subject matter expert in the Chief Learning Officers Council)
- (c) DOC Office of Civil Rights (serving as a subject matter expert in Civil Rights)
- (d) DOC Veterans and Disability Employment Program
- (e) DOC Disability/Reasonable Accommodations Programs
- (f) Office of General Counsel

(iv) Affinity/Special Emphasis Representatives, each of whom must be capable of and committed to advancing D&I objectives within affinity groups and special emphasis programs, including:

- (a) Veterans' Affinity Group
- (b) Affinity Group with focus on People with Disabilities
- (c) Rotating Seat 1 based on agency needs/requests
- (d) Rotating Seat 2 based on agency needs/requests

(E) ALTERNATES: Each member identified under 6(d)(i) and 6(d)(ii) shall designate an Alternate to represent him or her in his or her absence.

SECTION 7. OPERATING PROCEDURES

(A) The Council will meet monthly.

(B) All Bureau/Organizational Unit Representatives and Labor Management Forum Representative shall attend Council meetings. In the absence of the

Bureau/Organizational Unit Representative, the Bureau/Organizational Unit Alternate shall attend. In the absence of the Labor Management Forum Representative, the Labor Management Forum Alternate shall attend. If issues of attendance become a concern, the Council Chairperson may request that a bureau/organizational unit or function appoint new representatives.

- (C) Bureau/Organizational Unit Representatives shall raise/submit issues, concerns, and/or programmatic initiatives to this Council on behalf of their respective bureau/organizational unit for advice and courses of action through the Council Vice Chairperson. The Vice Chairperson will develop meeting agendas that incorporate and address these matters appropriately.
- (D) The Vice Chairperson will ensure the agenda and all supporting information is provided to the Chairperson for review and approval prior to each meeting of the Council.
- (E) The Vice Chairperson will ensure the agenda and all supporting information is provided to the members prior to each meeting of the Council.
- (F) Minutes of each meeting shall be formally recorded and submitted to the Vice Chairperson and Chairperson for review and approval within seven (7) business days of the meeting. Upon approval, meeting minutes will be disseminated to the members for review and adoption.
- (G) No less than annually, the Council members may recommend and adopt changes in this Charter as deemed appropriate.
- (H) Voting.
 - (i) The Bureau/Organizational Unit Representatives and Labor Management Forum Representatives are each entitled to one vote on each matter brought to a vote by the Chairperson. Bureau/Organizational Unit Alternates and Labor Management Forum Alternate may vote in the absence of the Bureau/Organizational Unit Representatives and Labor Management Forum Representative.
 - (ii) The Chairperson may only call a vote if at least two-thirds of the voting representatives are present. For the purposes of this section, “present” is defined as being in the same physical location as the Council or joining the meeting via telephone. A vote passes if a majority of the votes cast are cast in the affirmative. If there is a tie, then the Chairperson breaks the tie.

SECTION 8. COMMITTEES/SUBCOMMITTEES

The Council may establish and dissolve committees and subcommittees related to its mission as necessary for the Council to advance its objectives.

In accordance with the D&I Strategic Plan, committees may be established in the areas such as:

- (A) RECRUITMENT AND HIRING
- (B) DEVELOPMENT, RETENTION, AND PROMOTIONS
- (C) EDUCATION, AWARENESS, INNOVATION, AND COMMITMENT
- (D) OPERATIONAL EXCELLENCE
- (E) BENCHMARKING/BEST PRACTICES

SECTION 9. EFFECT ON OTHER ISSUANCES

None.

SECTION 10. EFFECTIVE DATE

The Diversity Council approved this Charter at its meeting on March 21, 2013

SECTION 11. REVISION TO CHARTER

This charter was revised on 09.15.2016.