

ATTENDANCE POLICY

Active member participation in DAC and DAC Committee meetings is critical in the development of new or improving existing programs and initiatives, which will increase access to opportunities for diverse firms on Tollway projects.

Therefore, regular attendance at scheduled meetings is expected. For planning purposes, DAC meetings will occur quarterly, while approximately six (6) to eight (8) Committee meetings will occur annually. The following attendance policy is in place to ensure regular and meaningful participation by all DAC members.

Diversity Advisory Council (DAC) Quarterly Meetings

- 1 DAC members are **required to attend a minimum of 75% of meetings**.
- 2 **Missing two or more meetings during a 12 month period may result in the member forfeiting his or her seat** on the DAC, pending Committee Chair review of circumstances.
- 3 DAC members **may identify one or more proxies** to attend and participate in meetings. Proxies have the same responsibilities as regular DAC members.
- 4 Due to connection/meaningful participation concerns, DAC members are **required to attend meetings in-person or send proxies** (no conference calls).

Diversity Advisory Council (DAC) Committee Meetings

- 1 DAC Committee members are **required to attend a minimum of 75% of meetings**.
- 2 **Absence from two consecutive Committee meetings or three absences during a 12-month period may result in the member forfeiting his or her seat** on the Committee, pending Committee Chair review of circumstances.
- 3 Committee members **may identify one or more proxies** to attend and participate in meetings. Proxies have the same responsibilities as regular DAC members.

ATTENDANCE PROCEDURES

- 1 Tollway will verify DAC member contact information and Committee assignments annually.
- 2 Tollway staff liaisons are responsible for sending meeting notices and reminders to members and proxies prior to all meetings.
- 3 DAC members and proxies are responsible for notifying Tollway staff liaisons or the Committee Chairs in advance if unable to attend a meeting.

PURPOSE

In 2015, the Diversity Advisory Council (DAC) was created to gain outside perspectives that assist the Tollway in building upon its established foundation of inclusion. The DAC is composed of representatives from 23 advocacy agencies, each with a long history of assisting small, diverse and veteran-owned businesses, as well as individuals seeking workforce assistance and training.

The DAC includes three subcommittees that allow members to focus on specific areas of interest or expertise:

1 Policy Committee

Reviews Tollway policies (e.g., unbundling) to recommend improvements or develop new policies that address disparities and eliminate barriers to participation

2 Programs Committee

Reviews Tollway diversity programs (e.g., mentor-protégé) to recommend improvements and develop new initiatives

3 Workforce Development Committee

Examines existing workforce development initiatives (e.g., Earned Credit Program) to recommend improvements and develop new initiatives

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- 4 Tollway staff liaisons will monitor attendance and all members will be required to sign in at each meeting
 - 5 If an issue with attendance arises, Tollway staff liaisons will notify appropriate DAC Committee Chair(s) who will contact the DAC member to discuss circumstances and available options if the member cannot continue to participate regularly in meetings.
 - 6 DAC Committee Chairs may meet to discuss attendance concerns and determine whether the DAC member should forfeit their seat for non-attendance.
 - 7 If the Committee Chairs dismiss a member from the DAC for non-attendance, the organization can select a new representative and begin a new term of service subject to Tollway approval.

VOTING POLICY

Only DAC members and their designated proxies will be allowed to cast a vote. Should an organization have more than one representative attending a meeting, only one vote will count from that organization.

NEW MEMBERSHIP APPLICATION POLICY

Any organization interested in joining the Diversity Advisory Council must submit a written request to the Illinois Tollway Executive Director for review and approval.

CONTACT AND ORGANIZATION INFORMATION

Name: _____

Title: _____

Organization: _____

Executive Director/CEO/President (if different): _____

Address: _____

Phone: _____ Email: _____

Number of members in organization: _____

Organization Mission Statement/Program Information (please submit attachments if necessary):

PROXIES

Each member organization may assign up to three (3) additional members to function as proxies on the DAC and/or its subcommittees in the event the official DAC member is unable to attend a meeting. Proxies have the same responsibilities as regular members and are expected to follow all DAC and Committee policies and procedures in place. Organizations may assign proxies by Committee. Please provide the name(s) and contact information of individuals designated as representatives from your organization:

Name: _____ Title: _____

Phone: _____ Email: _____

Check all that apply:

Diversity Advisory Council Policy Committee Workforce Diversity Committee Program Committee

Name: _____ Title: _____

Phone: _____ Email: _____

Check all that apply:

Diversity Advisory Council Policy Committee Workforce Diversity Committee Program Committee

Name: _____ Title: _____

Phone: _____ Email: _____

Check all that apply:

Diversity Advisory Council Policy Committee Workforce Diversity Committee Program Committee

MEMBER COMMITMENT

I understand that my role as a representative of a member agency of the Illinois Tollway Diversity Advisory Council (DAC) is important, and I am committed to upholding the principles of the Committee by:

Supporting the goal of the DAC and the Committees

Respecting the views and opinions of other DAC members

Offering my expertise to help ensure success of the DAC

Contributing to meetings and activities hosted by the DAC

Abiding by the attendance policy

Actively participating in requests for my assistance.

I acknowledge that my participation in DAC and/or the Committees does not constitute employment or a contractual relationship with the Tollway or the State of Illinois.

Signed: _____

Date: _____

Print Name: _____
