



# *Diane Wade* PROGRAM

*Empowering Women and Culture through Community*

## **DIANE WADE PROGRAM COMMUNITY ADVISORY BOARD BYLAWS**

Diane Wade was a Multnomah County parole and probation officer, a leader in the Black/African American community, and best known for her advocacy and passion for justice-involved women. Most of her work was with Black/African Americans as a lead parole and probation officer with the Department of Community Justice's (DCJ) African American program as well as the gang unit.

The Diane Wade Program (DWP) is a transitional housing program designed to serve Black, justice-involved women in Multnomah County. Residents have access to mental health stabilization, supportive services, substance abuse support, culturally-specific programming, life skill building, and more.

### **PREAMBLE:**

The Diane Wade Program Community Advisory Board (DWP-CAB) is a community run group designed to help DCJ and specifically the Diane Wade Program, fulfill its purpose of providing black, justice-involved women with the sustainable, unique community support and services needed to strengthen and rebuild their lives. Through its efforts, the DWP-CAB will strive to: 1) safeguard fidelity to the original intent of the DWP as a culturally-specific transitional housing program and 2) ensure the unique needs of DWP residents are reflected in the planning, programming, and decision making that impacts them.

**Multnomah County Department of Community Justice (DCJ):** The Multnomah County Department of Community Justice provides supervision and treatment to youth, adults, families and communities to address underlying issues that drive crime. DCJ holds the contract with Urban League to operate the Diane Wade Program. DCJ also serves as the primary referral source to the Diane Wade Program.

*The DWP-CAB bylaws is a living document subject to change.  
These bylaws as outlined will be reviewed on an annual basis.*



# *Diane Wade* PROGRAM

*Empowering Women and Culture through Community*

## **MISSION AND PURPOSE:**

The purpose of the DWP-CAB shall be to advise the Department of Community Justice and the Urban League by monitoring and evaluating DWP policies and programs, giving voice to the DWP resident concerns and suggestions, serving as a sounding board for programming ideas, and making recommendations that assist Urban League in measuring the program's effectiveness in meeting the needs of the communities in the program.

For the purpose of this document, Community Advisory Board (CAB) is defined as a group of individuals selected to provide guidance to review current programming, assist in the development of new programs, and identify best practices for the Diane Wade Program. DWP-CAB has the right to review: (a) the DWP programming goals; (b) services provided by DWP; (c) significant policy decisions; and (d) to be a sounding board providing advice on community priorities, needs, and resources. The DWP-CAB does not have formal authority to issue organizational directives which must be followed, rather, the DWP-CAB will make recommendations and/or provide key information and materials to the Department of Community Justice and Urban League as deemed appropriate.

DCJ and Urban League has declared its intent to be informed by DWP-CAB and the Chairperson of DWP-CAB and will provide monthly reports directly to the Urban League either in person or in writing, as deemed necessary by DWP-CAB. The DWP-CAB will be managed by **DCJ**. The Diane Wade Program collaborative partnership with: DCJ, DWP-CAB and Urban League.

DCJ has declared its intent to be advised on policy and program recommendations as identified by the DWP-CAB.

*The DWP-CAB bylaws is a living document subject to change.  
These bylaws as outlined will be reviewed on an annual basis.*



# Diane Wade PROGRAM

*Empowering Women and Culture through Community*

## ARTICLE I:

### **Membership:**

1. The membership of the DWP-CAB will consist of up to 7 members, with one seat being reserved for a current or former program resident.
2. Eligibility: DWP-CAB is intent on representing the population that is being served by the Diane Wade Program program. Applicants with criminal justice lived experience and/or experience working with women of color impacted by the justice system will be prioritized. Applicants with broad experience (mental health, criminal justice, housing, etc) are highly encouraged to apply. Applicants must be willing and able to attend one meeting per month. Applicants for the “Former/Current Resident” seat must have resided in Diane Wade Program and been an active program participant prior to DWP-CAB appointment. DWP-CAB members are required to disclose any potential Conflicts of Interest (COI) to DCJ.
3. Application Process: The Application will consist of an online and/or printed questionnaire. Applications will be reviewed by the DWP-CAB and DCJ. Applicants will be invited to meet with one or more members of the DWP-CAB & DCJ. Selected applicants will receive a confirmation letter to serve on DWP-CAB. DCJ will collectively address any DWP-CAB conflicts. Accommodations will be provided to applicants who are unable to complete an online application but would like to be considered.
4. Term: Subject to provisions relating to resignation or removal of a member (see section 1.05), members of DWP-CAB will be seated for a two year term. Members may serve two consecutive terms (i.e. 4 years). A current resident member term is based on positive and current engagement in the DWP and on the board. Membership will be reviewed annually and members may be subject to submit a letter of intent to serve for consecutive terms. DWP-CAB is responsible for reporting and recruiting for any vacancies.

*The DWP-CAB bylaws is a living document subject to change.  
These bylaws as outlined will be reviewed on an annual basis.*



# Diane Wade PROGRAM

*Empowering Women and Culture through Community*

5. Resignation: Any member may resign by submitting a signed notice of resignation to the CAB leadership and DCJ. Whenever possible, the member's resignation should be submitted at least thirty (30) days prior to the effective date of the resignation.
6. Removal Authority: The DWP-CAB has the power to remove a member at will and without cause or explanation upon written notice to the member. Any member of the DWP-CAB may be removed at any time, by majority vote (>51%) of the members of DCJ and CAB leadership. Each member of the DWP-CAB must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action.
7. Conflict of Interest: Members are required to disclose any personal or financial conflict of interest to DCJ in writing. DCJ will address conflicts and attempt to find resolution. All grievances in relation to the DWP-CAB are to be in writing and will be submitted to DCJ. Upon review, the grievance(s) will then be submitted to Denise Pena, Deputy Director of DCJ.
8. Nominal Fees: DWP-CAB members will be offered a \$50 stipend on a per-meeting basis. Members will be entitled to receive the stipend only if their employer is NOT compensating them for the time spent in the meeting. Payment to members will be made by DCJ in the form of a Visa Gift Card. Individual DWP-CAB members are solely responsible for any state and federal tax reporting obligations. Current Multnomah County employees are not eligible to receive a stipend for meetings occurring on work hours. Please inquire for additional information. Note: The DWP-CAB does not meet during the month of November.
9. Limitations on Power: The role of DWP-CAB is solely advisory in nature. In no event shall any member of DWP-CAB have any authority over the daily management or operations of the Diane Wade Program. The DWP-CAB's recommendations and/or reports will be an agenda item on the Urban League's monthly agenda.

*The DWP-CAB bylaws is a living document subject to change.  
These bylaws as outlined will be reviewed on an annual basis.*



# *Diane Wade* PROGRAM

*Empowering Women and Culture through Community*

## **Article II**

### **Officers**

1. **Elected** - Chairperson and Co-Chairperson of DWP-CAB will be elected by a majority vote of selected members of DWP-CAB. Elected positions may be reappointed after a one-year term, but members may only serve two consecutive years in the same elected position. Successors shall be elected by a majority vote.
2. **Duties:**
  - a. **Chairperson:** Preside over meetings. Attend monthly DCJ/Urban League/DWP-CAB meetings and/or report out monthly if the DWP-CAB deems necessary.
  - b. **Co-Chairperson:** Preside over meetings in the absence of the Chairperson and exercise all other rights and duties of Chairperson.

## **Article III**

### **Meetings:**

1. **Frequency:** DWP-CAB will meet monthly (with the exception of November) and as needed. Meetings shall be held at designated meeting places as decided by DWP-CAB. Special meetings may be called by the DWP-CAB & DCJ or the DWP-CAB Chairperson with at least two week's notice.
2. **Rule of Engagement:** Members of the DWP-CAB are considered as voluntary public officials of Multnomah County and are subject to the same rules and regulations as employees. The County is committed to maintaining a drug free workplace that promotes inclusivity and diversity. Members of DWP-CAB are not

*The DWP-CAB bylaws is a living document subject to change.  
These bylaws as outlined will be reviewed on an annual basis.*



# Diane Wade PROGRAM

*Empowering Women and Culture through Community*

permitted to attend any Diane Wade Program or county related events under the influence of alcohol or drugs. Members of the DWP-CAB are also responsible for maintaining a professional and respectable workplace free of harassment and discrimination. Guidelines for meeting participation are intended to prevent disruptive behavior and assure that the meeting can be conducted safely and effectively. Any violation of these rules and regulations may result in removal from the DWP-CAB as decided by DCJ and CAB leadership. DCJ and DWP-CAB members will further develop any additional rules of engagement as needed.

3. Decision-Making: DWP-CAB will use a participatory consensus decision making process to decide which group decisions and priorities to discuss with DCJ and/or Urban League. Consensus approach is used to promote participation/agreement and does not require unanimous vote but does require a majority (>51%) vote. Each present member will have one vote, no absentee or by proxy votes are permitted. If a consensus vote is not reached, alternative motions will be welcomed and voted on until consensus vote. Motions fail if there is a tie vote. Members are only voting on proposals to present to DWP policy and/or Urban League.
4. Action without Meeting: Any action required or permitted to be taken by DWP-CAB may be taken without holding a meeting if all members consent in writing to such action.
5. Failure to Attend: Members of the DWP-CAB are required to attend all meetings. Failure to attend two or more DWP-CAB meetings without written notice to other CAB members may result in removal from the DWP-CAB. Members may participate in meetings via video or phone for appropriate reasons and with written notice (e.g. sick family member). Contact the DCJ liaison for video/phone accommodations prior to DWP-CAB meetings.
6. Closed Meetings: DWP-CAB meetings are not open to the public. All members are asked to use discretion. Written correspondence between DWP-CAB members may be subject to Oregon's public records laws and be subject to disclosure. Requests to open meetings to the public may be considered upon written request to the DWP Policy Team.

*The DWP-CAB bylaws is a living document subject to change.  
These bylaws as outlined will be reviewed on an annual basis.*



# *Diane Wade* PROGRAM

*Empowering Women and Culture through Community*

## **Article IV**

**COVID19:** We will follow current guidance as it relates to COVID-19 restrictions.

### ***Amendments:***

These bylaws are subject to change and may be amended by DCJ at their sole discretion or upon request of the DWP-CAB. DWP-CAB proposed amendments must be provided to all members of DWP-CAB in writing at least fourteen (14) days prior to the scheduled meeting. If a bylaw amendment proposal is accepted by a majority of DWP-CAB members, the bylaw amendment proposal will then be submitted to the DWP Policy Team for approval.

***The DWP-CAB bylaws is a living document subject to change.  
These bylaws as outlined will be reviewed on an annual basis.***