Committee on Diversity and Inclusion (CODI) Operations Manual

I. CODI Purpose
The Committee on Diversity and Inclusion (CODI) is a committee of the board, whose purpose is to systemically and reflectively examine issues of diversity and inclusion within the association and to assist the board in the board’s efforts to foster multicultural awareness and inclusivity within the organization. As mentioned in APA Ethics Principle E “Respect for People’s Rights and Dignity” as it pertains to age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status, culture, language, gender, race, ethnicity, ability status, sexual orientation, age, gender identity, socioeconomic status, religion, spirituality, immigration status, education, and employment it is recognized that discrimination and oppression, whether explicit, implicit or systemic, can function within society to keep groups of people marginalized and are directly counter to the ethical foundations of professional psychology. Together with other NJPA committees and the NJPA Foundation, CODI will support diversity and inclusion in all association activities to assist the board in fulfilling NJPA’s mission statement and strategic plan. CODI will also assist the board by examining and articulating how issues of diversity and cultural competence in the field can have an impact upon the practice of psychology, education, training, research and public policy.

II. CODI Governance
   a. OFFICERS:
      i. Two co-chairs (one from the NJPA Executive Board, and one from membership), the NJPA President-Elect, a past co-chair from membership, co-chair-elect from membership, and secretary.
      ii. The NJPA president appoints the board member co-chair. CODI’s executive board co-chair will serve as co-chair the remainder of his/her NJPA executive board term. The membership co-chair, co-chair-elect, past-co-chair, and secretary will each serve one-year terms.
      iii. All CODI officers are voting members of CODI.
      iv. The membership co-chair-elect will be elected by the CODI membership each November for the following year. The membership chair-elect and secretary terms will start in January of each year.
      v. The CODI co-chair from membership will become, for a one-year term, a non-voting representative on the NJPA executive board.
      vi. The membership co-chair and chair-elect may apply to be the NJPA Diversity Delegate to the APA Practice Leadership Conference each year. Due to budgetary constraints, funding for these positions are not guaranteed.
b. **NJPA PRESIDENT-ELECT:** The NJPA president-elect will be appointed to the committee each year, serving as a liaison to NJPA leadership, and also as a voting CODI member.

c. **EXECUTIVE DIRECTOR:** The NJPA executive director or his/her designee will serve in an ex-officio role and serve as a liaison to NJPA leadership.

d. **STEERING COMMITTEE:** The CODI Steering Committee is made up of the CODI officers and fulfills a leadership function for the committee. The Steering Committee, in consultation with CODI members, will be responsible each year for identifying people interested in serving as secretary.

e. **CODI MEMBERS:** All NJPA Members, and all NJPAGS members, may apply to be a member of CODI by completing the CODI application, with a CV/Resume and short written statement of interest and forwarding them to one of the co-chairs or NJPA executive director. Once received, CODI application materials shall be distributed to members of the CODI Steering Committee, to be presented to CODI membership and then to the NJPA executive board for approval. All CODI members will be voting members. CODI co-chairs shall keep count of current CODI members to establish a quorum count.

f. **CODI GUESTS:** Any interested NJPA members are welcome to attend a CODI meeting as a guest. Non-NJPA members may be invited to be a resource guests, at the discretion of the co-chairs in consultation with CODI membership. While guests may not vote, they are encouraged to participate in discussions.

III. **CODI Responsibilities, Tasks and Subcommittees**

a. **CODI UPDATES:**
   i. The CODI co-chairs collaborate to develop a monthly report presented to NJPA Executive Board at its monthly meeting. This report will provide an update on both Executive Board directed CODI initiatives, as well as CODI initiated projects.
   ii. The CODI minutes will appear on the consent agenda.
   iii. The president-elect and executive director will also provide on-going updates to NJPA leadership.

b. **CODI AGENDA & MINUTES:**
   i. The co-chairs will draft and approve the meeting agendas, to be distributed to CODI members.
   ii. Co-chairs will solicit committee members for agenda items, but remain responsible for drafting the final version of the meeting agenda.
iii. The CODI secretary takes minutes for all meetings provided there is quorum present (a number equal to, or greater than, half the membership plus one).

iv. CODI Minutes, will record the meeting date and location, members present and absent, key decision outcomes, action items assigned, next steps, and the next meeting date and location.

v. The minutes, once they are approved by CODI members via and e-vote, shall be posted by central office staff onto the NJPA website.

vi. Minutes will also be placed on the NJPA Executive Board Consent Agenda each meeting.

c. **CODI SUBCOMMITTEES:**
   i. CODI will develop subcommittees to work on specific initiatives.
   ii. The co-chair-elect maintains responsibilities as assigned for providing support for subcommittee activities.

d. **ANNUAL CALENDAR:**
   i. CODI’s meeting schedule follows the calendar year from January to December each year. The annual schedule of meetings will be determined each year in November to go into effect in January.
   ii. The schedule will be planned in conjunction with the central office schedule of meetings to avoid conflicts with meeting space and zoom capability.
   iii. The meeting schedule will be developed to emphasize inclusiveness. CODI will be mindful of accommodating members that travel a distance to be at the meeting, and also consider the work schedules of members and plan accordingly.

**IV. CODI Members’ Appointment and Terms**

a. Any interested NJPA member will need to fill out and submit an application form, a CV or resume, and short written statement of interest. CODI members serve a (3) year term and student members a (1) year term. Applications will be accepted on a rolling basis.

b. As a committee of the board CODI will be guided by its purpose statement and goals, and will help in the implementation of the NJPA strategic plan.

c. CODI’s commitment to diversity and inclusion extends to committee membership. This commitment is foundational to CODI’s purpose.
   i. We are looking for NJPA members with a diversity of professional and life experience.
   ii. We welcome NJPAGS members and ECP’s who may not have extensive experience, but none-the-less, have a strong interest in addressing this important topic within their association.
iii. Officers and members will address issues of diversity and inclusiveness within CODI by actively recruiting new members to reflect the diversity of NJPA and the diversity of New Jersey. CODI sees this effort as an ongoing process requiring regular self-examination to see that we continue to move toward this goal.

d. There is an expectation that CODI Members shall participate (either in person or virtually via teleconference) in at least 80% of CODI meetings and assist with CODI work projects.

i. If a person’s meeting attendance falls to 50% or less, CODI co-chairs, in consultation with the Steering Committee, will talk to the member to see if they are still able to maintain attendance.

ii. If they are not able to maintain more regular attendance they can still attend as a Guest Member. As a Guest Member their attendance status will not factor into whether there is a quorum present. Guest Members are encouraged to participate in discussions, but they do not vote on committee initiatives or motions.

iii. A quorum is established when there is 50% plus 1 present (either in person or virtually through teleconference). In the event that a scheduled meeting does not establish a quorum, business items can be emailed to the full CODI membership for a discussion period and followed by an e-vote.

VI. Fiduciary Obligations

A CODI officer or member has an obligation and fiduciary duty to the NJPA executive board. CODI officers and members must not put their personal interests before the duty. The fiduciary relationship is highlighted by good faith, loyalty and trust. It is expected of a CODI officer or member that they will not betray this trust. CODI members can not presume to speak for, and must take steps to avoid the appearance of speaking for, CODI or the NJPA Executive Board unless otherwise authorized to do so.