

BYLAWS

Diversity, Equity, & Inclusion Commission (DEIC)

Article I: Purpose, Mission, and Prescribed Duties

The Commission shall be an advisory commission to the City Council.

A. Mission, Vision, Values

The Commission's mission is to promote and nurture a safe and welcoming community dedicated to the values of social equity, inclusion, and justice.

The Commission shall advise and make recommendations to the Council in matters relating to diversity, equity, inclusion, and human rights.

B. Duties

In accordance with its bylaws and annual work plan, and through the collaboration and cooperation of City staff, the DEI Commission shall:

- (1) Analyze the City's processes, procedures, policies, and ordinances as directed by the City Council on matters of diversity, equity, inclusion, human rights.
- (2) Present the results of programs of research and recommend changes to processes, procedures, policies, and ordinances to the City Council based on those results.
- (3) Regularly review and evaluate the City's community outreach methods and activities to ensure messaging reaches diverse populations and provides inclusive participation opportunities.
- (4) Annually provide input on the City's Equity Plan and, as requested by City Manager, their designee, or City equity staff:
 - a. Analyze City systems to identify systems of inequality (including systemic racism), and
 - b. Make recommendations relating to changes in ordinance, policy, or practice to dismantle those systems.
- (5) Communicate the City's diversity, equity, and inclusion (DE&I) work and facilitate community engagement and feedback.
- (6) Collaborate with organizations to host and promote events that educate the community on issues of diversity, equity, inclusion, and human rights, and other issues and to promote awareness and appreciation of diversity.

Article II: Membership, Appointments, Terms, and Officers

A. Membership

Initially, any current member of the existing Human Rights Commission or Rising Tides Task Force who submits an application, shall be automatically appointed to the Commission. After the initial appointments, the Commission shall consist of nine regular members, and two youth voting members. The reduction in membership size shall happen gradually over the first three years as initial appointment terms expire so that there are 11 members by May 2023. Youth members shall live or attend school within Golden Valley, the Robbinsdale Area District or Hopkins School District and be enrolled in school grades 9

through 12.

In accordance with the City's values and Welcome Statement, the Council shall seek to have said appointments reflect the diverse voices and perspectives in the community, including:

- Individuals who have professional, volunteer, or personal experiences with communities that have historically experienced or presently experience the stress and trauma of discrimination, for example, individuals with work or volunteer experience in the field of diversity, equity and inclusion, or personal involvement in advocacy or activism;
- Individuals who have professional, volunteer, or personal experiences with healing of marginalized communities; and
- Individuals with personal experience involving discrimination.

At a minimum the DEIC membership shall consist of:

- One member with a connection to multi-family or group housing; and
- One member of a community group that has demonstrated commitment to the values of racial equity, inclusion, social justice, and human rights.

If the City does not receive qualified applications from one of the above categories, the remaining spots may be filled with any person who lives, works, attends school, volunteers, or worships in the City of Golden Valley.

B. Appointments and Terms

Appointments are made effective May 1 of each year. The Council shall appoint regular members of the Commission for three-year staggered terms. Youth members shall be appointed for a one-year term. The terms of Commission members shall be fixed and determined at the time of appointment by the governing ordinance. The City Council shall appoint the members of the Commission and to fill vacancies for unexpired terms. A vacancy shall be deemed to exist if a regular member ceases to meet the residency requirements or a youth member who ceases to meet the residency, age, or school requirements.

C. Officers

The Commission shall elect officers of Chair and Vice-Chair from the Commission membership by its voting members at its regular annual meeting, (no later than the second meeting after May 1 in each year). The Chair and Vice Chair positions rotate, and members may only serve two consecutive years as the Chair or Vice-Chair. Should the office of Chair or Vice-Chair become vacant, the Commission shall elect a successor from its membership at the next regular meeting and such election shall be for the unexpired term of said office. Officers may also delegate the duties of their position to other Commissioners as deemed appropriate by the Commission.

Chair responsibilities include:

- work with staff liaison to develop meeting agendas
- conduct and preside at all meetings in a productive and time-efficient manner
- ensure the Commission conducts its activities within the stated mission and bylaws of the Commission
- appoint Commissioners to subcommittees
- monitor and ensure the progress of the Commission
- report to the City Council

Vice-Chair responsibilities:

- perform the duties of the Chair in the absence or incapacity of the Chair
- perform all other duties as prescribed by the Commission

Article III: Meetings and Attendance

A. Meetings

All meetings of the Commission shall be conducted in accordance with the Minnesota Open Meeting Law and City code. This means all business and discussion occurs at a meeting which has been posted and is open to the public.

The presence of a majority of all regular members currently appointed to the Commission shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. In the event a quorum is not reached, a smaller number of members may meet to have informal discussion, however, formal action shall not be taken and must be reserved for such time as when a quorum of the Commission is reached. A quorum of the members should not discuss Commission business by email, forms of social media, telephone, or informal meetings. Commission meetings may be cancelled by the staff liaison if there are no items on the agenda for discussion.

The proceedings of meeting should be conducted using standard parliamentary procedure.

i. Regular Meeting

The regular meeting of the Commission shall be held on the fourth Tuesday of the month at City Hall at 6:30 pm. The Commission may, by a majority vote, change its regular meeting dates for any reason provided proper public notice of the changed meeting is provided.

ii. Annual Meeting

The Annual Meeting of the commission shall be a regular meeting, typically the first meeting after May 1 of each year, at which time elections will be held.

iii. Special Meetings

A special meeting of the Commission may be called by the Chair or two commissioners, or by the City Council, for the purpose of transacting any business designated in the meeting notice. The notice for a special meeting shall be posted in compliance with the Minnesota State Statutes governing public meetings. The staff liaison shall notify Commissioners at least three days prior to the meeting of the date, time, place and purpose of the special meeting. A special meeting must also be posted in accordance with the requirements of the Minnesota Open Meeting Law.

B. Attendance

Members are expected to attend all meetings, including the annual board and commission joint meeting. If a member is unable to attend a meeting, they should contact the staff liaison, who will inform the chair. If a quorum cannot be attained, the meeting will be canceled. Staff liaisons will track attendance at each meeting. Each April, the City Manager's office will review attendance records for the preceding calendar year (April-March) and send a standardized letter of warning to any member that has missed:

- two consecutive or three total meetings for groups that meet once a month; or
- two consecutive or five total meetings for groups that meet twice a month.

Because attendance is so important to the work of the City's boards and commissions, the City Manager may ask the member to explain the reasons for their absences. If circumstances prevent the member from committing to consistently attending future meetings, the member may be asked to step down. The City Manager will not ask the member to step down if their inability to attend meetings is due to health reasons. If the member's attendance does not improve within 3 months after receiving a warning, the City Manager or their designee shall ask the member to step down. If the member chooses not to step down, the Council may take action to remove the member.

Article IV: Rules

A. Agenda

The agenda for regular and special meetings of the Commission shall be prepared by the staff liaison. Items to be placed on the agenda may be proposed by the Chair, a Commission member, the staff liaison or at the request of the City Council. Residents, businesses, or other interested parties may contact the staff liaison to request that an item be placed on the agenda for consideration. All agenda topics presented by the City Council will be placed on an appropriate agenda; requests from other parties will be placed on an appropriate future agenda at the discretion of the staff liaison.

The agenda shall be approved at each meeting prior to discussion of any item on the agenda. At the time of agenda approval, items may be removed and the order of business may be modified by a majority vote of members present at the meeting. No items shall be added to the agenda unless deemed as urgent by the staff liaison. Prior to adjournment, members present may communicate items recommended for inclusion on future agendas.

B. Recordkeeping

All minutes and resolutions shall be in writing and shall be kept in accordance with City procedures, Minnesota Statute and Rules regarding preservation of public records and the Minnesota Data Privacy Act.

C. Work Plan

The Commission will draft an annual work plan that details activities and projected timelines for the upcoming year.

- The Chair may appoint Commissioners to be primarily responsible for each work plan activity.
- The Commission may establish subcommittees to oversee work plan activities. The subcommittees will be chaired by Commissioners appointed by the Chair.
- The Commission's work plan will be submitted to the City Council, typically during the first quarter of the calendar year. The Chair and/or Commissioners will attend a Council/Manager meeting to discuss the annual work plan with the City Council.
- The Commission's work plan must be agreed upon by the City Council.

D. Annual Report

The Commission shall submit an annual report to the City Council summarizing the past year's activities.

The report may highlight information the Commission feels appropriate to convey to the City Council.

- The Chair or Vice-Chair will prepare the report for approval by the Commission. Commission members may submit signed addenda presenting alternative conclusions or perspectives.
- The report and addenda are submitted to Council with the current year work plan in the first quarter of the calendar year or as soon thereafter as possible.

E. Subcommittees

The Commission may create subcommittees to plan and direct activities related to topics of interest to the Commission and to oversee work plan activities.

- Subcommittees will be chaired by Commissioners appointed by the Chair and shall not consist of a majority or more of currently appointed Commission members.
- A majority of the subcommittee must be present to conduct business, including the subcommittee chair.
- The Commission may consolidate or dissolve subcommittees at any time.
- The subcommittee chair may appoint other Commissioners and representatives from the broader community to the subcommittee, provided that the subcommittee at no time consists of a majority or more of currently appointed Commission members.

- The subcommittee chair shall report back to the Commission about its activities as an agenda item at regular Commission meetings.
- Subcommittee meetings shall be held at a date and time that does not conflict with the Commission's regular and special meetings. The staff liaison shall be notified of the date, time, location and topic of all Subcommittee meetings.

F. Performance of Duties

Commissioners are expected to adequately prepare for meetings. Commissioners unable to complete an assigned task should notify the commission chair or subcommittee chair as soon as possible. The Commission staff liaison may ask the City Council to review a Commissioner's appointment based upon its assessment of significant lack of performance.

Article V: Amendments and Revisions

The Commission will review these bylaws no later than the second meeting after May 1 every three years. Members may present recommendations for changes and amendments. These bylaws can be altered or amended at any regular monthly Commission meeting with a majority of members present, provided that notice of the proposed changes and amendments is provided to each member at least 10 business days before the meeting. The Council must review and approve any changes to, and has final authority regarding, these bylaws.

Appendix: Glossary

This glossary is a set of terms adopted by the City to ensure common language and understanding regarding diversity, equity and inclusion. When discussing the diversity, equity and inclusion efforts, use these terms and definitions in all contexts:

Accountability: Processes and procedures that ensure the centering of equity in the decision-making process

Barrier: Social, economic and physical impediments constructed to decrease access to resources essential for positive life outcomes

BIPOC: An acronym for Black, Indigenous, People of Color

Bias: A mental process that evaluates and classifies others by their appearance and/or behaviors based on personal schemata. Bias influences our actions, beliefs and attitudes about others positively and negatively. There are two types of bias in regards to equity and justice:

- Explicit: Bias we are aware of and act in the name of
- Implicit: Subconscious feelings, perceptions, attitudes and stereotypes developed over timeⁱ

Capacity Building: Exercises and trainings developed to ensure all members of a community work towards equity

Community Engagement: Employment of a range of tools and strategies to ensure successful, accountable relationships between an organization and the people it serves

Community Indicator: An impact on a life-outcome influenced by public policy

Disparity: A pattern of disproportionate life outcomes based on a social identity

Diversity: A measurement of individuals' differences from one another in the form of social identities and lived experiences; all the ways in which people differ.ⁱⁱ

Equity: Fair treatment, access, opportunity and advancement for all people; one's social identity cannot predict the outcome.

- Racial Equity: practices and policies to mitigate adverse impacts one's race has on life outcomes

Equality: Evenly distributed tools and assistance to access resources and opportunities

Human Rights: Rights inherent to all human beings, regardless of race, sex, nationality, ethnicity, language, religion or any other status. Human rights include the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression, the right to work and education, and many more.ⁱⁱⁱ

Inclusion: Systems that allow for access to all spaces regardless of social identity; a variety of people have power, a voice, and decision-making authority.

Inequality: Unequal access to opportunities and resources

Justice: Fixing the system to offer equal access to both tools and opportunity

Oppression: Intentional harm, construction and upholding of access to human and civil rights

- **Personal:** Thoughts, beliefs, and attitudes about yourself, coworkers, supervisors, customers, residents, etc. based on their social identity
- **Interpersonal:** Negatively expressed words and actions based on social identity
- **Institutional:** Golden Valley (or other agency) enforced practices, policies and procedures that create barriers to resources and opportunities
- **Structural/Systemic:** Golden Valley (or other agency) enforced practices, policies and procedures created by larger entities (local, state, federal government and agencies)

Racialized Violence: An instance of bodily/mental harm as a result of systemic racism

Social Identity: All of the ways people are grouped and stratified in society e.g. race, socioeconomic status, gender, gender identity, sexual orientation, ability, nation/language of origin, family structure, age, religion, immigration status, marital status, etc.

Systemic Racism: A collection of institutions that create unequal access to resources and opportunities

ⁱ Source: US Justice Department

ⁱⁱ Source: City of Portland Office of Equity and Human Rights

ⁱⁱⁱ Source: United Nations