DIVERSITY, EQUITY, AND INCLUSION COMMISSION BY-LAWS AND RULES OF PROCEDURE

I. **Purpose.**

The following By-laws and rules of procedure are adopted by the Diversity, Equity, and Inclusion Commission ("the Commission") to facilitate the performance of its duties and the exercise of its powers as set forth in Staunton City Council Resolution, adopted February 24, 2022, as amended by City Council Resolution, adopted on June 23, 2022.

II. **Members, Officers and Duties.**

A. General. The Commission shall consist of eleven (11) to fifteen (15) members appointed by City Council, one of whom will be named by the constituent members as the Chair and another of whom as the Vice Chair to help lead the Commission. The Commission will be a public body subject to the applicable requirements of the Virginia Freedom of Information Act and members of the Commission should be aware of those requirements.

Members of the Commission shall serve terms of two (2) years commencing upon the date of their appointment by Council.

B. Chair. The Commission shall elect a Chair by majority vote from among its members. The term of the Chair shall be for two (2) years beginning as of the first meeting in July of each year and ending as of June 30 two years after assuming the office, or until a successor is elected, and the Chair shall be eligible for re-election. The Chair shall preside at meetings of the Commission, decide all matters of order and procedure, subject to the rules and by-laws of the Commission, unless directed otherwise by a majority of the Commission in session at the time, and in the case of petitions brought before the full Commission, the Chair shall execute all rulings issued on behalf of the full Commission. The Chair shall have full signatory authority for official correspondence or documents requiring a signature from a Commission official. In the event the Chair resigns or is removed from office, the Vice-Chair shall become the Chair for the remainder of the Chair's term.

C. Vice-Chair. A Vice-Chair shall be elected by the Commission from among its members in the same manner as the Chair. The term of the Vice-Chair shall be for two (2) years beginning as of the first meeting in July of each year, and ending as of June 30 two years after assuming office or until a successor is elected, and the Vice-Chair shall be eligible for re-election. The Vice-Chair shall act for the Chair in the Chair's absence. In the event the Chair is not available to execute any rulings issued on behalf of the full Commission pertaining to matters decided by the Commission and presided over by the Chair, the Vice-Chair may execute the same if the Vice-Chair was present at the Commission's meeting at which such matters were decided. In the event that the Vice-Chair becomes Chair, resigns, or is removed, the Commission shall hold a special election to select a new Vice-Chair for the remainder of the Vice-Chair's term.

III. **Meetings.**

A. Regular Meetings. The Commission shall develop a schedule for regular meetings on a monthly basis for each calendar year. Such schedule for each ensuing year shall be set no later than June 30 of each year. The Chair may cancel a regular meeting with a majority vote of the existing membership by electronic means. The annual meeting for the election of officers of the Commission shall be held at the regular meeting in the month of June each year, or as soon thereafter as is possible.

B. Attendance. Members absent from three (3) regular meetings within a twelve (12) month period may be considered for removal from the Commission. Upon a three-fourths affirmative vote of the entire Commission membership a recommendation to City Council may be made to remove the member.

C. Special Meetings. Special meetings of the Commission may be called at any time by the Chair by written notice given personally to each member or left at their place of residence not less than twenty-four (24) hours prior to the time fixed for the meeting. If all members of the Commission are present at the special meeting, then the requirements as to prior notice shall be deemed to be waived.

D. Quorum and Vote. Eight (8) members of the Commission membership present shall constitute a quorum, and no action of the Commission shall be valid unless authorized by a majority of those present and eligible to vote, except with regard to amendments to these By-laws as set forth in Article VIII hereof. A tie vote is to be construed as a denial of the requested action. No member's vote on any matter may be cast by proxy.

E. Conduct of Meetings. All meetings shall be open to the public; provided, however, that closed meetings may be held in compliance with the Virginia Freedom of Information Act. The order of business at regular meetings may follow the format outlined below:

1. Call to Order
2. Reading and Approval of Minutes
3. Old Business
4. New Business
5. Adjournment

IV. **General responsibilities of the Commission.**

The Commission shall assume and perform the following duties and responsibilities:

A. Complete an update on Commission progress to be shared with City Council by December 2022, to include:
   i. Timeline of workplan leading up to December 2023
   ii. Engagement with community partners
   iii. List of data gathered
   iv. Community listening session information

B. Evaluate (objectively) existing data, studies, and reports concerning:
   i. Social and racial equity within the city of Staunton.
   ii. Social determinants and inequitable outcomes within the city of Staunton.

C. Collect data and research that evaluate the same outcomes listed above:
   i. Identify data to be evaluated using information gathered from existing data/research.
   ii. Create a mechanism for collecting data, i.e. a new survey, community input via listening sessions, other.
   iii. Evaluate and create a comprehensive report of data received.
   iv. Conduct a public hearing to preview and gather specific input based on findings.

D. Compile a final report for the Staunton City Council by December 2023 consisting of:
   i. An analysis of existing data, studies, and reports concerning racial and social equity as well as the Commission's own research and data collection efforts on the topic.
   ii. A summary of all public comments received by the Commission at its listening sessions and public hearing, as well as any other communications it receives from Staunton residents concerning racial and social equity.
   iii. Create specific recommendations to the council to include how to address specific inequitable social and racial outcomes within the City of Staunton.
   iv. Create a proposed framework (strategic plan) for the commission to pursue in the next 12 to 18 months to address specific factors that may contribute to inequitable racial and social outcomes.

V. **Public Hearing and Community Conversations.**

The Diversity, Equity, and Inclusion Commission shall conduct at least one public hearing and other community conversations to receive input from City residents concerning racial and social equity. Notice of each public hearing and community conversation shall be published in a newspaper of general circulation within the city at least three (3) days prior to the date of the public hearing.

VI. **Update and Report to City Council.**

A. The Commission shall provide an update to City Council in December 2022. This will include the items listed in Section IV-A.

B. The Commission shall make a written report to City Council at the work session of City Council in December 2023 at their work session. This will include items listed in Section IV-D. The Chair of the Commission or designee shall present the report.

C. The Commission shall make such recommendations to City Council as the Commission deems appropriate. All recommendations shall be in writing and delivered to the City Clerk for inclusion the City Council agenda packages. The Chair of the Commission or designee shall attend the City Council session at which such recommendations are considered by City Council.

VIII. **Parliamentary Authority.**

All meetings of the Commission will be conducted in accordance with Robert's Rules of Order and in accordance with these By-laws.

IX. **Amendments.**

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of not less than eight (8) members of the total Commission membership. Any proposed amendment to the by-laws will be presented, in writing, at a regular meeting of the Commission and be acted upon at the next regular meeting of the Commission.

Date: 10/12/22

Chair
Printed name: Sabrina Burress

Date: 10/12/22

Vice Chair
Printed name: Lindsey Lennon

Original adoption: 9/28/22