

## **Chapter 2.60 DIVERSITY AND INCLUSION ADVISORY BOARD**

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**2.60.010 Created.**

There is hereby established a Diversity and Inclusion Advisory Board commission of the City of College Place composed of seven members as hereinafter provided. The board shall meet at least once a quarter (three months) and make an annual report to the Council containing a summary of activities of the Board for the preceding year.

**2.60.020 Powers and duties.**

The Diversity and Inclusion Advisory Board is an advisory body of the City of College Place whose duties shall be to provide advice and recommendations to the mayor and city council about the following:

- A. Achieving College Place's community vision concerning being a welcoming city that respects all by encouraging equality, fairness, cooperation, tolerance and respect among and by all persons who come in contact with the City of College Place (i.e., residents, visitors, employers, employees, etc.).
- B. Recommending effective strategies for public engagement, removing barriers, and increasing inclusion and access to City services for the public.
- C. Recommending opportunities for community partnerships as a strategy to better understand and address equity impacts throughout the City.
- D. Facilitating the building of relationships with underserved, underrepresented, and marginalized communities and serving as trusted messengers to the community at large.
- E. Advise the City on strategies that strengthen human rights, values and principles.
- F. Performing such other duties as the mayor and/or city council may direct

**2.60.030 Membership appointment – Term.**

Members of the commission shall be appointed by the Mayor for a term of three years (or the fulfillment of a vacant term). Appointees shall serve staggered initial terms as follows:

Position No. 1: Ending December 31, 2021

Position No. 2: Ending December 31, 2021

Position No. 3: Ending December 31, 2022

Position No. 4: Ending December 31, 2022

Position No. 5: Ending December 31, 2022

Position No. 6: Ending December 31, 2023

Position No. 7: Ending December 31, 2023

**2.60.040 Administrative Procedures and Rules.**

The Board may adopt appropriate rules of procedure and regulations consistent with the State of Washington Open Public Meetings Act (OPMA) to implement this Chapter. In addition, it will elect its own Chairperson and Vice Chairperson from among its members.

**2.60.045 Meetings.**

A - Regular Meetings. Regular meetings shall be held at a time agreed upon by the Board during its first meeting. Meetings shall be held on a quarterly basis unless cancelled by a majority of Board Members at least 48 hours before the scheduled meeting.

a. Procedure to cancel a meeting shall be to notify the City Clerk or assigned Staff Member and not communicate with the members directly, so as not to violate the OPMA. The Clerk or designee will verify a majority wish to cancel, then provide required notice of cancellation.

B – Special Meetings. Special meetings of members may be called at any time by the presiding officer or upon petition to the presiding officer (through the City Clerk) by two-thirds of the board. At special meetings of the board, only such business stated in the call for such meeting shall be transacted.

C – Notice. All meetings of this board shall comply with Chapter 42.30 RCW, the Open Public Meetings Act. All meetings shall be held with not less than forty-eight hours' notice to members and not less than twenty-four hours' notice to the public.

**2.60.050 Residency requirements.**

A. No more than two member(s) of the Board may be nonresident(s) of the City of College Place and serve as "community stakeholders." Community stakeholder members live or work in the City's municipal urban growth area.

B. There is a preference for City of College Place residents over nonresident candidates.

**2.60.060 Staff Liaison.**

The Mayor shall assign a City employee as a staff liaison to the Board. The staff liaison shall ensure Board notices, agendas and minutes of all Board meetings are prepared, published and maintained as part of the City's records. The staff liaison is not a member or an officer of the Board.

**2.60.070 Severability.**

If any section, subsection, paragraph, sentence, clause, or phrase of this Chapter is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this Chapter.