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| Diversity, Equity, and Inclusion Advisory Board |
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| Creating Opportunity for our local government to better connect with its community |

# Overview

*The purpose of creating a Diversity, Equity, and Inclusion Advisory Board for the city is to provide a means to continuously assess the current state of diversity and inclusion in the City of Bastrop and working with residents and community organizations to draft plans of action that improve quality of life for all citizens.*

* Role of Board – Serve as an advisory board and resource to local government on issues pertaining to diversity, equity, and inclusion. The board will engage citizens, businesses, schools, and community organizations to identify biases and barriers to diversity, equity, and inclusion in our community, and make recommendations to the city council on opportunities that ensure equitable access to opportunities, benefits, and resources for all city of Bastrop residents.
* Board Composition – Board members shall be appointed by the mayor and approved by City Council. Members appointed should be representative of the community’s diversity in age, race, gender identity, sexual orientation, religion, disability, education, business skills and life experiences.

The board may create sub-committee that include members of the public to address diversity, equity, and inclusion related subject matter and assist in planning and promotion of multi-cultural events having appointed a board member as the sub-committee chair by a majority of the board.
* Council Member Liaison - The Mayor shall appoint a Council member to serve as a liaison to the board, and adviser to matters when requested by the board. The Council liaison shall make no attempts to interfere in the business of the board process or make any attempt to lobby, influence board decisions, or participate in the boards voting process.
* Terms and Appointments - Board members shall be nominated and appointed by the Mayor and City Council to serve two-year staggered terms. Individuals interested in serving on the board must complete the board application process during the annual application window, and/or doing periods of time where vacancies need to be filled. Applicants must live inside the city limits, ETJ, or provide a service to the city (i.e., business) and be a registered voter.

When an opening occurs, the public will be notified, and applications will be accepted for consideration for review and recommendations. The board can make recommendations to the mayor for appointment considerations and the Mayor and Council may recommend and appoint members at any such time to fill vacancies to maintain a functioning board. Members serve at the will of the City of Bastrop and are subject to removal at any time for any reason.
* Board Charge at Formation - Establish a board chair, co-chair, and secretary, and parliamentarian; and review the Purpose, and Mission Statement, and objectives to ensure they are consistent with the vision and mission of the board; as well as define 5 key initiatives to be achieved within 12 months of formation. Decide when the board will meet and the time.
* Communication with City Council – The board will work with the City Manager and staff in planning and operating inclusionary events, and activities as requested; solicit feedback from the community and stakeholders, present performance, and milestone updates to the City Council to measure and track success as requested and make recommendations as to resources needing city commitment for success. Programs or projects that require funding must be received by the City Manager to be considered for the fiscal budget or requested via the annual budget amendment process. Board recommendations that are not incorporated in the preliminary budget shall be forwarded to the City Council for consideration.
* **Staff Liaison:** The board will need to work with the City Manager to determine who the staff liaison will be, and the mayor will determine who the Council liaison shall be. Should the board desire to present to council during a regular scheduled meeting, the request should be communicated to the Council and/or Staff Liasson for consideration.

# goals of the board

The boards goals are to promote and support initiatives to strengthen a multicultural and diverse community by working in partnership with local government and community stakeholders by:

* Creating dialogue in local government, the city, and community that provides education, understanding, and empathy for ongoing issues minorities face in diversity, equity, and inclusion in our society, in leadership, and in community partnerships;
* Creating strategies for local government to better engage, celebrate, and promote the efforts of minority residents, by encouraging participation from minorities in local government, city initiatives, and city events;
* Making recommendations to local government and community leaders on ways to improve disparities in health outcomes, education, employment opportunities, and in criminal justice;
* Strategizing and make recommendations to improve marketing efforts to ensure the messaging of Bastrop is reflective of inclusivity across all demographics and is more representative of diversity in our community; and
* Build partnerships to support minority business, workforce development and multicultural events.
* Break silos in the community and in organizations that engage the community, through initiatives that promote unity and healing.
* Work to encourage and promote minority engagement in local government through volunteerism.
* Work the community task force on positive community policing in minority areas of the community.

# Purpose and Mission statement

Board Purpose

The Bastrop Diversity, Equity, and Inclusion Advisory Board will serve as a community led initiative, working in partnership with the Bastrop City Council and the community, to identify areas of improvement in local government and city services in areas where a lack of diversity, equity, and inclusion exist: to ensure that equitable and inclusive opportunities, benefits, and resources are available to all city of Bastrop residents; to ensure that the City of Bastrop is recognized as a community that publicly acknowledges the importance of equality in our city, and that strives to build a community that is free from all forms of discrimination, including but not limited to race, gender, religion, age, gender identity or expression, and disability.

Board Mission Statement

***The City of Bastrop Diversity, Equity and Inclusion Advisory Board serves to connect Bastrop to the diverse perspectives and lived experiences of its residents. We advocate for equitable access and opportunity for every community member. We identify barriers to participation and inclusion, and pursue programs, policies, partnerships, and ideas that remove those barriers.***

# duties and responsiblities of the board

**Powers and Duties of the Board Shall be as Follows:**

* Examine practice and procedures of the city of Bastrop to identify strategies to create processes and services that recognize the needs and differences of all who live, work, and visit Bastrop.
* Review and recommend amendments that incorporate the values of diversity, equity, and inclusion into the city of Bastrop’s comprehensive plan.
* Recommend for council a community engagement plan that includes but is not limited to the following:
	+ Engagement in activities forums, community gatherings, and events that promote mutual understanding, as well as encourage residents to connect with one another.
	+ Identify partner groups and organizations that sponsor cultural celebrations.
	+ Create strategies to distribute information to people of different cultures in culturally appropriate ways.
	+ Work with the City Manager to periodically conduct surveys when needed to gain feedback from the community in underserved areas.
	+ Advise the council regarding the impact of policy and budgetary choices on marginalized communities; and
	+ Present recommendations to the city council on how to achieve the duties and responsibilities outlined no less than bi-annually.

# Rules of Procedure

**Conducting Meetings**
Regular Meetings of the Bastrop Diversity and Inclusion Board shall be held monthly at a place and time as designated by the chair communicated to the staff liaison.

Special meetings of the board may be called at the request of the mayor, council, chair, or a petition by a quorum of ½ of the voting membership. A minimum of three days’ notice is required by contacting the chair, secretary, and staff liaison via telephone, text, email, and/or postal mail.

The staff liaison shall notify all members of the time and place of meetings. Remote communication meetings are optional when needed which shall include conferencing telephones, video conference, the internet, or any other method currently available whereby the board and/or members are not in the same physical location.

Notice of meetings shall be provided to each member by electronic correspondence no less than 72 hours prior to the meeting.

Robert’s Rules of Order will be used as the parliamentary procedure to facilitate discussions and group decision making, to ensure meeting are conducted in an orderly and efficient manner.

Meetings are open to the public and available to all persons. Anyone in attendance wishing to address the board must be given the opportunity to do so at the time established on the agenda during citizens comments.

**Meeting Agenda**

The Diversity, Equity, and Inclusion Board shall make the public aware of the business to be conducted by the Board and use a fixed agenda template. The chair shall work with the staff liaison to develop the meeting agenda, listing items to be discussed on the agenda during the regular and/or special meeting. Agenda items must be listed and stated as specifically as possible. The agenda and supporting documents must be sent to the staff liaison to be forwarded to each member of the board at minimum 72 hours prior to the meeting.

**Voting**

All business shall be decided by a simple majority vote of those present at the meeting in which the vote takes place. Any member of the board can offer a motion on the item for discussion. In order for a motion to move there must be a second to move to debate or discussion. Discussion can be ended by the chair or any member by “calling for a vote” to end discussion. After debate and discussion, the matter is voted on, however without a second the motion fails, and the board cannot proceed to a vote. A record of the vote shall be documented to include who called for a motion, a second, and the vote. When needed, a vote may take place during a regular monthly meeting, special meeting, conference call, email communication, and/or text in accordance with quorum guidelines.

An item may be delayed or tabled for a future meeting for consideration by any member of the board. Tabling an item takes a motion, second, and vote.

**Quorum**A quorum of an assembly refers to the number of voting members present so that business of the board can be conducted. A quorum shall consist of four members if there is a seven-member board and five if there is a nine-member board. Voting members must be present at a properly convened meeting in order to vote. If a quorum is not present, items for consideration may not be voted on until such time a meeting is held with a quorum.

**Attendance**

Active participation by all appointed members is necessary for the success of the board. Once a notice of a meeting has been established, it shall be the responsibility of the member to either attend or notify the Staff Liaison of his/her absence. Three consecutive absences or four total absences in a twelve-month period shall be grounds for removal from the board. The mayor and council shall fill vacancies created by voluntary resignations or removal.

**Resignation and Termination**

Any member of the board may resign by submitting a written resignation to the staff liaison or secretary of the board via letter or email correspondence. A recommendation from members to have a membership terminated with just cause, requires a majority vote of the board and approval by the mayor.

# Bastrop Diversty and inclusion task Force Board Recommendation and Items For Board consideration

1. **Promotion of Minority Business and Entrepreneurs**
	1. Minority Exposition Event to increase exposure for minority on businesses, artist, products, and service to the public and procurement.
	2. Partner with the area Chambers of Commerce and Bastrop Economic Development Corporation to host workshops for minority owned businesses.
2. **Promotion of Workforce Diversity**
	1. Educate minority businesses on opportunities and resources available for government contracting.
	2. Improve employment and workforce recruitment in minority communities.
	3. Improve trade and training opportunities in minority communities.
3. **Promotion of Multicultural Events and Area Businesses**
	1. Improve and increase city support of multicultural events;
	2. Build relationships with organizations to increase awareness and acknowledgement of our community’s diverse historical heritage;
	3. Work with organizations to increase minority engagement and participation in all community events and programming.
	4. Work with main street advisory board, area chambers of commerce and visit Bastrop to seek ways in minority participation in local retail, restaurants, and hotels services.

# Bastrop Diversty and inclusion task Force Board Member appointment recommendations

**Sheila Lowe (City Resident)**sheilaylowe@gmail.com
512 297-4732

**Sumai Lokumbe (City Resident)**sumaiblokumbe@gmail.com
512 718-9350

**Aimee Cook (City Resident)**aimeecook226@gmail.com
512 934-7229

**Reverend Arthur Banks (City Resident – Mount Rose)**drart6651@gmail.com
253 255-2721

**Jennifer (Jennie) Olsen McEwan (Tough Cookie - Downtown)**jenknee77@yahoo.com
512 549-9916

**Carly Bartee**carlybartee@gmail.com
832 859-0790

**Christopher Higgins (Barber Shop Downtown)**mrchubbz512@gmail.com

**Maria Montoya (City Resident)** – Head of Cultural Arts Board would be happy to help as a resource for cultural arts and education serving on a sub-committee

**Ryan Holiday (City Resident/Store Owner)** - Would be happy to help as a resource and/or serve on a sub-committee

**Catina Higgins White (City Resident)** - Would be happy to help as a resource and/or serve on a sub-committee

**Cynthia Sanders Meyers (City Resident)** - Would be happy to help as a resource and/or serve on a sub-committee