

Diversity, Equity, And Inclusion Commission Bylaws

Article I. Name

The name of this organization shall be the Diversity, Equity, and Inclusion Commission, hereinafter referred to as the Commission.

Article II. Purpose

The Commission seeks to support and advance the City of Marshall's mission, vision, and values by **providing guidance for the development and implementation of proactive diversity, access, inclusion, research, and retention initiatives**. The Commission serves to promote an environment where people come first, are treated with dignity and respect, and are encouraged and supported to achieve their full potential. The Commission **will collaborate with community partners on matters associated with equity and inclusion to foster relationships and advocate for underrepresented populations**.

Article III. Guiding Principles

The Commission is **dedicated to learning, creating innovative ideas, and adapting to the ever-changing environment**. The Commission is taking purposeful action to advance this commitment through the following guiding principles of equity, inclusion, collaboration, and transparency.

- **Equity**
 - Building a racial equity lens into all of the DEI Commission work including strategic planning, policy, and priority setting process, communication strategy, and implementation work.
- **Inclusion**
 - Ensuring that all community members feel respected and benefit from the economic prosperity of the City.
 - Fostering an environment of representation in which all community members feel connected and authentically engaged.
- **Collaboration**
 - Striving for an environment that is committed to teamwork and engagement.
 - Utilizing available resources and partnering with organizations, initiatives, and allies that will advance racial equity in Marshall.
- **Transparency**
 - Building relationships based on honesty, open communication, trust, consistency, and accountability with individuals and/or groups of people who are being disadvantaged or excluded.

Article V. Membership, Composition, Responsibilities, and Meetings

Section 5.01 Membership

- A. Appointments to the Commission shall be made by the Common Council of the City of Marshall from a list of recommendations submitted by The Commission.
- C. Terms - All appointments to the Commission, with the exception of the Standing Positions, shall be three (3) year terms with a maximum of serving two consecutive terms.
 - I. Standing Positions shall be reviewed by the Commission Cochairs at the beginning of every year.
- D. The Commission shall strive to reflect diversity with regard to people of age, race, gender, gender identity and expression, national origin, ancestry, sexual orientation, religion, creed, disability, genetic information, veteran status, and marital status.
- E. Quorum - All appointed at large members shall have voting privileges. Standing Positions shall not have voting privileges. For the transaction of business at all meetings, a quorum of a simple majority of all members must be present.

Section 5.02 Composition

The Commission shall strive to be representative of the diversity of the community's population. The Commission shall consist of nine (9) At-Large members appointed by the Common Council of the City of Marshall as well as Standing Positions as determined by the Commission. The following considerations shall be applied:

- A. Commission membership shall be open to any resident of the City of Marshall or surrounding region.
- B. The Commission may form Sub-Committees or teams to accomplish special projects and/or functions that further the goals and objectives of the Commission. Sub-Committees shall be abolished when its purpose is served. Sub-committees shall make a report of their progress at regularly scheduled Commission meetings.
- C. Officers shall include Co-Chairs.

Section 5.03 Responsibilities of the Members

- A. Adhere to the guidelines set forth in the City of Marshall Code Book found in Chapter 2, Article VI., Division 1 -
https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICO_OR_CH2AD_ARTVIBOCOAU_DIV1GE
 - I. **Section 2-246 Established; Composition; Appointments; Qualifications**
 - The diversity, equity, and inclusion commission is hereby established for the purpose of securing for all residents equitable opportunity in employment, housing, public accommodations, public services and education and full

participation in the affairs of this community, and advising the council on long range programs to improve community relations. Appointments shall be made, effective June 1, for three-year staggered terms.

- The following members will be appointed by the city council.
 - One member of the Marshall City Council.
 - Eight at-large members.
- The city council shall authorize the diversity, equity, and inclusion commission to designate representatives from organizations to a standing position on the commission as written in its bylaws.
- Members of the diversity, equity, and inclusion commission shall be appointed with due regard to their fitness for the efficient dispatch of the functions, powers and duties vested in and imposed upon the commission.

II. Section 2-247 Duties

- In fulfillment of its purpose, the diversity, equity, and inclusion commission's duties and responsibilities shall be to:
 - Adopt bylaws and rules for the conduct of its affairs including the election, assumption of duties and definition of responsibilities of officers and committees.
 - Enlist the cooperation of agencies, organizations and individuals in the community in an active program directed to create equal opportunity and eliminate discrimination and inequities.
 - Formulate a program for the city to give increased effectiveness and direction to the work of all individuals and agencies addressing themselves to planning, policy making and educational programming in the area of, diversity, equity, and inclusion.
 - Guide the mayor, the council and other agencies of the government of diversity, equity, and inclusion issues. Act in an authoritative capacity with respect to planning or operation of any city department on issues of diversity, equity, and inclusion and recommend the adoption of such specific policies or actions as are needed to provide for full equitable opportunities in the community.

- Provide for the commission's assumption of leadership in recognizing and resolving potential problem areas in the community.
- B. Provide feedback about the concerns of all community members to the Commission.
- C. Serve as role models within the community to enhance the visibility and branding of the City of Marshall.

Section 5.04 Meetings

- A. The Commission shall at a minimum meet once a month. Special meetings for urgent matters may be called when necessary.
- B. Either one or both Co-Chairs shall officiate at meetings.
- C. Meetings shall be open to the public. Individuals wishing to express their views will be permitted to do so by placing the item on the agenda through the Co-Chairs or City Staff.

Article VI. Officers and Representatives

- A. The Co-Chairs shall:
 - I. Conduct meetings
 - II. Determine the schedule of meetings
 - III. Appoint Sub-Committees
 - IV. Perform such other duties as the Commission may direct or as specified in the modified Robert's Rules of Order
- B. The Commission shall elect two (2) Co-Chairs and one (1) Secretary who will keep and distribute minutes of the meetings and monitor attendance/absences.
- C. Elections for officers shall be open to all "At-Large" Commission members.

Article VII. Agenda, Minutes and Reports

- A. The agenda, minutes and reports shall be distributed to the Commission members 72 hours prior to scheduled meetings.
- B. Agenda and meeting minutes will be posted on the City of Marshall website.

Article VIII. Ratification and Amendment of Bylaws

- A. The bylaws govern the Commission and its practices. Changes to the bylaws can be proposed by any Commission member or sub-committee provided that any notice of proposed alteration, amendment or repeal shall be given to all voting members twenty (20) working days in advance of the date of the meeting at which the bylaws are to be altered, amended, or repealed.
- B. By a vote of two-thirds (2/3) of the voting membership shall have the power to alter, amend, or repeal the bylaws at any regular or special meeting of the council.

- C. If there is a conflict between the bylaws and Robert's Rules of Order, Revised, the bylaws prevail.