

CITY OF TUALATIN  
ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE CREATING THE TUALATIN INCLUSION, DIVERSITY, EQUITY, AND ACCESS ADVISORY COMMITTEE, AND DEFINING ITS SCOPE OF AUTHORITY, DUTIES, MEMBERSHIP.

WHEREAS, the City Council's 2030 Vision is to be an inclusive community that promotes equity, diversity, and access in creating a meaningful quality of life for everyone and to be a connected, informed, and civically engaged community that embraces our City's diversity; and

WHEREAS, the City Council created the Equity Committee Planning Group to advise on the structure of a permanent committee dedicated to issues of equity, diversity, and inclusion; and

WHEREAS, the City Council received thirty-three applications from community members and appointed fifteen people to serve on the Equity Committee Planning Group on May 9, 2022; and

WHEREAS, the Equity Committee Planning Group met six times between June and November 2022 and provided their final report and recommendation to the City Council on November 28, 2022.

NOW THEREFORE, THE CITY OF TUALATIN ORDAINS AS FOLLOWS:

Section 1. Establishment of Committee. The Tualatin Inclusion, Diversity, Equity, and Access Advisory Committee is established and created to act in an advisory capacity about how the City may build and strengthen relationships with the community as well as lower barriers to public participation in City government.

Section 2. Membership of Committee.

- (1) The City Council shall appoint committee members. The committee shall consist of nine to thirteen members who shall be appointed for three-year terms or until their successors are appointed, except as provided in subsection (3) of this section. Of the initial members who are appointed, term lengths shall be staggered as determined by the City Council. A member may be reappointed to the Committee for additional terms at the discretion of the City Council.
- (2) The City Council shall appoint no more than two members who reside outside of the City limits.
- (3) The City Council may appoint one high school-aged youth member. A member appointed under this provision shall serve a one-year term that may be renewed for one additional year.
- (4) In appointing members to the committee, the City Council shall seek to appoint members from a diversity of backgrounds, including cultural diversity, and experiences so that as many viewpoints as possible may be provided in furtherance of the committee's work. Recruitment efforts should include specific outreach to members of the BIPOC and LGBTQIA+ communities, the aging population, persons with differing abilities, and other underrepresented groups to achieve this goal. Persons not mentioned in this description are invited and encouraged to apply.

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- (5) A committee member may obtain an excused absence by contacting one of the co-chairs or the staff liaison of the committee prior to a scheduled meeting.
- (6) Each committee member serves at the discretion of the City Council and may be removed by the City Council for any reason.
- (7) The City Council shall fill any vacancy on the committee for the unexpired term of the member creating the vacancy.

Section 3. Organization of Committee.

- (1) The committee shall elect two co-chairs at the first meeting of each calendar year. To the extent possible, committee members shall consider appointing members to the offices of co-chair who have different tenure with the committee.
- (2) If the offices of one or both of the co-chairs become vacant, the committee shall conduct a special election to fulfil the unexpired term of the chair(s).
- (3) The committee may appoint a secretary from within the committee's membership to support the co-chairs and staff liaison with onboarding, record keeping, and other administrative tasks.
- (4) The City Council shall appoint one member of their body as an ex officio member to the committee. Except as otherwise provided, such ex officio member shall be treated as a committee member, i.e., by receiving a copy of the agenda, and by having the rights of full participation in the committee's discussion. The ex officio member shall not be counted for purposes of establishing a quorum for the conduct of committee business and shall not be permitted to vote on motions or other action taken by regular committee members.
- (5) The City Manager or the Manager's designee shall serve as staff liaison to the committee. The staff liaison shall keep an accurate record of all committee proceedings and shall file a report of the proceedings with the City Recorder within 30-days of such proceedings.

Section 4. Meetings, Quorum Requirements, Rules. A majority of the currently appointed members of the committee shall constitute a quorum. Not less than a quorum of the committee may transact any business or conduct any proceedings before the committee. The committee may adopt and amend rules and regulations to govern committee policy and procedures to implement this ordinance. The committee shall establish regular meeting dates and meeting locations at the first meeting of each calendar year. All meetings are open to the public.

Section 5. Expenditure of Funds. The committee shall obtain approval of the City Council during the annual budget process or by motion or resolution stating the purpose of such expenditure before expending or obligating funds on behalf of the City.

Section 6. Powers and Duties. The committee shall have the following powers and duties in addition to those otherwise granted by the City Council:

- (1) Provide advice to the City Council by conducting research, including engaging with a range of community members and groups, to identify areas of opportunity to increase equity, inclusion, diversity, access, and belonging in Tualatin.
- (2) Recommend goals, objectives, and methods for the City to use to measure progress towards achieving greater equity, inclusion, diversity, access, and belonging in Tualatin.

- (3) Review practices and procedures to make recommendations on how to remove or lessen barriers to public participation in City government.
- (4) Recommend policies and procedures for the City to further empower people to connect with City elected and appointed officials and staff.
- (5) Make recommendations to the City Council regarding issues of equity, inclusion, diversity, access, and belonging.

Section 7. Annual Report of the Committee. No later than December 31 of each year, the committee shall file its annual report with the City Council. The annual report shall include a summary of the committee's activities during the preceding year and other matters and recommendations the committee deems appropriate for the City Council.

Introduced and adopted this \_\_\_\_\_.

City of Tualatin, Oregon

By \_\_\_\_\_

Mayor

ATTEST:

By \_\_\_\_\_

City Recorder

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