



**DIVERSITY, EQUITY AND INCLUSION COMMITTEE MEETING
STAFF REPORT**

Meeting Date: January 9, 2024		Subject: Public Comment Discussion	
		Staff Member: Amanda Guile-Hinman, City Attorney	
		Department: Legal	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		Comments: N/A	
Staff Recommendation: N/A			
Recommended Language for Motion: I move to adopt Option [insert] as the DEI Committee’s process for receiving public comment in public meetings.			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COMMITTEE:

Consider updated structure for receiving public comment during public meetings of the Diversity, Equity and Inclusion (DEI) Committee.

EXECUTIVE SUMMARY:

The DEI Committee is interested in examining whether, and if so, how, to receive public comment during its public meetings. Although public comment is generally not mandated for the matters that may come before the DEI Committee, providing a space for public comment during public meetings is a standard practice of most City of Wilsonville standing boards, commissions, and committees. The Wilsonville Code, Section 2.003(8), establishes a public comment period of Wilsonville City Council public meetings.

Staff reviewed three (3) possible options for the DEI Committee regarding public comment, each of which are outlined below. If the DEI Committee adopts either Option 1 or Option 2, staff will prepare written instructions for future DEI Committee agendas and public meetings.

Option 1 (Verbal or Written): Receive either verbal or written public comment during public meeting. Anyone who wants to give public comment must:

- State their name and address, either verbally or in writing, prior to providing public comment
- If providing verbal comments, they must address the Committee from a designated speaker area
- Verbal comments will be limited to 3 minutes
- Verbal and written comments must relate to a matter concerning DEI Committee business on the agenda or relate to a matter over which the Committee has authority, pursuant to its adopting resolution – Resolution No. 2893 (modified by Resolution No. 3104)

Option 2A (Written Only, At Meeting): Receive written public comment at the beginning of a public meeting. Anyone who wants to give written public comment must:

- Include their name and address in the written public comment
- Comments must relate to a matter concerning DEI Committee business on the agenda or relate to a matter over which the Committee has authority, pursuant to its adopting resolution – Resolution No. 2893
- Written comments may be provided to the staff liaison at the beginning of the public meeting and, generally, will be distributed by the staff liaison to the DEI Committee within three (3) business days after the meeting

Option 2B (Written Only, Prior to Meeting): Receive written public comment prior to a public meeting. Anyone who wants to give written public comment must:

- Include their name and address in the written public comment
- Comments must relate to a matter concerning DEI Committee business on the agenda or relate to a matter over which the Committee has authority, pursuant to its adopting resolution – Resolution No. 2893
- Written comments may be provided to the staff liaison no later than 4 pm the day of the public meeting and will be distributed to the DEI Committee by the staff liaison

Option 3 (No Public Comment): No public comment will be received by the DEI Committee. Individuals will be directed to reach out directly to the staff liaison with any questions or comments.

EXPECTED RESULTS:

Clear expectations for the public and Committee members on how to provide and receive public comment during DEI Committee public meetings.

TIMELINE:

DEI Committee may vote on a verbal motion to adopt one of (or another alternative) the options regarding public comment during public meetings of the DEI Committee. Such a motion may occur either at the January 2024 meeting or at a later date, if so desired.

CURRENT YEAR BUDGET IMPACTS:

N/A

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The DEI Committee must evaluate offering a designated public forum for community members to engage with the DEI Committee and the individual protections that result from creating the public forum. The DEI Committee cannot regulate speech based on content/viewpoint, and so, if the DEI Committee allows public comment, it must apply any adopted rules uniformly.

ALTERNATIVES:

See the different options listed above.

ATTACHMENTS:

1. Resolution No. 2983 – A Resolution of the City Council Creating the Diversity, Equity and Inclusion (DEI) Committee