

**DRAFT SECTIONS 2.380 THROUGH 2.386 TO THE WILSONVILLE CODE CONCERNING  
THE DIVERSITY, EQUITY AND INCLUSION COMMITTEE**

**“2.380 Diversity, Equity and Inclusion Committee.**

The Diversity, Equity and Inclusion Committee is hereby created as a deliberative and recommending body of the City Manager’s Office, subject to the provisions of Sections 2.380 through 2.386.

**2.381 Purpose.**

The purpose of the Diversity, Equity and Inclusion Committee is to create a culture of acceptance and mutual respect that acknowledges differences and strives for equitable outcomes of opportunity, access and inclusion by:

- A. Advising the Wilsonville City Council (“Council”) on policy decisions related to diversity, equitable outcomes, and inclusion;
- B. Making recommendations to the Council on public engagement strategies and methods by which all Wilsonville residents have the opportunity to better participate in the decision- making process;
- C. Advising the Council on culturally responsive service delivery, programming, and communication strategies;
- D. Creating, updating and overseeing progress on the City’s Diversity, Equity and Inclusion Plan;
- E. Identifying local community leaders and building more leadership capacity in Wilsonville’s diverse communities.

**2.382 Appointments.**

The Mayor appoints and the Council confirms Committee members, who serve at the pleasure of the Council.

**2.383 Membership.**

- A. *Number of Members.* The Diversity, Equity and Inclusion Committee shall be composed of no less than eleven (11) to no more than thirteen (13) members.

B. *Residency.* Members must reside, own a business, or attend school within the City of Wilsonville city limits. A majority of members appointed must reside within the City limits. The Council can confirm member(s) to the Diversity, Equity and Inclusion Committee who does not meet any of these residency criteria if it is determined that the member(s) brings significant value to the Committee.

C. *Appointments.* The Council will confirm the committee members pursuant to WC 2.382. The Council will strive to appoint members to the Diversity, Equity and Inclusion Committee who bring their lived experiences regardless of their immutable traits including, but not limited to, race, ethnicity, LGBTQ+, gender, socio-economic status/history, differently abled, age amongst other identities. Appointed members will be expected to think broadly in terms of how issues of racism, sexism, ableism, and other discriminatory and prejudicial biases impact all community members in Wilsonville.

D. *Terms.* Committee terms are for three years, commencing in January of each year. All members may serve two consecutive three-year terms. Members who have served two full terms may be reappointed to the Diversity, Equity and Inclusion Committee after a one-year hiatus from the Committee. A vacancy in a position may be appointed to fulfill the remainder of any term. Terms of appointment for less than three (3) years shall not count towards the maximum time of service, including partial term appointments to fill vacancies.

E. *Removal.* A Committee member can be absent from four (4) meetings in one (1) calendar year; after the fifth absence in one (1) calendar year, the Committee member will automatically be removed from the Committee, without the need for a vote to remove by the Council.

F. *Youth Members.* The Council will appoint up to two (2) Wilsonville-area high school student(s) to serve up to (2) two one (1) year

term on the Committee. The up-to two (2) youth members are counted toward the total membership stated in WC 2.383(A). The youth member(s) will be a voting member(s).

**Section 2.384 Organization.**

A. At the first meeting of each calendar year, the Diversity, Equity and Inclusion Committee will elect a chair and vice-chair from the voting members.

B. The Chair (Vice Chair in the absence of the Chair) will preside over all meetings.

C. An appointed City staff person or outside contractor will serve as secretary to keep notes of each public meeting and assist with administrative tasks.

D. The Committee will meet on an agreed-upon schedule at least four (4) times per year. The Chair may also call a special meeting with one week's advance notice. Such meeting notice may be given by email or regular mail.

E. A meeting may be held without a quorum; however, to vote on a matter by the Committee must have a quorum present which will consist of a simple majority of appointed voting members.

F. Committee members may participate in a meeting by telephone or videoconference.

G. Unless falling under an exemption to public meetings laws, all meetings will otherwise be public meetings, announced and conducted in accordance with public meeting requirements.

H. Except as provided under Oregon Public Meetings Law, the Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition ("Roberts Rules") shall govern each committee meeting. In the event of a conflict between Oregon Public Meetings Law and Roberts Rules, Oregon Public Meetings Law shall control.

**Section 2.385 Voting.**

All members are entitled to vote in person (including by telephone or video conference) at a meeting. Proxies are not allowed. A majority vote of the members voting on the question will be required to carry any matters submitted, except as provided in Section 2.386 herein. A member who abstains from a vote shall be counted as present for purposes of the quorum but not counted as having voted on the question.

**Section 2.386 Amendments.**

Any recommendations by member(s) of the Diversity, Equity and Inclusion Committee to amend the provisions governing the Diversity, Equity and Inclusion Committee may be made at a regular or special Committee meeting and approved by a vote of at least two-thirds of the incumbent Committee members. Such recommendations shall be reviewed by the City Attorney for legal compliance and conformance to City Code, and thereafter be presented to City Council for approval.”

Section 3. Effective Date. This Ordinance shall be declared to be in full force and effect thirty (30) days from the date of final passage and approval.

SUBMITTED by the Wilsonville City Council at a regular meeting thereof this \_\_\_ day of \_\_\_, 2024, and scheduled the second reading on \_\_\_, 2024 commencing at the hour of 7:00 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

\_\_\_\_\_  
Kimberly Veliz, City Recorder

ENACTED by the City Council on the \_\_\_ day of \_\_\_, 2024, by the following votes:

Yes: \_\_\_\_\_ No: \_\_\_\_\_

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Kimberly Veliz, City Recorder

DATED and signed by the Mayor this \_\_\_\_\_ day of \_\_\_\_, 2024

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JULIE FITZGERALD MAYOR

SUMMARY OF VOTES:

Mayor Fitzgerald

Council President Akervall

Councilor Linville

Councilor Berry

Councilor Dunwell