

ORDINANCE NO. 5097

An Ordinance Adopting a New McMinnville Municipal Code Chapter 2.35, Establishing a Diversity, Equity, and Inclusion Committee.

RECITALS:

Whereas, the City of McMinnville adopted the Mac-Town2032 Strategic Plan ("Strategic Plan") on January 8, 2019 via Resolution No. 2019-06; and

Whereas, one of the Goals of the Strategic Plan is to "create a culture of acceptance and mutual respect that acknowledges differences and strives for equity;" and

Whereas, one of the action items listed in the Strategic Plan to achieve the above-recited Goal is to create a diversity, equity, and inclusion advisory committee; and

Whereas, the City of McMinnville wishes to create a standing diversity, equity, and inclusion committee that will advise the Common Council for the City of McMinnville on policy decisions through a diversity, equity, and inclusion lens, among other purposes and duties.

NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF MCMINNVILLE ORDAINS AS FOLLOWS:

- 1. The Common Council for City of McMinnville adopts the above-stated recitals and findings as if fully set forth herein.
2. A new Chapter 2.35 of Title 2 of the McMinnville Municipal Code is hereby adopted to read as set forth on Exhibit A attached hereto and incorporated herein.
3. The City Recorder shall conform these amendments to the City's Municipal Code format and correct any scrivener's errors.
4. This Ordinance shall be in full force and effect thirty (30) days from the date of final passage and approval.

Adopted Council this 13th day of October, 2020, by the following votes:

Ayes: Drabkin, Garvin, Geary, Menke, Peralta, Stassens

Nays:

Abstain:

Scott A. Hunt

MAYOR

Attest:

Claudia Cisneros
City Recorder

Approved as to form:

[Signature]
City Attorney

EXHIBIT:

A. Chapter 2.35 Diversity, Equity, and Inclusion Committee

Exhibit A to Ordinance No. 5097

"Chapter 2.35 Diversity, Equity, and Inclusion Committee

2.35.010 Purpose. To create a culture of acceptance and mutual respect that acknowledges differences and strives for equity by:

- A. Advising the Council on policy decisions related to diversity, equity, and inclusion;
- B. Making recommendations to the Council on public engagement strategies and methods by which McMinnville residents can better participate in the decision-making process;
- C. Advising the City on culturally responsive service delivery, programming, and communication strategies;
- D. Updating and overseeing progress on the City's Diversity, Equity and Inclusion Plan;
- E. Overseeing progress on applicable goals and objectives in the 2019 Mac-Town 2032 Strategic Plan; and
- F. Identifying local leaders and building leadership capacity in McMinnville's communities of color.

2.35.020 Responsibilities and Power.

- A. Serve as an advisory body to the Council for matters concerning City diversity, equity, and inclusion policies and general City policies through a diversity, equity, and inclusion lens.
- B. Evaluate City policies and make recommendations to the Council regarding public engagement strategies to ensure all interested persons have an avenue to participate in the Council's decision-making process.
- C. Supervise the implementation of the Goals and Objectives in the 2019 Mac-Town 2032 Strategic Plan related to diversity, equity, and inclusion and advise the Council on implementation of other Goals and Objectives in the 2019 Mac-Town 2032 Strategic Plan through a diversity, equity, and inclusion lens.
- D. Perform such other duties relating to issues of racism, sexism, or ableism as the McMinnville city council or city manager may request.
- E. Have the authority to coordinate its activities with other city, county, state or federal agencies.
- F. All members who are present at Board meetings, including the Chair and Vice Chair, are allotted one vote each on all motions.

2.35.030 Membership.

- A. *Number of Members.* The Diversity, Equity, and Inclusion Committee shall be composed of seven members.

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

C. *Representation.* Individual seats are not geographically designated. Council members, planning commissioners, and water and light commissioners shall not serve as Diversity, Equity, and Inclusion Committee members.

D. *Appointments.* The Council will appoint the committee members. The City strives for members of the Diversity, Equity, and Inclusion Committee to bring their lived experiences as Black, Indigenous, and People of Color (BIPOC); lesbian, gay, bisexual, trans, queer/questioning, intersexed, asexual, and all other sexualities, sexes, and gendered/non-gendered (LGBTQIA+) people, and/or people experiencing disabilities, as well as the ability to think broadly in terms of how issues of racism, sexism, ableism, and other discriminatory and prejudicial biases impact all residents in McMinnville..

E. *Terms.* All terms are for four years commencing with January of each year. All members may serve two consecutive four-year terms. Members who have served two full terms may be reappointed to the Diversity, Equity, and Inclusion Committee after a four-year hiatus from the committee.

F. *Removal.* A committee member may be removed by the Council for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The committee may, by motion, request that a member be removed by the Council. If the Council finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed.

G. *Ex Officio Members.* One *ex officio* youth (21 years of age and under) may be appointed by the Council, to serve a three year term. The *ex officio* youth shall not be a voting member. Additional *ex officio* members may be appointed by the city manager or city manager designee and will serve a three-year term. Additional *ex officio* members shall not be voting members.

2.35.040 Officers.

A. *Chairperson / Vice-Chairperson.* At its first meeting of each year, the Diversity, Equity, and Inclusion Committee shall elect from its membership a chairperson and vice-chairperson. The chairperson or vice-chairperson, acting as chairperson, shall have the right to make or correct motions and vote on all matters before the committee. A majority of the committee may replace its chairperson or vice-chairperson with another member at any time during the calendar year.

B. *Annual Report to City Council.* The Chairperson of the Diversity, Equity, and Inclusion Committee shall make an annual report to the Council outlining accomplishments for the past year and work plan for the following year, or more often as the Chairperson deems appropriate, or at the request of the Council.

2.35.050 Meeting/Quorum.

A. *Meeting Schedule.* The Diversity, Equity, and Inclusion Committee shall meet as

required to accomplish its purpose and responsibilities.

B. *Meeting Conduct.* 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.

C. *Open to the Public.* All meetings shall be open to the public.

D. *Quorum.* A majority of the members of the committee shall constitute a quorum. Quorum will be based on the number of people officially appointed to the committee at the time and does not include vacancies.

2.35.060 Expenses/Reimbursements. Committee members shall receive no compensation. Any expense incurred by a committee member that will need to be reimbursed by the City of McMinnville must be pre-authorized by the city manager or designee.

2.35.070 Special Provisions.

A. The Diversity, Equity, and Inclusion Committee shall operate within the laws and guidelines of the federal government, the state government, Yamhill County and the city of McMinnville.

B. The Council may appoint an ad-hoc committee to address issues that are not under the purview of the existing committee.

2.35.080 Staff Support. Staffing shall be determined by the city manager or city manager designee.”