

Bylaws of the North Kansas City Equity and Inclusion Committee (EIC)

(Adopted November 9, 2023)

ARTICLE I: NAME

Equity and Inclusion Committee (EIC)

ARTICLE II: PURPOSE AND MISSION

The North Kansas City Equity and Inclusion Committee would recommend and provide feedback on policy to promote diversity, equity and inclusion through community engagement, making North Kansas City the best place to live for its residents.

The mission of the North Kansas City Equity and Inclusion Committee is to uphold community values while promoting community involvement for all residents, especially those from historically underrepresented communities. By developing, implementing, and reviewing the North Kansas City Equity and Inclusion Strategic Plan, we will ensure our governing bodies uphold equitable practices and the City's workforce is representative of our diverse community. The North Kansas City Equity and Inclusion Committee will serve as a resource to promote civic, cultural, and economic engagement.

ARTICLE III: DEFINITIONS

Equity is when structural barriers that have historically disadvantaged certain groups are removed and everyone has access to the opportunities and tools they need to thrive. Equity is measured in outcomes and is achieved when one's identity can no longer predict their success.

Inclusion means that everyone feels welcomed, valued, and encouraged to participate and belong fully.

Equality is about ensuring that every individual has an equal opportunity to make the most of their lives and talents.

Diversity includes all the ways that people differ, which encompasses the variety of social and cultural identities among people existing together.

Historically Underrepresented Communities are those who have been denied access due to their race, color, national origin, ethnic origin or ancestry, religion, sexual orientation or gender identity, mental or physical disability, age, and any other characteristic protected by law.

Residents are those who live within the boundaries of North Kansas City regardless of housing status, including homeowners, renters, tenants, dwellers, and those experiencing housing instability.

ARTICLE IV: ROLE

The role of the EIC shall consist of, but not be limited to, the following:

Section 1. To advise and assist City Council in creating and implementing practices and programs that promote diversity, equity, and inclusion.

Section 2. To work with residents, staff, and elected officials, to develop The North Kansas City Equity and Inclusion Strategic Plan. The plan should include suggested strategies and actions to achieve an overall goal of embracing our diversity and ensuring City practices are equitable and inclusive. The plan must be adopted by the City Council prior to implementation. The plan shall be reviewed and reevaluated at least annually or as needed, beginning a year from its initial adoption by City Council.

Section 3. To make recommendations to the City Council for ongoing diverse, equitable, and inclusive public involvement and to assist the City Council by advising on methods in which the community can better participate in all decision making processes.

Section 4. To create informational opportunities and public initiatives, a presence in the community, engage in conversation, seek feedback from our residents, and act as a liaison between residents and the City Council.

Section 5. To provide recommendations and information to the City Council and its boards and committees that would identify opportunities to address issues of equity and inclusion, promote diversity programs, and/or provide guidance to create a more accessible, diverse, safe, welcoming and inclusive government and community.

Section 6. To serve as a resource for the City government, its boards and committees and the community, by providing information and facilitating communication to better understand and celebrate our differences.

Section 7. To review the City Code, policy, and programming and make recommendations on modifications that ensure Ordinances are equitable and inclusive.

Section 8. To perform other related duties as directed by the Mayor or the City Council.

ARTICLE V: MEMBERSHIP

Section 1. The EIC shall have 9 members. To be eligible to be appointed, members shall reside within the city limits. The members of the EIC shall be varied in experience and a diverse representative of our City's residents.

Section 2. Members shall be appointed for a two-year term for a maximum of three terms by members of the City Council and the Mayor, then confirmed by the City Council.

Members shall be selected after an open, well publicized application and interview process.

Section 3. The first appointments to the EIC shall be staggered. The purpose of this is to give positions varying renewal years so the terms for the EIC membership do not expire at the same time. After the initial founding appointment, all future appointments shall be for a two-year term.

Section 4. Regular meeting attendance is a requirement for all Committee members. Any member, who accrues three or more unexcused absences in a calendar year, or a combination of excused or unexcused absences for 50 percent or more of regular meetings in a calendar year, said member may be removed by the Committee by vote subject to the confirmation of the City Council.

ARTICLE VI: OFFICERS

Section 1. The officers of the EIC shall be: Two Co-Chairs and Secretary.

Section 2. The Chairs shall preside at all regular meetings, call special meetings as deemed necessary, and be responsible for preparing and posting the agenda for meetings with the assistance of the City staff/council liaison.

Section 3. The Secretary shall record the minutes of each regular meeting and prepare written minutes to be given to the EIC City staff liaison three business days prior to the next regularly scheduled EIC meeting.

Section 4. Election of Officers.

- A. Election Process. At the first meeting of a new calendar year, the EIC will elect officers. Self-nominations and nominations (with consent of the nominee) shall come from the EIC members. The officers shall be elected in order of Co-Chairs and then secretary. In the event of a tie vote, one revote shall take place among the tied vote receivers. In the event of a second tie, the office shall be decided by a flip of a coin. The election process shall be administered at the meeting by the City Council or City staff liaison.
- B. Term. All officers are elected to serve a term that ends on the last day of that calendar year. A term is defined as a calendar year from January 1-December 31. Officers may serve multiple terms if voted on by the Committee.
- C. Vacancy. If an officer position becomes vacant during the year, the EIC shall hold a vote on a replacement at the next regularly scheduled meeting. The newly elected officer shall complete the term of the existing vacancy.

ARTICLE VII: CITY LIAISONS

Section 1. In consultation with the Mayor, the City Administrator shall assign a City employee as a staff liaison to the Committee. The staff liaison shall ensure Committee notices, agendas, and minutes of all Committee meetings are prepared, published and maintained as part of the City's records.

Section 2. The staff liaison is not a member or an officer of the Committee.

Section 3. The City Council shall appoint a Council liaison to serve as a resource and a bridge between City Council and the Committee.

Section 4. The Council Liaison is a member of the Committee with no voting power.

ARTICLE VIII: MEETINGS

Section 1. The regular meeting of the EIC shall be held monthly. On the second Thursday of the Month at 7 pm. Each meeting of the EIC shall be conducted as a public meeting.

Section 2. Decision Making Model

The EIC will use a consensus decision-making model as a tool to drive discussion. Based on this tool, the EIC's meetings will be:

- A. Inclusive - As many members as possible will be involved in group discussions. All committee members may add items to the agenda.
- B. Participatory - All participants are given the opportunity to contribute to the discussion.
- C. Collaborative - The Committee constructs proposals with input from all interested committee members and the community. Any individual authorship of a proposal is absorbed as the Committee modifies it to include the concerns of all committee members.
- D. Agreement Seeking - The goal is to generate as much agreement as possible. Regardless of how much agreement is required to finalize a decision, the Committee should make a concerted attempt to reach full agreement.
- E. Cooperative - Committee members are encouraged to keep the good of the whole community in mind. Each member's preferences should be voiced so that the Committee can incorporate all concerns into an emerging consensus proposal. Member preferences should not, however, obstructively impede the progress of the group.

Section 3. EIC meetings should be kept to 2 hours or less.

- A. Agenda items that require discussion or voting shall be included at the top of the meeting agenda. Items that require more than 45 Minutes of discussion shall be tabled until the end of the meeting or a special meeting can be called if needed.
- B. If necessary, a subcommittee of the EIC may be formed by a motion and simple majority vote of the full EIC. Such a motion may include a description of the purpose, scope, number of members, and duration of the subcommittee.

Section 4. 51% of members of the committee in attendance will constitute a quorum to transact any business that requires a vote.

Section 5. Proxy votes shall not be used in any vote.

ARTICLE IX: BYLAWS AMENDMENTS

Section 1. These bylaws may be amended by a majority vote of EIC members at any duly noticed meeting of the EIC, provided the meeting agenda specifically includes mention of the proposed amendment of the EIC bylaws.

Section 2. An amendment of these bylaws shall not take effect until approved by the City Counselor for conformance to applicable law.