



## **BYLAWS OF THE DIVERSITY, EQUITY, AND INCLUSION COMMITTEE**

Amended March 8, 2023

### **ARTICLE I – NAME**

The name of this organization shall be the Diversity, Equity, and Inclusion Committee otherwise known as the DEI Committee.

### **ARTICLE II – PURPOSE**

The DEI Committee advises the City Council on issues of diversity, equity, and inclusion. This work includes examination of four key City areas to produce a clear picture of the current practices, as well as the El Segundo community's sentiments towards these practices. Upon finding areas for improvement, the DEI Committee shall make recommendations to City Council intended to address any marginalized or underrepresented segments of our community. The Committee is a standing advisory committee that serves at the behest of the City Council.

The four initial study topics are as follows:

- 1) Public Safety (including a review of Police Department policies, practices, training, and future direction)
- 2) Citywide Organization (including a review of City government policies, practices, training, etc.)
- 3) Community At-large (including a review of City demographic data, history, trends, etc.)
- 4) Local Economy (including a review of private sector diversity policies practices, training, etc.)

### **ARTICLE III - QUALIFICATIONS**

Members of the DEI Committee shall be of representatives of the community who live or work within the City of El Segundo.

### **ARTICLE IV - MEMBERSHIP**

The DEI Committee shall be composed of nine (9) voting members who live or work in the City of El Segundo.

#### **Section I - Selection of Members**

The City of El Segundo shall advertise and solicit applications to fill any vacant positions that may occur. After the application period has closed, the chair and vice-chair shall review the applications shall review the applications and recommend candidates to the City Council for interview. The City Council may interview candidates and will make all appointments pursuant to Government Code § 40605. A candidate may not serve on the committee without City Council final approval.

#### **Section II- Interviews**

The City of El Segundo City Council may hold interviews twice a year.

Section III- Term of Office

The term for DEI Committee members is three (3) years without term limits.

Section IV - Compensation

DEI Committee members are not compensated.

Section V – Removing a Member

Members of the DEI Committee shall serve at the pleasure of the City Council and may be removed at any time, without cause, by a majority vote of the City Council.

Section VI– Removing a Member Due to Absences

When any member has three (3) or more absences within a 12-month period, the Committee may recommend removal of the subject member, and the member’s seat would be deemed vacant by a majority vote of the City Council.

Section VII – Removing a Member Due to Conduct

The DEI Committee Chair may make a recommendation to City Council to remove a member based on conduct, and that member may be removed by a majority vote of City Council.

Section VIII – El Segundo City Employee Eligibility

City Employees are not eligible for CCB membership.

**ARTICLE V - MEETINGS**

All meetings shall be open and public pursuant to the Government Code of the State of California.

Section I - Regular Meetings

Regular Meetings of the DEI Committee shall be monthly on the 2<sup>nd</sup> Wednesday of the month at 6:00 p.m.

Section II - Special Meetings

Special meetings of the committee may be held at any time upon the call of the chair or a majority of the voting members. The chair or a majority of the DEI Committee shall determine the time and place of the special meeting. Special meetings must be noticed 24 hours in advance of the meeting.

Section III- General Meeting

At its regular meeting in November of each year, DEI Committee members will elect chair and vice-chair as well as discuss any other long-term initiatives for the year.

Section IV- Joint Meeting with City Council

The DEI Committee will participate in an annual joint meeting with the City Council and representatives from each of the City’s commissions, committees and boards.

Section V- Workplan Update at a City Council Meeting

A member of the DEI Committee will present an update at a City Council Meeting on the committee’s work plan and progress.

#### Section VI - Quorum

A majority of the DEI Committee (five members) shall constitute a quorum. A quorum is necessary for action by the DEI Committee.

#### Section VI - Voting

Each member shall have one vote.

#### Section VII - Meeting Procedures

Except as otherwise provided by these bylaws or City Council Resolutions the DEI Committee will follow the latest edition of Robert's Rules of Order for the orderly conduct of meetings.

### **ARTICLE VI - OFFICERS**

Officers of the DEI Committee shall be a chair and a vice-chair. Term of chair and vice-chair shall be for one (1) year. Duties of the officers shall conform to the regular parliamentary duties as set for by Robert's Rules of Order or similar rules of parliamentary procedure, e.g. Rosenberg's Rules of Order. These bylaws' terms will supersede any conflicting parliamentary procedural rule. Failure to strictly follow parliamentary guidelines will not itself invalidate any committee action.

#### Section I - Chair

The chairperson shall preside over the meetings of the DEI Committee.

#### Section II - Vice Chair

During the absence, disability or disqualification of the chair, the vice-chair shall perform all the duties and be subject to all the responsibilities of the chair. The vice-chair shall succeed the chair if he/she vacates the office before the term expires. A new vice-chair shall be elected at the next regular meeting.

#### Section III - Duties of the DEI Committee

It is intended that the DEI Committee shall be an advisory body to the City Council. Nothing herein contained should be construed as a limitation on the power of the City Council or the administrative staff of the City in their supervision or authority over property or personnel under their jurisdictions.

### **ARTICLE VII - OFFICIAL DOCUMENTS**

#### Section I- Minutes

Minutes of all meetings should be prepared and maintained with the DEI Committee records. Copies shall be distributed to the DEI Committee, City Council and City Clerk. Minutes shall be posted on the City's website following DEI Committee approval.

#### Section II- Distribution of Documents

Preparation and distribution of DEI Committee documents to the City Council, City Clerk, DEI Committee members and via email to members of the public who requested to receive DEI Committee meeting notifications shall be the responsibility of the designated employee as identified by the City Manager.

## **ARTICLE VIII – CONDUCT OF MEMBERS**

### Section I - Representing the DEI Committee

DEI Committee members shall make no personal commitment to speak on behalf of the DEI Committee, nor make any statements or take actions representing the DEI Committee, without majority approval.

### Section II - Conflict of Interest

Members of DEI Committee shall abstain from participating in any matter to come before the DEI Committee in which he or she has any direct or indirect economic interest. Should conflict of interest exist, the DEI Committee member shall remove himself/herself from discussions and abstain from voting. A yearly Conflict of Interest Statement (Form 700) shall be filed with the City Clerk.

### Section III – Conduct at Meetings

Meetings will be conducted based upon the latest edition of Robert’s Rules of Order (or similar rules of parliamentary procedure, e.g. Rosenberg’s Rules of Order). Where there is a conflict between the parliamentary guidelines and these bylaws, the bylaws should have precedence. Failure to strictly follow parliamentary guidelines shall not invalidate an action of the committee.

## **ARTICLE IX – ASSISTANCE OF STAFF**

The City Manager of the City of El Segundo shall provide the DEI Committee with such information and staff assistance as the DEI Committee may reasonably request from time to time; subject to the limitations imposed by City Council. The staff member designated by the City Manager shall confer with the department head to determine if a request for research by the Committee requires extra dedication and staff time that may not be available.

## **ARTICLE X – BYLAW AMENDMENTS**

These bylaws may be amended by simple majority of those voting at any legal meeting of the DEI Committee. Such amendments must be approved by the City Council.

## **ARTICLE XI – CCB RECESS**

The DEI Committee may be placed on a short or extended recess by a majority vote of the City Council. City Council may determine if a recess is necessary based on the DEI Committee’s workload and progress towards accomplishing assigned City Council objectives.

## **ARTICLE XII – DISSOLUTION**

The DEI Committee may be dissolved by a majority vote of the City Council.