

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE BYLAWS

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 representatives of the community including both residents and non-residents who actively live, work or attend high school within the City of El Segundo.

ARTICLE IV - MEMBERSHIP

The DEI Committee shall be composed of a minimum of five (5) voting members and a maximum of ~~nine (9)~~ seven (7) voting members. Candidates for the membership are reviewed and recommended by DEI Committee and then approved and appointed by the City Council. DEI Committee membership is not limited to only the residents of El Segundo. Non-residents who would like to join the DEI committee should meet one or more of the following criteria: student of a public or private high school in El Segundo, employed by a business located in El Segundo, or a property owner in 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, Vice-Chair and one (1) other member of DEI Committee shall review the applications with the sole purpose of selecting candidates for interview. The Chair, Vice-Chair and selected DEI Committee member will then recommend candidates to the Mayor and City Council via a memo from the Executive Assistant to the City Council. The City Council will have the final approval and appoint the candidates. A candidate may not serve on the Committee without City Council final approval.

Section II- Term of Office

The term for DEI Committee members is 3 years.

Section III - Compensation
DEI Committee members are not compensated.

Section IV - Removal
Members are expected to attend all meetings. When a member has three or more absences in a 12-month period, the DEI Committee shall forward this information to the City Council for review and possible removal of the member.

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 committee shall be monthly on the 2nd Wednesday of the month at 4:00pm.

Section II - Special Meetings
Special Meetings of the Board may be held at any time upon the call of the Chair or by the majority of the voting members or the City Council following at least 48-hours' notice to each member. The Chairman or a majority of the DEI Committee shall determine the time and place of the Special Meeting.

Section III- Study Sessions/Workshops/Seminars
The DEI Committee may be convened as a whole or as a committee as a whole in the same manner as prescribed for requesting a special meeting for the purpose of holding a workshop, study session or attending a seminar. No official action can be taken and a quorum is not required.

Section IV- 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 V - Quorum
A majority of the DEI Committee 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 1 year. Duties of the officers shall conform to the regular parliamentary duties as set for by Robert's Rules of Order unless otherwise stated.

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 of the duties and be subject to all of 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 Diversity, Equity, and Inclusion 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 each DEI Committee member, City Council Member and City Clerk.

Section II- Distribution of Documents

Preparation and distribution of DEI Committee documents to the members, City Council and City Clerk 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 shall be filed with the City Clerk.

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 from time to time have requests; subject to the limitations imposed by City Council. The staff member designated by the City Manager shall attend meetings of the DEI Committee and submit reports as needed.

ARTICLE X – BYLAW AMENDMENTS

These Bylaws as well as any operating procedures may be amended by simple majority of those voting at any legal meeting of the Diversity, Equity, and Inclusion Committee. Such amendments must be approved by the City Council.