

### Attendance requirements

The Committee on Racial Equity members understand the importance of regular attendance in order to be heard and have their opinion factored into the process and decisions. The CORE members shall be allowed a maximum of three excused absences or two unexcused absences in a calendar year, one of which may be unexcused. CORE members may also attend the meeting by electronic means up to \_\_\_\_ meetings per year if unable to attend the meeting without an undue hardship on the CORE member and with permission from one of the Co-Chairs.

The CORE shall have a trauma informed process for its attendance expectations. This process will account personal hardships experienced by the committee member and their impact on attendance. CORE Co-chairs and DEI staff will work together to provide support to committee members who have met or exceeded the number of absences outlined above. The process shall include a CORE member meeting with the Co-Chairs after the third absence to discuss barriers to participation and what support needs they have in order to continue to attend the meetings. Each CORE member is responsible for an ongoing evaluation of their individual capacity, recognizing that attendance has an impact on the overall work of the committee.

~~The CORE shall have an empathetic process for holding its members accountable for attendance expectations. The process shall include a CORE member meeting with the Co-Chairs after the third absence to discuss barriers to participation and a proposed solution. The process shall include a self-evaluation for each member to answer the question: "Am I moving work forward in the CORE?"~~

- If neither of the Co-Chairs are in attendance at the CORE meeting, the longest termed CORE member will preside over the meeting.

## **Article VI GOVERNANCE**

### Annual work plan and reporting

The CORE shall establish an annual work plan outlining the activities, deliverables and timelines it hopes to achieve each year. The CORE co-chairs shall lead the committee in reviewing progress on work plan implementation twice each year. The results of the work plan review shall be used to make course corrections and to inform the creation of the following year's work plan.

The CORE shall provide written and oral reports to Metro Council on the following items:

- Implementation of Metro-wide Strategic Plan goals, objectives and action items
- Successes, challenges and adjustments in the implementation of the Strategic Plan and department- and venue-specific action plans
- Development and implementation of evaluation measures for the Strategic Plan at the goal, objective and action item levels

The CORE shall make at least one annual presentation on the results of the committee's work to the Metro Council. This presentation will take place during a Metro Council work session scheduled toward the end of each calendar year.

### CORE structure to fulfill its purpose

The CORE may establish subcommittees in order to fulfill the purpose for which the Committee was created by the Metro Council.

### Decision-making process

The CORE will support an open, transparent and inclusive decision-making process. The Committee will strive to reach decisions through consensus. Consensus means that all parties can live with a recommendation, though they may not agree with it in its entirety. The Committee will consider and value minority or dissenting opinion, and provide a safe space for members to disagree and share their feelings. The specific mechanism for consensus will be determined later.

If consensus is not achievable in a specific decision, the CORE members will make decisions by simple majority voting.

When decisions are made by the CORE, Metro staff shall capture the discussion, synthesize the comments and send all notes and materials back to the Committee in a timely manner. The CORE shall operate in a way that demonstrates appropriate and timely decision-making. The CORE subcommittees shall make recommendations or proposals to the full Committee as appropriate. The CORE shall consider the subcommittees'

recommendations and proposals and make decisions about them.

#### Quorum

Quorum for the CORE to make decisions will be half of its regular voting members plus one. When the maximum voting membership of the CORE is fifteen, a quorum is nine voting members.

#### Manner of voting

The CORE shall follow Robert's Rules of Order for any decisions that requires a vote. An affirmative vote shall require a majority of voting members present at the meeting.

#### Amendment of by-laws

The CORE shall be responsible for the approval and maintenance of its by-laws. After the approval of the original by-laws, the document will be reviewed once per year, on the CORE meeting closest to the anniversary of the by-laws approval. As part of the by-laws review, the CORE shall decide whether to amend the by-laws according to the Committee's decision-making process.

CORE members shall be able to request changes to the by-laws, outside of the annual review process. Committee members shall work with the CORE co-chairs to bring any by-laws amendment requests for the full Committee consideration at its regular meetings.

### **Article VII MEETINGS**

#### Schedule of meetings

The CORE shall have general CORE meetings every month unless a subcommittee meeting takes place in which case the Co-Chairs shall decide whether to hold a general meeting of the CORE. In order to effectively conduct its work, the CORE agrees to the following operating principles to guide its meetings and decision making process:

- We will work to make CORE meetings a safe space for members and other participants
- We will value communications that allow for differences in perspectives
- We will acknowledge the power differential among members and work to minimize it while conducting the work of the CORE
- We will promote openness to facilitate honest communication
- We will respect each other by focusing on issues and ideas, not individuals
- We will listen to learn and to understand
- We will be committed to staying engaged in the work of the CORE

#### Meeting logistics

While it is preferred that committee members attend meetings in person, members will have the following options for participation (determined in advance of meetings, allowing Metro staff time to accommodate meeting needs):

- Conference calls
- Video conferencing
- Meeting at other locations beyond Metro to accommodate committee members in other parts of the region

6

Minutes

Metro staff will attend the CORE meetings and take notes as appropriate. Staff will then create the meeting minutes, which will be shared with the CORE at least one week prior to the next CORE meeting.

The CORE members shall review the minutes, request changes as needed and/or approve the minutes at the next Committee meeting.

**These by-laws were reviewed and approved by the members of the CORE.**

**SIGNATURES/DATE**

CORE Co-chair: Date:

CORE Co-chair: Date: