

**\*Edits discussed during the September CORE meeting are highlighted in yellow.**

## Committee on Racial Equity (CORE) - By-Laws

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### **Article I NAME**

The Committee shall be known as the Committee on Racial Equity (“CORE”).

### **Article II PURPOSE**

The purpose of the CORE is to provide input and support to Metro Council and staff in advancing racial equity to fulfill the purpose of good government, which is to serve all people effectively and create greater opportunities for people of color to thrive in the region.

The CORE will achieve this purpose by:

- Providing input and advising on direction to Metro Council and staff for the successful implementation of the Strategic Plan to Advance Racial Equity, Diversity and Inclusion (“Strategic Plan”)
- Providing community oversight and opportunities for Metro to increase its accountability to the community in the implementation of the Strategic Plan
- Providing an independent perspective to assess Metro’s progress in implementing the Strategic Plan
- Assisting Metro Council and staff in communicating the agency’s progress in implementing the Strategic Plan
- Assisting Metro staff in the creation and implementation of the Strategic Plan evaluation
- Providing input, feedback and ideas to Metro Council and staff at times when significant changes to the Strategic Plan are contemplated or required
- Making recommendations to, and communicating with, Metro Council about the subjects indicated above

### **Article III AUTHORITY**

The CORE was created to act as an advisory committee to the Metro Council and staff.

### **Article IV MEMBERSHIP**

This volunteer committee shall be comprised of up to 15 members, two (2) non-voting Metro Council liaisons to the committee, and one (1) non-voting Metropolitan Exposition Recreation Commission liaison to the committee. Voting committee members shall be appointed by the Metro Council President and confirmed by a vote

of the entire Metro Council. Liaisons shall be appointed in accordance with the Council Rules and Procedures by the Metro Council President.

#### Criteria for membership

The primary criteria for selection of CORE members are:

- Demonstrated connections to local historically marginalized communities
- Demonstrated ability to communicate Metro's work to advance racial equity to the communities with whom they have connections, and to bring feedback from those communities back to Metro
- Ability to provide insights and advice to Metro in the implementation of its Strategic Plan
- Ability to contribute to the evaluation of Metro's Strategic Plan

Members will also be selected to balance the representation of all districts in the Metro region.

Members serve on the advisory committee as individuals, not as representatives of their respective agency, organization or company.

#### Terms of membership

The CORE members will be appointed to an initial two-year term. Members are eligible to be reappointed to a second one or two year term but may not serve any additional terms on the CORE.

#### Stipends

Metro shall provide a monthly stipend to CORE members in recognition of their expertise, services to, and participation on the committee. This stipend shall be aligned with agency-wide guidelines for offering stipends to volunteers. The CORE members shall have the option of declining the stipend.

Receipt of the stipend shall not be tied to a member's participation in meetings or their performance evaluation. If a member's participation becomes a problem, instead of a stipend penalty, CORE leadership or staff shall explore with the member what issues are causing the problem and how to remedy it.

#### Responsibilities of members

The CORE members shall actively participate in all aspects of the committee's work in the following ways:

- Foster a sense of trust and openness within the Committee
- Share information openly and honestly
- Honor and value all members' lived experience and learned experience
- Act with a sense of urgency to move forward the Committee's work in the time available
- Identify the skills that each CORE member brings to the Committee and use that information to strategize where they can be most effective in moving the CORE work forward
- Prepare for and participate in meetings

- Take on committee assignments
  - Actively participate in the CORE subcommittees
  - Act as ambassadors of their respective communities
  - Share information about the CORE and Metro with their communities
- Volunteer for Metro events

Responsibilities of Metro

Metro shall provide managerial and support staff as well as the facilities, supplies, and external consultants (as needed) to support the successful completion of activities of the CORE. Metro staff shall set up the electronic tools needed by the CORE, including file-sharing solutions, and shall provide outside resources that can help inform the work of CORE members.

Metro shall provide a monthly stipend, explained in more detail in the “Stipends” section on page 2 of this document.

Metro shall also pay reasonable costs associated with accommodations for people when such costs are directly associated with the conduct of the CORE meetings and related activities. Examples of accommodations include access to the meetings for people with disabilities, and translation and interpretation services.

Metro shall ensure that all CORE related documents, meeting locations and discussions are accessible for all members.

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.

The CORE shall have an empathetic process for holding its members accountable for attendance expectations. The process shall include a self-evaluation for each member to answer the question: “Am I moving work forward in the CORE?”

**Comment [A1]:** Clear direction needed on whether/how to update this language

**Article V OFFICERS**

Selection and election of officers

The CORE members will annually elect Co-Chairs by a majority vote at the last meeting of the calendar year. The Co-Chairs shall serve for a one-year term and can be reelected as many times as possible while they are members of the CORE.

Officers’ responsibilities

The Co-Chairs’ duties include:

- Acting as the Committee’s representatives and spokespersons, when the Committee is not in session
- Setting the regular meetings’ agendas in partnership with the Metro Equity Strategy Program Manager
- Presiding over the CORE regular meetings

- Ensuring that the CORE operates according to this by-laws document
- 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. Since 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

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: \_\_\_\_\_

