

## **Committee on Racial Equity Charter, Purpose and Operating Principles**

### **Section I. Charter and authority**

#### **A. Purpose**

The purpose of the Committee on Racial Equity (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.

#### **B. Formation**

The Metro Council shall approve the formation of the Committee on Racial Equity .

#### **C. Scope and authority**

The scope and authority of the CORE is to convene periodically to support the implementation of Metro's Strategic Plan, provide constructive comments and input to Metro Council and staff, assist staff in evaluation of the Strategic Plan, and provide community oversight and accountability.

The CORE shall deliver input and advice to the Metro Council primarily through the Council members who will serve as non-voting members of the committee, and through presentations at Metro Council work sessions or meetings, as needed.

The CORE shall deliver input and advice to the Metro Chief Operating Officer, Senior Leadership Team members, Diversity, Equity and Inclusion Program staff and other Metro staff implementing the Strategic Plan in several ways:

- At the CORE meetings
- Through additional communications with the Metro staff identified above.

Throughout all of its activities, the CORE members will strive to provide oversight on the implementation of Metro's Strategic Plan in order to increase transparency and accountability to local communities, especially to people of color and other historically marginalized groups. Metro staff will work proactively with CORE members to support the community oversight and accountability function of this body.

The CORE will foster positive communication outside of the committee regarding Metro's progress and outcomes in the Strategic Plan implementation, suggest other resources and approaches to implementation and evaluation, and act as a resource to the program team.

#### **D. Period of time necessary for the CORE to carry out its purpose**

The CORE shall work indefinitely, without a deadline to complete its charter.

#### **E. Membership**

This volunteer committee shall be comprised of up to 15 members, ~~and~~ 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.

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 work
- 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*

The CORE members will be appointed to a two-year term. They will be eligible to be reappointed to a second term but may not serve any additional terms on the CORE.

#### **F. Co-Chairs**

The CORE shall have two Co-Chairs, who shall preside over meetings of the CORE. When the CORE is not in session, the Co-Chairs' duties include acting as its representatives and

spokespersons. The Metro Council President shall designate two individuals to serve as the initial Co-Chairs of the CORE for the first year of the committee's existence.

At the first regular meeting after the one-year anniversary of the creation of the CORE, its regular members will elect Co-Chairs by a vote. 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.

#### **G. Expected work results**

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.

#### **H. Metro responsibilities for providing necessary support**

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

Metro will 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.

## **Section II. Operating principles**

In order to effectively conduct its work, the CORE agrees to the following operating principles to guide its meetings and decision making processes as follows:

#### **A. Productive communication**

- We will work to make CORE meetings and other business a safe space for members and other participants to speak their truth from their lived experiences.
- We value communications that allow for differences in perspectives.
- We acknowledge the power differential among members and will work to minimize it while conducting the work of the CORE.
- We assume committee members come with the best of intentions.
- We promote an openness that supports us in communicating our feelings.
- We make the commitment to stay engaged in the work of the CORE.
- We expect to experience discomfort as the results of discussing challenging issues related to race and other forms of oppression.

- We respect each other by focusing on issues and ideas, not individuals.
- We listen for understanding.
- We allow ourselves to take risks when participating in the CORE.

## **B. Collaboration**

We all benefit from a collaborative working relationship between CORE members, program manager, Metro staff, and other individuals associated with the committee.

## **C. Role of the program manager and support staff**

- The equity strategy program manager shares input and facilitates check-ins as needed with Metro Council members, especially in regard to the development of any recommendations from the CORE.
- Metro staff keeps momentum going and helps advance the discussion by developing materials and content for CORE consideration.
- Metro staff provides outside resources that can inform the work of CORE members.
- Metro staff synthesizes discussions, tracks progress, and determines next steps and points of action needed.

## **D. Decision-making process**

- We support an open, transparent and inclusive decision-making process.
- The Committee on Racial Equity 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.
- If consensus is not achievable in a specific decision, the CORE members will reach decisions by simple majority voting.
- When decisions are made by the CORE, Metro staff captures the discussion, synthesizes the comments, and sends all notes and materials back to the committee in a timely manner.

## **E. Meeting logistics**

### *Attendance*

We assume that since committee members agreed to serve on the Committee on Racial Equity, they understand the importance of regular attendance in order to be heard and have their opinion factored into the process and decisions. The CORE members will be allowed a maximum of three excused absences or two unexcused absences in a calendar year.

### *Multiple options for committee participation*

While it is preferred that committee members attend 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.

## **F. Date of Charter, Purpose and Operating Principles**

The charter, purpose and operating principles of the Committee on Racial Equity were formally approved by the Metro Council on March 16, 2017, and amended on May 25, 2017