

**A RESOLUTION FORMALIZING
THE LEAGUE OF OREGON CITIES’
DIVERSITY, EQUITY, INCLUSION &
ACCESSIBILITY COMMITTEE**

WHEREAS, the League of Oregon Cities (LOC) was established by intergovernmental agreement as a consolidated department to represent the collective interests of all participating cities; and

WHEREAS, in 2019, the Board of Directors adopted a multi-year strategic plan wherein Goal 3 requires the LOC to build a comprehensive and equitable engagement approach that serves and includes all cities and underserved communities; and

WHEREAS, Goal 4 in the adopted 2019 multi-year strategic plan requires the LOC to establish an organization that welcomes all and eliminates barriers to effective participation; and

WHEREAS, in calendar year 2019, the LOC Board of Directors informally created an ad-hoc Diversity, Equity & Inclusion (DEIA) Committee to help LOC achieve Goals 3 and 4 in the organization’s multi-year strategic plan; and

WHEREAS, on December 4, 2020, the Board of Directors adopted an Equity Lens, the framework of which is intended to “improve internal and external systems within LOC to remove barriers that cause Black Indigenous People of Color (BIPOC) leaders and other protected classes and underserved populations to be underrepresented in LOC and in our municipal systems and structures”; and

WHEREAS, while the ad-hoc nature of the DEIA Committee was initially deemed effective, as the Committee has become more robust in terms of the amount of meetings it holds and the responsibility it has taken on both in terms of helping the LOC meet the goals in the multi-year strategic plan and the implementation of the Equity Lens, the Board of Directors believes it is now necessary to formally recognize and organize the DEIA Committee as a permanent standing committee of the LOC; and

WHEREAS, on October 20, 2021, the LOC Board of Directors formally established the LOC’s Diversity, Equity & Inclusion (DEIA) Committee as a permanent standing Committee of the LOC Board of Directors; and

WHEREAS, on July 26, 2023, and then again on August 23, 2023, the LOC DEIA Committee discussed expanding the name of the DEIA Committee to recognize the importance of ensuring the LOC, its committees, programs, and processes, are accessible to all; and

WHEREAS, on October 11, 2023, the LOC Board of Directors formally renamed the LOC DEIA Committee to the Diversity, Equity, Inclusion & Accessibility (DEIAA) Committee, directing LOC staff to update all of its documents to reflect the change in name, including the enabling resolution that created the original DEIA Committee.

NOW, THEREFORE THE BOARD OF DIRECTORS FOR THE LEAGUE OF OREGON CITIES

RESOLVES AS FOLLOWS:

- A. Creation. There is hereby created a DEIA Committee as a standing internal advisory committee to the Board of Directors and Executive Director.
- B. Purpose. The DEIA Committee shall assist the Board of Directors and Executive Director in their oversight of the LOC's policies, initiatives, and strategic goals related to diversity, equity, inclusion, and accessibility. The Committee is intended to be comprised of municipal officials who are responsible for helping the LOC bring about the cultural changes necessary for the organization, both internally and externally, to be equitable, inclusive, welcoming, accessible, and an enriching environment for all.
- C. Roles & Responsibilities. The DEIA Committee shall:
- a. Assist with, monitor, and assess the implementation of the LOC Equity Lens. This is to include a periodical reassessment of the Equity Lens to ensure it remains current, effective, and impactful.
 - b. Provide input to the Board of Directors, LOC committees and subcommittees, and LOC staff on various LOC issues and initiatives concerning diversity, equity, inclusion, and accessibility.
 - c. Provide input to the Board of Directors, LOC committees and subcommittees, and LOC staff on the elimination of barriers within LOC programming, services, and policies to recognize the diverse population of Oregon and its municipalities.
 - d. Foster a greater understanding and awareness of diversity, equity, inclusion, and accessibility matters within the LOC organization and its overall membership.
 - e. Assist the LOC in facilitating opportunities to educate and celebrate the diverse social and cultural elements that make up Oregon.
 - f. Recommend approaches to identify future potential leaders in underrepresented groups within the LOC membership base to serve on subcommittees, committees, and the Board of Directors.
- D. Appointment and Composition.
- a. The DEIA Committee consists of no more than 16 standing members, with 12 of those membership positions being reserved for an appointee from each of the 12 regions of the state, as those regions are defined by the LOC. In recognition of Section 25, Caucuses, of the LOC Bylaws, the Committee shall be expanded to include one representative of each caucus recognized by the Board of Directors. If appointing a representative from a recognized caucus will result in an even number of Committee members, the Committee will be expanded by one additional member.
 1. *Chair*. At the first meeting of each new calendar year, the Committee members present shall elect, from their membership, two co-chairs for the upcoming year.
 2. *Initial Appointments*. Those persons appointed to the DEIA Committee as of the date this Resolution was originally adopted on October 20, 2021, shall continue in their positions through the duration of their present terms.
 3. *Ongoing Appointments*. Once initial appointments to the DEIA Committee have been made, all future appointments, including the filling of vacant positions on the Committee,

shall be made upon the recommendation of the DEIA Committee, subject to appointment by the President.

4. *Positions Reserved for Regional Representatives.* Twelve of the 16 standing member positions are reserved for representatives from each of the 12 regions of the state, as those regions are defined by the LOC. The positions are reserved for regional representatives but are permitted to remain vacant. A position left vacant because no regional representative has been appointed must remain vacant if it cannot be filled by a person who does not reside in the relevant region.
5. *Factors to Consider During Appointments.* All reasonable steps shall be taken to ensure the Committee makeup:
 - i. Is comprised of persons who have a proven interest in the work of the LOC and its member cities.
 - ii. No more than three persons from any one region of the state may be appointed to the Committee.
 - iii. Provides representation from cities with small, medium, and large populations.
 - iv. Provides representation from underserved and underrepresented communities.
 - v. Two positions on the Committee are reserved for persons representing the Metro Region (Region 2) of the State, as those regions are defined by the LOC.
 - vi. Includes at least one appointed official as that term is defined by the LOC governing documents.
 - vii. Includes no more than three formerly elected or appointed officials at any one time.
 - viii. Encourages representation from any future affinity caucus groups formally recognized by the LOC.
 - ix. Comports with the intent and purpose of the LOC Equity Lens.
 - ix. Includes other factors or qualifications to ensure the Committee effectively represents all Oregon cities.
6. *Terms.* Committee member terms are as follows:
 - i. Each Co-Chair shall serve a term of one year. No person may serve as Co-Chair more than two consecutive terms.
 - ii. Those persons appointed to the DEIA Committee as of the date this Resolution is adopted on October 20, 2021, shall continue in their positions through the duration of their present terms. Thereafter, all positions shall be appointed to a three-year term.
 - iii. Any persons appointed to the Committee as a representative of a LOC recognized caucus shall serve a term of a three years. Any caucus representative serving on the Committee, as it exists on February 2, 2021 shall have their initial term conclude in accordance with the term established by the appointing authority.

- iii. No member of the Committee may serve more than two consecutive terms. Fulfilling an incomplete term limit is not considered part of the two-year term limit.
7. *Quorum.* A majority of the actual membership of the Committee, plus any caucus representatives, excluding vacant seats, shall constitute a quorum.

E. Meetings.

- a. The Committee shall meet as needed, with either Co-Chair, the Executive Director or Member Engagement Director having the authority to call a meeting – provided at least 24 hours advance notice of the meeting has been provided.
- b. Meetings may be by or through the use of any means of communication allowing all participants to both hear and speak with one another.

Enacted on October 20, 2021.

Amended on October 11, 2023.

