

## RESOLUTION NO. 2022-XX

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE FORMALLY CREATING THE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY (IDEA) COMMITTEE

The City Council of the City of Brisbane resolves as follows:

#### **Section 1. Creation**

There is hereby created a permanent Inclusion, Diversity, Equity and Accountability (IDEA) Committee to consist of five to seven public members appointed by the City Council. Committee members will serve without compensation and will serve in an advisory capacity to the Council. Members of the Committee must at all times during their service be residents of the City or work within the City.

#### **Section 2. Appointment**

The City Council shall appoint all Committee members after soliciting applications from the community. City Council shall use (among others) the following criteria for selecting persons to be appointed to the Committee:

1. Demonstrated interest in inclusion, diversity, and equity issues
2. Willingness to bring diverse perspectives to the Committee
3. Willingness to dedicate sufficient time and effort
4. Does not work for the City of Brisbane

The Council interview and appointment process shall be similar to the process utilized by the City Council in the appointment of other committees and commissions. As to the initial appointments, a majority shall be for one-year terms and the remainder shall be for two-year terms.

Within 30 days of the expiration of a member's term of office, a member may request the City Council to re-appoint the member to the Committee. The City Council may re-appoint the member to the Committee without re-interviewing the member.

#### **Section 3. Term of Office**

After the initial one-year and two-year appointments, Committee members shall serve staggered, two-year terms, with the majority of terms to commence in the years that three Council seats are scheduled to be filled by regular election and remaining terms to commence in the years that two seats are scheduled to be filled by regular election. Thereafter, Committee members appointed shall all serve for a term of two year unless the appointment is to fill a vacancy created other than by expiration of a term, in which event the appointment shall be for

the unexpired portion of the term. If a Committee member no longer lives or works in the City, or resigns, the member's seat on the Committee shall be deemed to be vacant and the individual shall no longer serve on the Committee. Any Committee member may be removed with or without cause by a vote of the majority of the City Council.

#### **Section 4. Officers**

The Committee shall elect from its members a Chair and a Vice Chair. Members are encouraged to rotate Chair and Vice Chair annually.

#### **Section 5. Meetings**

The Committee shall meet monthly unless otherwise approved by the Committee. Meetings of the Committee shall be held at a location to be determined by the Committee or the Committee staff and notice of each meeting shall be provided in the manner prescribed by the Brown Act. The Committee shall determine the time, dates, and location of the meetings subject to the availability of meeting facilities and support staff. Meetings will be open to the public and efforts will be made to encourage attendance and participation by members of the public. The Committee may, from time to time, also hold joint meetings as needed with the City Council, and other commissions and committees.

#### **Section 6. Quorum**

A quorum is necessary for a Committee meeting to be held. A majority of the authorized members of the Committee shall constitute a quorum. For example, if the City Council has authorized five members of the Committee, then three members shall constitute a quorum; if City Council has authorized six or seven members of the Committee, then four members shall constitute a quorum.

#### **Section 7. Effective Date**

This resolution is effective immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED by the City Council at a regular meeting on February 3, 2022.

COLEEN MACKIN, MAYOR

I hereby certify that the foregoing resolution was adopted by the Brisbane City Council at a regular meeting held on February 3, 2022 by the following vote:

AYES  
NOES  
ABSENT

ABSTAIN

Ingrid Padilla, City Clerk

Approved as to form  
Thomas McMorrow, City Attorney