



City of Santa Clara

Meeting Agenda

Task Force on Diversity, Equity, and Inclusion

Thursday, October 22, 2020

1:00 PM

Virtual Meeting

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, the City of Santa Clara has implemented methods for the public to participate remotely.

Zoom Meeting:

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://santaclaraca.zoom.us/j/96307211091>

Webinar ID: 963 0721 1091

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 436 2866 or 833 548 0282 (Toll Free) or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free) or 833 548 0276 (Toll Free)

CALL TO ORDER AND ROLL CALL

PUBLIC PRESENTATIONS

GENERAL BUSINESS

1. **20-1039** [Action on Approving Task Force Bylaws](#)

Attachments: [Draft Task Force Bylaws](#)

2. **20-1040** [Action on Approving Task Force Application and Supplemental Questions](#)

Attachments: [City Application](#)
[Task Force Supplemental Questions](#)

3. Update from Community Communicators Subcommittee on Community Partner Organizations
4. Discussion of the Naming of Columbus Day
5. Review Email Communications Received from Community Members

ADJOURNMENT



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

Agenda Report

20-1039

Agenda Date: 10/22/2020

REPORT TO TASK FORCE ON DIVERSITY, EQUITY, AND INCLUSION

SUBJECT

Action on Approving Task Force Bylaws

ATTACHMENTS

1. Draft Task Force Bylaws

**BYLAWS OF THE TASK FORCE ON
DIVERSITY, EQUITY, AND INCLUSION
OF THE CITY OF SANTA CLARA**

- I. **Name:** The name of this task force is the Task Force on Diversity, Equity, and Inclusion of the City of Santa Clara
- II. **Mission:** In response to the national call for police use of force reform, the City of Santa Clara created the Task Force on Diversity, Equity, and Inclusion. Through an open dialogue with the communities of Santa Clara and directed by community input, the Task Force shall make recommendations for changes in government policies, structures, services, and culture that negatively impact or do not fully benefit historically disenfranchised communities. The Task Force will continuously involve the communities on recommendations and progress.
- III. **Initial Members:** There shall be four (4) Initial Members of the Task Force who are the following persons appointed by the Santa Clara City Council:

Member
Darius Brown
Neil Datar
Andrew Knaack
Dianna Zamora-Marroquin

IV. Selection of Additional Members

There shall be three (3) Additional Members of the Task Force who shall be voting members selected based on the following criteria:

- A. Membership requirements- To be eligible for a voting member position a person must be at least 18 years of age and resident of Santa Clara, CA, and may not hold any paid office in, or be employed by, the City of Santa Clara.
- B. Meeting attendance requirements- Must be available to attend weeknight or weekday meetings.
- C. Candidates must apply for vacant membership seats and be recommended by a majority of the Initial Members to City Council for appointment to Task Force.
- D. Membership in the Task Force shall begin upon City Council appointment and shall continue until June 30, 2022.

V. Advisory Members

The Seven Voting Members of the Task Force may appoint two additional non-voting advisory members who are intended to represent high school and college students.

VI. Meetings:

- A. Meetings of the Task Force shall be held in accordance with the provisions of the Ralph M. Brown Act. Regular Meetings of the Task Force will be held at the dates and times set forth in a resolution adopted by a majority of the Task Force Members.

- B. Before the appointment of the Additional Members, a Quorum of the Initial Members shall be Three Members. Following appointment of the three Additional Members a Quorum required for action by the Task Force shall be Four Members.
- C. The Task Force may meet virtually pursuant to the provisions of the orders of the Governor modifying the Brown Act during the declared Covid Emergency.
- D. Meetings of the Task Force shall be conducted under Robert's Rules of Order or any policies or procedures that may be enacted for the Task Force by the City Council.
- E. At its Initial Meeting the Initial Members of the Task Force selected Darius Brown as the Chair and Neil Datar as the Vice Chair.

VII. Member Duties:

- A. The Chair shall:
 - 1. Call regular meetings.
 - 2. Work with Task Force and City staff to create meeting agendas.
 - 3. Support city staff with distributing agenda and draft minutes of previous meeting electronically to all members no less than 7 calendar days prior to each scheduled meeting.
 - 4. Preside over meetings (Vice Chair presides if Chair is absent).
 - 5. Provide public reports when needed.
- B. The Secretary shall:
 - 1. Coordinate with City staff on retrieving and responding to emails from residents.
 - 2. Sharing any received communication with the Task Force.
 - 3. Monitoring communication with community organizations.
 - 4. Other duties as identified from community engagements.
- C. Members shall:
 - 1. Actively participate in all meetings and outside of meetings if on a sub-committee.
 - 2. Be available to interact with all local constituents and organizations.
 - 3. Be prepared to update Task Force on any outstanding items or interactions.
 - 4. Other duties as identified from community engagements.

VIII. Attendance:

Meeting attendance is necessary for conducting Task Force business.

IX. Voting:

- A. All members will have one vote with the exception of the student advisory positions.
- B. Formal motions must be made for all matters requiring a vote.

X. Amendments:

Process for amending these bylaws. No amendment to the bylaws may be introduced and voted upon in the same meeting. Following the initial adoption of the By Laws, four votes shall be required to amend the bylaws. City Council governance body may override Task Force bylaw changes in accordance with the City Council's bylaws or policies and procedures.

Adopted this ____ day of October, 2020 by the following vote of the Initial Task Force Members:

AYE:

NO:

Attest:

Secretary Pro Tem



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

Agenda Report

20-1040

Agenda Date: 10/22/2020

REPORT TO TASK FORCE ON DIVERSITY, EQUITY, AND INCLUSION

SUBJECT

Action on Approving Task Force Application and Supplemental Questions

ATTACHMENTS

1. City Application
2. Task Force Supplemental Questions



City of Santa Clara

The Center of What's Possible

APPLICATION
BOARD, COMMISSIONS, AND COMMITTEE
CITY OF SANTA CLARA
City Clerk's Office 1500 Warburton Avenue,
Santa Clara, California 95050
Phone: 408-615-2220 E-mail: Clerk@santaclaraca.gov

*If you are having trouble viewing or submitting this form please download the free version of Adobe Reader:
<http://get.adobe.com/reader>

Board/ Commission/ Committee Applying For:

Name:

Address:

City:

State:

Zip Code:

E-mail Address:

Primary Phone Number

Secondary Phone Number

Are you eligible to register to vote in Santa Clara?	Yes	No	Unsure
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Are you a registered voter of Santa Clara?	Yes	No	Unsure
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Have you attended a meeting of this Board/ Commission/Committee?	Yes	No	Unsure
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Present Employer:

Job Title:

Previous Governmental Bodies/ Elective Offices
Applicant has served:

Position/ Office Held:

Dates:

Civic or Charitable Organizations to which
Applicant has belonged:

Position(s) Held:

Dates:

Special Interests, Hobbies or Talents:

College, Professional, Vocational Schools
attended:

Major Subject:

Degree/Dates:

Special awards or recognition received:

Please state reasons why you want to become a member of this Board/Commission/Committee, including what specific objectives you would be working toward as a member of this advisory board:

Any other information which you feel would be useful to the City Council in reviewing your application:

Are you associated with any Organization/Employment that might be deemed a conflict of interest in performing your duties if appointed to this position?	Yes	No	Unsure
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If yes, please name the Organization or Employment.

City policy directs all advisory body members not to vote on matters where there exists a potential conflict of interest. Would you be willing to abstain from voting if such a conflict arises?	Yes	No	Unsure
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Signature of Applicant:

Date Signed:

By clicking submit you are confirming that you are the person listed in this application, and that all information provided is truthful and correct. You can also submit the completed application in person at: City Clerk's Office, 1500 Warburton Avenue, Santa Clara, California 95050. All information provided will be public information.

Application for Task Force on Diversity, Equity, and Inclusion Supplemental Questions

Please provide a brief response for each question.

1. Why do you want to be a part of the Task Force on Diversity, Equity and Inclusion?
2. What role do you feel the Task Force on Diversity, Equity, and Inclusion should have in the City of Santa Clara?
3. How do you see yourself contributing to building a diverse, equitable, and inclusive environment for all residents of the city?
4. What experience do you have working with issues of equity and inclusion?
5. What strengths, skills, or knowledge will you bring to the Task Force on Diversity, Equity, and Inclusion?