

**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