

Memorandum of Understanding Between City of Santa Clara Task Force for Diversity, Equity,
and Inclusion and **[Organization]** as a Community Partner

The City of Santa Clara formally approved the Task Force for Diversity Equity and Inclusion (“TFDEI”) through a unanimous City Council vote on September 29, 2020. TFDEI will, on behalf of the City, conduct outreach to the Santa Clara community, determine areas of city governance to review including police reform, and make recommendations to the City Council on specific reforms to promote the inclusive values of the City. In carrying out its mission, TFDEI seeks to establish partnerships with local organizations and identify certain Community Partners.

1. Goals of Collaboration. TFDEI seeks to engage directly with organizations that actively serve members of the Santa Clara community and to partner with them. The framework for the Community Partner relationship is outlined below. TFDEI will request collaboration and support on conducting outreach to the community and consult with **[Organization]** on its proposals for City governance reform.
2. Liaisons. Each party shall designate a person or office to serve as liaison for implementing this MOU. These liaisons will exchange information regularly.
 - a. For City of Santa Clara TFDEI, the liaison shall be **[name]** at **[email]**
 - b. For **[Organization]** the liaison shall be **[name]** at **[email]**
3. TFDEI Commitment to Community Partners. The Task Force will strive to maintain the following commitments to its Community Partners.
 - a. Community Partners to the City of Santa Clara Task Force for Diversity, Equity, and Inclusion will be consulted regularly on our progress and will be asked for input from Task Force members
 - b. Each Community Partner will have a “liaison” assigned to them from the Task Force. The Task Force liaison will be, at all times, an official member of the TFDEI who has been confirmed by the City Council.
 - c. Community Partners should direct most communications to their official liaison. Liaisons will work with the City to get Community Partners on the official agenda for special presentations to the Task Force and to engage with partners on issues of policy and community outreach.
4. Requests and Expectations of TFDEI for Community Partners. The Task Force makes the following requests of its Community Partners.

- a. Community Partners will assist the Task Force in engaging the Santa Clara community in dialogue on issues of police reform, diversity, and inclusiveness in the City.
 - b. The Task Force will consult with the partners and request feedback and assistance on which groups and organizations we should direct outreach to for prospective listening sessions.
 - c. The Task Force will request the assistance of Community Partners with promoting and structuring of the listening sessions. The Task Force requests that Community Partners assist the Task Force in reaching out to underrepresented communities and raising awareness of the listening sessions to increase attendance and dialogue.
5. Effective Date and Termination.
- a. This MOU shall have effect from the last date that the document has been signed by both parties
 - b. This MOU shall terminate automatically after the completion and winding up of TFDEI by the City of Santa Clara, expected to occur in 2022 or 2023.
 - c. Either party may terminate this MOU by delivering one month written notice to the other party.

For the Task Force:

For [**Organization**]:

Signature

Signature

Printed Name & Title

Printed Name & Title

Date

Date