

**TOWN OF SUDBURY**  
**SUDBURY DIVERSITY, EQUITY, AND INCLUSION COMMISSION**

Approved by the Board of Selectmen: November 17, 2020

Amended: April 6, 2021, February 1, 2022

**Mission:**

The Select Board is creating the Sudbury Diversity, Equity, and Inclusion Commission to support diversity, achieve equity, and foster inclusion for every member of this community, respecting all aspects of identities. The Commission shall also critically consider intersections among these groups to facilitate learning, understanding, and unity.

The Commission shall consist of up to fourteen members-and Advisory members. The Commission shall make recommendations on a quarterly (minimum) basis to the Sudbury Select Board on policies and programs to identify and eliminate conscious or unconscious biases and prejudices, to reject discrimination, and to measure, promote, and increase diversity, equity, and inclusion of Sudbury's historically disenfranchised populations. Within the first eighteen months, the commission will present an action plan to move the town toward the following goals.

**Goals:**

1. The Commission will meet at least monthly to hear testimony from towns people, deliberate on those discussions and submit a report within the first eighteen months, including an action plan, to the Select Board which will then oversee the implementation of the recommended actions. To accomplish this goal, the Commission will:
  - a. Provide training for the members to self-examine and recognize their own experience with historically disenfranchised populations and unconscious bias.
  - b. Gather first-hand experiences in Sudbury from historically disenfranchised populations.
  - c. Solicit feedback from town departments, boards, and committees.
  - d. Collaborate with groups operating in town that are focused on related issues.
  - e. Facilitate discussions and education forums for town residents about issues of diversity, equity, and inclusion.
2. The Commission will identify ways to promote awareness, engagement, and community building around diverse experiences and to create a more inclusive community, including:
  - a. Brainstorm possible actions that can be taken to address any problems/issues found.
  - b. Leverage final report as presented to the Select Board documenting the state of diversity, equity, and inclusion in town to make appropriate recommendations and address any problems found.
3. The Select Board, in partnership with the Commission, to present findings to the town.

**Membership:**

The ***Sudbury Diversity, Equity, and Inclusion Commission*** shall be appointed by the Select Board according to the following list. All appointments shall expire on November 30, 2022 but may be extended by the Select Board. Members will be reflective of the diversity of the Sudbury community. The membership will be established through an open request to all residents of the town. The Select Board will send notice of the application

process to all faith communities, local civic organizations, town boards and committees, local media (including print and digital and social media) and any other outlet that will help to reach the broadest range of residents.

The Commission shall elect a Chair and Vice-Chair or Co-Chairs, and a Clerk from among its members. The Chair or Co-Chairs will run the meetings, be the designated communications link with the Select Board, and schedule meetings. Commission members will be initially appointed to serve until November 30, 2022.

Membership (voting members) will include:

- Sudbury resident(s), including Students or Parents of Students attending Sudbury schools.....(up to 14 members)

Advisory (non-voting members):

- Sudbury Police Chief or delegate from Sudbury Police Department .....(1)
- Town of Sudbury Town Manager or delegate ..... (1)
- Sudbury Public School and/or Lincoln Sudbury Regional High School..... (2)
- One member nominated by the Sudbury Clergy Association ..... (1)
- Commission on Disability Member..... (1)
- Select Board liaison ..... (2)

Areas of expertise/experience for members may include but not limited to:

- Business representatives
- Education
- Parent or caregiver
- Student
- Human Resources
- Immigration law
- Medical and healthcare
- Minority affairs
- Real estate/Affordable Housing
- Social Work

The Commission consists of a group of Commission members and a small group of Advisory members. Commission members are voting members and must be available and willing to attend the majority of scheduled meetings. They may draw upon the expertise of Advisory members, who will be requested to attend meetings and/or discuss topics for which their expertise is needed. The Chair or Co-Chairs will run meetings, be the designated communications link with the Town Manager and other Town staff, and schedule committee meetings. The Commission may internally select a Clerk who will ensure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Commission for approval, filing with the Town Clerk, posting to the Town’s website, and disseminating to the Advisory membership.

The Select Board shall determine by September 30, 2022 whether to modify the mission statement, Commission charge, or Commission composition, and act to establish duration of term effective December 1, 2022.

Meetings will be open to the public, recorded, and will include community wide surveys and discussion groups.

### **Compliance with State and Local Laws and Town Policies**

The members of the Sudbury Diversity, Equity, and Inclusion Commission are responsible for conducting their activities in a manner which is in compliance with all relevant state and local laws and regulations including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as all Town policies which affect commission membership. In particular, all appointments are subject to the following:

The Code of Conduct for Selectmen Appointed Committee

The Town's Email Communication for Committee Members Policy

- Anyone appointed to serve on a Town committee by the Select Board agrees that he/she will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the Commission by the Selectmen.

Use of the Town's Web site

- The Commission will keep minutes of all meetings and post them on the Town's web site. The Commission will post notice of meetings on the Town's website as well as at the Town Clerk's Office.