



Meeting Notice

Sudbury Diversity, Equity and Inclusion Commission
Sudbury DEI Commission Meeting
Thursday, September 15, 2022
7:30 PM Open Session

Please click the link below to join the virtual Sudbury DEI Commission Meeting:

<https://us02web.zoom.us/j/83513599960>

For audio only, call the number below and enter the meeting ID on your telephone keypad.

Dial -in: 978-639-3366 or 470-250-9358

Meeting ID: 835 1359 9960

Meeting Agenda

1. 7:30 PM: Welcome and open meeting by roll call vote.
2. 7:35 PM: Land Acknowledgement and moment of reflection.
3. 7:45 PM: Public comments.
4. 8:00 PM: Subcommittee and outreach updates.
5. 8:40 PM: DEI Commission extension planning and strategy.
6. 9:15 PM: Town events and national holidays planning.
7. 9:25 PM: Review and approve minutes of August 18, 2022 meeting.
8. 9:30 PM: Adjourn meeting by roll call vote.

“This listing of matters is those reasonably anticipated by the Co-Chairs which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.”

The next Sudbury Diversity, Equity and Inclusion Commission meeting will be on October 13, 2022.

TOWN OF SUDBURY

SUDBURY DIVERSITY, EQUITY, AND INCLUSION COMMISSION

Original version approved by the Select Board: 11/17/20; Amended 04/06/21, 02/02/22

Latest version approved xx/xx/xx (creation as ongoing Commission)

Mission:

The Select Board created the Sudbury Diversity, Equity, and Inclusion (DEI) Commission to support diversity and foster equity, inclusion, and belonging for every member of the Sudbury community, respecting all aspects of individuals' identities. The Commission will also critically consider intersections among these groups to facilitate learning, understanding, and unity.

The Commission shall consist of up to thirteen members and Advisory members. The Commission shall make recommendations to the Sudbury Select Board on policies and programs to measure, promote, and increase diversity, equity, and inclusion (DEI) of Sudbury's historically disenfranchised populations. The Commission will offer programming and promote awareness of various DEI subjects to help identify and eliminate conscious or unconscious bias and prejudice, reject discrimination, and build a more inclusive community where everyone feels a sense of belonging.

Goals:

The Commission will meet at least monthly and share a quarterly update with the Select Board which will then oversee the implementation of any recommended actions.

The Commission will focus on the following goals:

- a. Provide DEI training for members of the DEI Commission and other boards, committees, and commissions, as desired.
- b. Gather first-hand experiences related to DEI from individuals who live, work, visit, or learn in Sudbury.
- c. Solicit feedback from Town departments, boards, and committees.
- d. Collaborate with groups focused on DEI-related matters.
- e. Facilitate DEI discussions and education forums for town residents.
- f. Identify ways to promote awareness, engagement, and community building around diverse experiences to create a more inclusive community.
- g. Partner with the Select Board and Town to identify DEI-related challenges and brainstorm solutions.

Membership

The Sudbury, Diversity, Equity, and Inclusion Commission shall be appointed by the Select Board according to the following list and will be reflective of the diversity of the Sudbury community. All appointments are staggered over three (3) years. Members may be reappointed when their terms are complete.

The membership will be established through an open application process for all residents of the town. The Select Board's Office will notify all residents of the openings, including faith communities, local civic organizations, Town boards, commissions, and committees, local media (print, digital, and social media) and any other outlet that can help reach the broadest range of residents.

By May 31st of each year, the Commission shall elect leadership (a Chair and Vice-Chair or Co-Chairs and a Clerk) from among its members. The Chair or Co-Chairs will schedule/run meetings and be the designated communications link(s) with the Select Board and Town Manager.

Membership (voting members) will include:

- Sudbury residents, including students or parents of students attending Sudbury schools.....(up to 13 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 representative...(1)
- One member nominated by the Sudbury Clergy Association.....(1)
- Commission on Disability Member.....(1)
- Select Board liaison..... (1)

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

- Business representatives
- Education
- Parent or caregiver
- Student
- Human Resources
- Immigration law
- Medical and Healthcare
- DEI practitioner
- 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 most 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 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.

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 follows 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 Select Board Appointed Committees

The Town's Email Communication for Committee Members Policy

Anyone appointed to serve on a Town committee by the Select Board agrees that they will use the 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 Select Board.

Use of the Town Website

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