

COMMITTEE ON COMMUNITY DIVERSITY CHARGE

I. **MISSION STATEMENT:** *(What is the reason this Committee exists?)*

The Committee on Community Diversity will assist in the review, formation and/or development of recommended policy, and program development strategies to enhance community diversity in the City of Piqua.

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognizing our individual differences. Practicing mutual respect for qualities and experiences that are different from our own. Understanding that diversity includes not only ways of being, but also ways of thinking of knowing. Recognizing that personal, cultural and institutionalized discrimination creates and sustains privileges for some while creating and sustaining disadvantages for others. Building alliances across differences so that we can work together to eradicate all forms of discrimination.

II. **PROCESS:** *(What are the steps to be followed and what are the questions to be answered by this Committee?)*

The Committee will follow the process outlined below:

- A. Review Committee Charge and recommend changes to the City Commission as needed.
- B. Solicit City Commission and public input concerning issues to be addressed.
- C. Identify and prioritize issues to be addressed by the Committee in the form of an Action Plan.
- D. Review existing City policies and procedures with regard to their effect on diversity.
- E. Identify, review and analyze alternatives for addressing issues as identified.
- F. Recommend to the City Commission changes and/or new plans, policies, procedures and/or programs relating to community diversity.

III. **EVIDENCE OF SUCCESS:** *(What results are expected in what time frames for this Committee to be successful?)*

- A. Arrive at a consensus regarding the mission and charge statement.
- B. Review plans, policies, procedures and or programs related to diversity and enhance team members' knowledge regarding current and best community practices.
- C. Guide implementation of City Commission Resolution 110 - 07 adopting recommendations of the Ad Hoc Committee on Community Diversity.

- D. Develop an Action Plan, including timeline for completing Committee objectives.
- E. Attain the objectives listed in the Action Plan.
- F. Present findings and recommendations to the City Commission
- G. Complete an Annual Report to the City Commission by October 31st of each year.

IV. **COMMITTEE RULES:**

- A. Committee members will operate on the basis of mutual respect.
- B. Members will engage in open and honest communication.
- C. Members will remain focused and listen to others.
- D. Members will manage their meeting time wisely and will recognize that assignments must be completed within designated time frames.
- E. The Committee Chair shall be empowered with the responsibility to conduct the meetings in an expeditious manner.
- F. All Committee members will be cognizant of and not disclose confidential matters.

V. **RESOURCES:** *(Who are the Committee members, Committee Chair, who will support the Committee if needed; how much time should be spent both in meetings and outside of meetings; and what additional resources are available to the Committee?)*

- A. The Committee will consist of a representative of the City Commission, the City Manager or his designee, and five (5) members, serving staggered terms, as appointed by the City Commission.
- B. The Committee Chair will be elected from among the appointed members of the committee.
- C. Meetings will occur as necessary upon the request of the Committee Chair.
- D. The City Manager's Office will provide administrative support as necessary.

VI. **CONSTRAINTS:** *(What authority does the Committee have; what is the overall time frame for the evolution of the empowerment process; what things cannot be changed; what items are outside of the scope of the Committee; and what budget does the Committee have?)*

- A. The Committee will operate within existing, rules, policies and procedures for Boards and Commissions of the City Piqua.
- B. Time is of the essence as portrayed in the action plan.
- C. Committee decisions should be made by consensus. Consensus is defined as each member can honestly live with the results of the decision. If necessary, the Committee will vote to reach decisions.

VII. **EXPECTATIONS:** *(What are the outputs from the Committee; when are they expected to be complete; and to whom should they be given?)*

- A. Minutes will be made of all Committee meetings, disseminated to all Committee members and the City Commission.
- B. The Committee's Action Plan, including timeline for completing Committee objectives will be submitted to the City Commission by October 31, 2008 and updated annually thereafter by January 31st.
- C. The Annual Report to the City Commission by October 31st of each year.

Approved _____.
(date)