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## OPERATING RULES

### COMMITTEE FOR RACIAL EQUITY AND INCLUSION

#### Article I. Name

The name of the Committee is the **Ad-Hoc Committee for Racial Equity and Inclusion** (hereinafter “Committee”).

#### Article II. Purpose, Authority, Duties and Termination

- A. The purpose and authority of this Committee is to review data, hold listening sessions, and recommend to the City Council and City Manager, an action plan outlining existing and new steps to be taken to work to eliminate systemic racism in municipal operations, including boards and commissions, and foster a welcoming and inclusive environment for all. The Committee shall work closely with City staff through the City Manager to gather necessary information on municipal operations, and will coordinate as necessary with the Dover Schools Racial Equity Vision Keepers Committee.
- B. The Committee’s authority and existence shall be advisory and for a limited duration.

#### Article III. Membership

- A. **Membership.** The Committee shall be composed of the following members:
  - (a) One City Councilor recommended by the Mayor and ratified by the City Council, appointed on an ex officio basis;
  - (b) One School Board Member appointed by the School Board on an ex officio basis;
  - (c) Eleven members of the community at large with knowledge, interest, and/or experience in addressing systemic racism and bias, as recommended by the City Council’s appointments committee and ratified by City Council;
  - (d) One alternate member fulfilling any of the criteria above as recommended by the City Council’s appointments committee and ratified by City Council;
  - (e) Exceptions to the Dover residency requirement within Dover Code § 9-1(E) may be made if recommended by the City Council’s appointments committee and approved by the City Council.

- B. **Attendance, Vacancies and Removal.** Unless otherwise provided by the appointing authority, all appointments to the Committee shall serve for a designated term and are expected to attend all schedule and properly noticed meetings of the committee. Attendance shall be recorded for all meetings and absences may be excused in advance by a Chair. Any appointments made to fill any vacancies shall be for the full remainder of the predecessor's term, to begin the date of appointment by the appointing authority unless otherwise provided. Conditions for removal of any Committee member, including for lack of attendance, shall be defined by statute, ordinance, Charter, or common law.

#### Article IV. Officers and Staffing

- A. **Officers.** The officers consist of two Co-Chairs, Vice Chair, Secretary, and Alternate Secretary, who shall be selected by the membership and who shall serve at the pleasure of the membership for one-year terms, though such terms shall expire sooner if and when the committee itself lapses or ceases to exist. Officers may be re-elected.
- B. **Duties of the Co-Chairs.** The Co-Chairs shall have general supervisory and directional powers over the Committee. The Co-Chairs shall preside at all Committee meetings and, in consultation with the Vice Chair, shall set the Committee's agenda. The Co-Chairs shall also be ex-officio members of all subcommittees and shall be the sole spokespersons for the Committee, unless this responsibility is delegated by vote of the committee and recorded in the meeting minutes.
- C. **Vice Chair.** The Vice Chair shall execute all powers of the Co-Chairs in the absence of the Co-Chairs.
- D. **Secretary/Alternate Secretary.** The Secretary/Alt Secretary shall take written minutes and make an audio recording of each meeting and transmit them promptly to the City Clerk in conformance with the requirements established by the City Clerk.
- E. **Staff.** The City of Dover may provide staff support to the Committee for meeting notification, typing, copying, and information gathering to the extent permitted by the City budget and within the authority vested in the City Manager. All staff shall remain under the direction of the employer.

#### Article V. Procedures

- A. **Meetings.** The Committee shall hold regular meetings as necessary at a time and place designated by a Co-Chair. The business of the public shall be conducted in public session unless otherwise permitted by state law. All meetings of the Committee and subcommittees shall be posted to comply with state law in accordance with procedures established by the City Clerk. State law requires all meetings to be posted in two (2) places with a minimum of twenty-four (24) hours notice.
- B. **Quorum. Six (6)** members of the voting membership of the Committee shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the Committee is *Robert's Rules of Order Revised, 11<sup>b</sup> ed*, except as provided by these rules or local, state or federal law.
- D. **Minutes.** Written minutes shall be kept for all meetings of the Committee. The minutes shall include the names of the members in attendance, all actions, motions and resolutions

coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the committee at the next meeting of the committee, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.

- E. **Recording of Meetings.** The Committee shall arrange for video or audio recording of all meetings consistent with the requirements of Dover's Code. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
  
- F. **E-mail accounts.** Committee members who do not already have a City of Dover e-mail address may obtain same to facilitate communications regarding meetings, agendas and the dissemination of information. Committee members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the committee. In addition, committee members shall refrain from conducting the official business of the Committee outside the view of the public and the news media unless permitted by state law.
  
- G. **Nonpublic meetings.** The Committee shall conduct only nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by the City Attorney for nonpublic meetings.
  
- H. **Amendment of Rules.** These rules may be repealed or amended by a vote of the Dover City Council based upon the recommendation of the Committee.

APPROVED AND RECOMMENDED BY THE COMMITTEE ON March 25, 2021

APPROVED BY THE DOVER CITY COUNCIL ON April 28, 2021