

RESOLUTION 20-XX

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ALACHUA COUNTY, FLORIDA, ESTABLISHING THE EQUITY ADVISORY BOARD; ESTABLISHING THE RESPONSIBILITIES AND DUTIES THEREOF; ESTABLISHING PROCEDURES AND RULES FOR MEMBERSHIP, ELECTIONS, MEETINGS AND ATTENDANCE; PROVIDING FOR BYLAWS TO GUIDE THE OPERATION THEREOF; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the County officially acknowledges existence of potential racial and gender bias in County policies and the delivery of programs and services;

WHEREAS, the impacts of racial and gender bias are pervasive and increase disparities and inequality to the detriment of the citizens of Alachua County; and,

WHEREAS, the elimination of racial and gender bias in County programs and services will demonstrate the County's leadership in treating all of its citizens fairly; and,

WHEREAS, racial and gender bias particularly disadvantages low-income communities, communities of color and other vulnerable populations that have fewer resources to withstand negative impacts of such bias; and,

WHEREAS, the County officially acknowledges the need to annually examine policies for all County operations and endeavor to eliminate all elements of racial and gender bias in both the design and delivery of County programs and services;

WHEREAS, on June 9, 2020, the County Commission held a Public Hearing to consider whether to place a proposed Charter Amendment on the November ballot addressing the identification and mitigation of racial and gender bias in County Policies; and,

WHEREAS, on June 9, 2020, the County Commission adopted amended ballot language for the proposed Charter Amendment stating “The Board of County Commissioners shall annually examine policies for all County operations and endeavor to eliminate all elements of racial and gender bias in both the design and delivery of County programs and services”; and,

WHEREAS, the County Commission has determined the need for an Equity Advisory Board, regardless of the outcome of the proposed Charter Amendment, to advise the County Commission on issues of equity and eliminating racial and gender bias in County programs and services;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ALACHUA COUNTY, FLORIDA:

Section 1. Advisory Board Established. The Board of County Commissioners of Alachua County, Florida, hereinafter referred to as the “County”, hereby establishes the “Equity Advisory Board”. The Equity Advisory Board shall report to the Board of County Commissioners.

Section 2. Membership and Qualifications. The Equity Advisory Board shall be composed of seven (7) voting citizen members, and at least one (1) alternate member, appointed on an at-large basis, and all members shall be residents of Alachua County. The Board of County Commissioners shall select and appoint the voting citizen members. The membership shall consist, whenever possible, of citizens with the following demonstrated characteristics:

- A commitment to racial and gender equity, social and environmental justice, diversity and inclusion;
- The ability to work collaboratively with people of diverse perspectives and experiences;
- Connections with local historically marginalized communities;
- Experience/expertise in education, employment, housing, health and human services, criminal justice, or business; and
- Experience, skills and knowledge in policy development, research, evaluation, program/service design and delivery.

Section 3. Appointments. Members of the Equity Advisory Board shall serve three (3) year terms of office each; provided, however, that two (2) of the initial appointments shall be for a term of one (1) year, two (2) of the initial appointments shall be for a term of two (2) years, and three (3) of the initial appointments shall be for three (3) year terms, and thereafter all appointments shall be for three (3) year terms. Future vacancies created in the Equity Advisory Board membership may be filled by appointment of the Board of County Commissioners to the term(s) remaining of the vacated member(s). Terms of members appointed to fill partial terms of less than 1 year may be extended for one additional three (3) year term at the end of the initial partial term. Members may be re-appointed by the Board of County Commissioners to succeed themselves according to the procedures in the Alachua County Board of Commissioners Rules of Procedure for Meetings. Modifications to the rules of succession may be approved by a majority vote of the Board of County Commissioners.

Section 4. Responsibilities and Duties. The responsibilities of the Equity Advisory Board shall be:

4.1 To elect officers pursuant to this Resolution.

4.2 To establish an annual work program for the Equity Advisory Board.

4.3 To assist and advise the County on the Equity Action Plan.

4.4 To assist the County in reviewing policies, programs and services for racial and gender bias, and make recommendations to the County on means for eliminating such bias.

4.5 To engage with relevant stakeholders, agencies, non-profits and the community.

4.6 To ensure that input from neighborhoods and communities that are most impacted or disadvantaged by racial and gender bias is included in the development of policy recommendations and the design and delivery of County programs and services.

Section 5. Operations. The Equity Advisory Board shall be guided by the by-laws adopted by the Equity Advisory Board and except as may be provided by these by-laws, questions of order, the methods of organization, and the conduct of business of the Equity Advisory Board shall be governed by The Standard Code of Parliamentary Procedure (formerly known as Sturgis Standard Code of Parliamentary Procedure) in all cases for which they are applicable. The bylaws shall include the following provisions consistent with the sections of this resolution.

5.1. Elections. The Equity Advisory Board shall annually elect one of its members as Chair and one as Vice-Chair. Elections shall be held on October 1st of each year or

as soon thereafter as practicable. The Chair shall preside and conduct the meetings according to the Rules of Order specified in Section 5.6 below. The Vice-Chair shall act in the absence of the Chair.

Officers shall serve for a period of one (1) year or until their successors are elected. The terms of the officers shall begin immediately upon election to office. Vacancies in offices will be filled by election at the next regular meeting following the date the vacancy occurred.

5.2. Meetings. The Equity Advisory Board shall meet at least quarterly. Special meetings may be called by the Chair or Vice-Chair, or by any three (3) members of the Equity Advisory Board (through the liaison) upon forty-eight (48) hours written notice to all members, and to the Equity Advisory Board staff liaisons. All meetings shall be open to the public.

5.3. Agenda and Minutes. The Chair shall be responsible for the meeting agenda. The Equity and Community Outreach Coordinator or designated representative shall serve as the staff liaison to aid the Chair in preparing and distributing the agenda, providing public notice of each meeting, preparing minutes of each meeting, and in relaying Equity Advisory Board requests or action items to the Board of County Commissioners. The staff liaison may place an item on the agenda by notifying the Chair prior to the preparation of the agenda.

5.4. Subcommittees. Permanent or ad-hoc subcommittees shall be appointed by the Chair, when necessary, as determined by the Equity Advisory Board or by the Chair.

5.5. Quorum. A simple majority of the Equity Advisory Board shall constitute

a quorum. Recommendations and decisions of the Equity Advisory Board must be made by a majority vote of those present and voting. When a quorum is not present, the Equity Advisory Board may not take official action but may meet as an informal workshop. When meeting as a workshop the attendance shall be recorded and minutes shall be recorded.

5.6. Rules of Order. All meetings of the Equity Advisory Board and Subcommittees shall be conducted according to the approved rules of order procedures in the Alachua County Board of County Commissioners Rules and Procedures. Modifications to the rules of order may be approved by a majority vote of the Equity Advisory Board. Subcommittee meetings will be conducted according to these rules of order except where modification of such rules is required and approved by a majority vote of the subcommittee because of the nature of the work to be accomplished.

5.7. Attendance. The attendance policy for the Equity Advisory Board shall be in accordance with the attendance policy for boards and committees as set forth in the Alachua County Commission's Rules and Procedures. Modifications to the attendance policy may be approved by a majority vote of the Equity Advisory Board.

5.8. Compensation. Members of the Equity Advisory Board shall receive no compensation for the performance of their duties hereunder.

5.9. Reports. All meeting minutes and recommendations of the Equity Advisory Board will be reduced to writing and will be forwarded to Equity Advisory Board staff liaisons for any comments. The Equity Advisory Board reports, minutes and recommendations, shall be sent to the Board of County Commissioners.

Section 6. Effective Date. This resolution shall become effective upon adoption by the Board of County Commissioners.

DULY ADOPTED in regular session, this _____ day of _____, 2020.

BOARD OF COUNTY COMMISSIONERS OF
ALACHUA COUNTY, FLORIDA

By: _____
Robert Hutchinson, Chair

ATTEST:

J.K. "Jess" Irby, Clerk
(SEAL)

APPROVED AS TO FORM

Sylvia Torres
Alachua County Attorney