



Procedural Guidelines of Racial Equity and Social Equity Committee (RASEC)

1. Statement of Purpose

The Racial and Social Equity Committee in Washington Grove aims to:

- Take collective responsibility to understand our town's history as it connects with racial injustice in the United States
- Learn and grow together
- Recommend actions to promote a diverse, inclusive and equitable community
- Foster justice in and beyond our community.

2. Conduct of Committee Members

Committee members are expected to be respectful to each other and to allow each participant a fair opportunity to contribute. While participating in Washington Grove committee activities, all participants shall act in accordance with all applicable laws, the Washington Grove Town Charter, and the Washington Grove Code of Ordinances.

3. Community Commitments

Committee members are expected to follow community commitments¹, listed below, to ensure that committee meetings remain a safe, welcoming, and inclusive space for all town residents.

- *Put Relationships First.* Work to build community and trust (with an awareness of power dynamics and your words and body language).
- *Keep Focused on Our Common Goal.* We care deeply about impacting the world together.
- *Notice Power Dynamics in the Room.* Be aware of how you use your privilege: From taking up too much emotional and airtime space, or disengaging.
 - a. *Limit yourself to speaking only twice* before everyone who wants to speak has a chance to do so. One of the co-chairs will alert you when you have spoken twice and the next time you speak, the committee will pause to allow anyone who has not spoken twice to speak.

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- *Create a Space for Multiple Truths & Norms.* Speak your truth, and seek understanding of truths that differ from yours (with awareness of power dynamics).
- *Make a Commitment to Historical Fidelity.* Avoid historical revisionism and denial, while understanding that people make mistakes, and being open to correction. Any formal statement by the committee regarding history must be substantiated by the historical record, which includes trusted secondary sources, primary documents, oral histories.
- *Be Kind and Brave (Lean Into Discomfort).* Remember relationships first, and work to be explicit with your language about race, class, gender, immigration, etc.
 - a. *Express your feelings,* i.e. if you are offended or upset by what someone says, voice this feeling using I statements.
 - b. *Notice hypersensitivity in yourself.* Try to limit your own hyper-reactivity and label your own defensiveness when it arises.
- *Practice Examining Biased Systems & Processes.* Individual actions are important, and systems are what are left after all the people in this zoom leave.
- *Look for Learning.* Show what you're learning (not what you already know). Avoid playing devil's advocate (the devil has enough advocates).

4. Committee Structure

The committee leadership team is elected annually at the first meeting of the year by the majority of Committee Members present. Should a member of the leadership team need to step down for any reason, an ad hoc election may be held to replace them. An ad hoc election may also take place if a committee member voices interest in becoming a co-chair or secretary, and a motion is passed to hold an ad hoc election.

The duties of the members of the **leadership team** are to:

- Attend a monthly meeting to discuss current issues and to decide upon the general meeting draft agenda for that month (all Leadership Team members)
- Generate Leadership Team meeting agenda and send minutes to team, generate the general meeting agenda after leadership discussion and send draft agenda to mailing list, coordinate with subcommittee chairs, facilitate meetings, send final general meeting minutes to mailing list
- Notify Town clerk of next general meeting date by the 25 th of every month, send invitation and link to mailing list, host meeting

- Take general meeting minutes with attendance and highlights of decided actions and people responsible and update attendance
- Post draft and final general meeting agendas and minutes; organize and update documents and website
- Check RASEC messages and respond or direct messages to appropriate committee members, update attendance of general meetings

The **council liaison** is appointed by the mayor. The council liaison is a non-voting member of the committee and provides a communication channel between the committee and Town Council. The council liaison follows provisions determined by the Town Council for budget preparation and expenditures. As a council member, the liaison cannot be a member of the committee's leadership team.

5. Meetings

The committee holds open meetings every month, year-round. Additional meetings may be added upon agreement of the committee. A quorum (majority of committee members) is not required to hold a meeting. Each meeting and its agenda will be announced in advance. Meeting minutes will be approved and made publicly available.

6. Voting

Committee decisions are made first by pursuing a consensus among the committee members. Basic procedural motions, such as approving an agenda and meeting minutes, are passed if no committee member objects. For non-procedural motions, such as approving a formal committee statement or action, a majority vote of the committee members present at the meeting is required to pass.

7. Membership

The committee welcomes new members from all racial, ethnic, and socioeconomic backgrounds. Members can be residents or non-residents with an interest in advancing racial equity. One can become a member of the committee by expressing interest and attending two consecutive meetings. One loses membership if they are absent from three consecutive meetings. One regains membership if they attend another two consecutive meetings. Each committee member will keep track of their own attendance.

8. Modifications to Guidelines

These guidelines can be amended at any time by majority vote of the committee members present at a meeting at which there is quorum.