



CITY OF BLACK DIAMOND
Diversity and Inclusion Advisory Commission
Application

Mailing Address: PO Box 599 Physical Address:
24301 Roberts Drive Black Diamond, WA 98010
Phone: 360.851.4500 - Fax: 360.851.4501

NAME OF APPLICANT: _____

ADDRESS OF RESIDENCE: _____

EMAIL ADDRESS: _____

PHONE NUMBER (MOBILE, HOME, BUSINESS): _____

BEST TIME TO CONTACT: _____

QUALIFICATIONS AND COMMITMENT REQUIREMENTS (PLEASE INITIAL CONFIRMING AFFIRMATIVE):

_____ APPLICANT IS WILLING TO FULFILL A 3-YEAR TERM [OR THE REMAINING PORTION OF A TERM WHEN REPLACING AN UNEXPIRED POSITION].

_____ APPLICANT HAS AN INTEREST IN PARTICIPATING IN AN ADVISORY ROLE AND HAS AT LEAST AN GENERAL UNDERSTANDING OF THE PRINCIPLES OF DIVERISTY, EQUITY, AND INCLUSION, AND OBTAIN TRAINING ON THIS WITHIN 90 DAYS OF APPOINTMENT.

_____ APPLICANT IS EITHER A RESIDENT OF, OR EMPLOYEE OR OWNER OF A BUSINESS LOCATED IN, THE CITY OF BLACK DIAMOND AT THE TIME OF APPOINTMENT AND THROUGHOUT THEIR TIME ON THE COMMISSION, AND SHALL SERVE AS A COMMUNITY STAKEHOLDER .

_____ APPLICANT IS ABLE TO REGULARLY ATTEND COMMITTEE MEETINGS, SCHEDULED FOR EVENINGS OR DAYTIME TO BE DETERMINED, AND IS COMMITTED TO NOT HAVING MORE THAN THREE CONSECUTIVE UNEXCUSED ABSENCES.

_____ APPLICANT WILL MAKE IMPARTIAL, OBJECTIVE RECOMMENDATIONS AND DECISIONS IN THE BEST INTEREST OF THE CITY, AND NOT IN CONFLICT WITH PERSONAL OR BUSINESS INTERESTS AND CONFIRMS CURRENT EMPLOYMENT OR CIVIC POSITIONS, IF ANY, DO NOT CREATE A CONFLICT OF INTEREST WITH SERVING ON THIS COMMITTEE.

PLEASE PROVIDE A NARRATIVE (UP TO ONE PAGE AS AN ATTACHMENT) DESCRIBING YOUR QUALIFICATIONS, EXPERIENCE, INTEREST, AND COMMITMENT TO SERVE ON THIS COMMITTEE.

SIGNATURE OF APPLICANT

DATE

ORDINANCE NO. 22-1179

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON, ADOPTING NEW CHAPTER 20.09 OF THE BLACK DIAMOND MUNICIPAL CODE TO ESTABLISH A DIVERSITY AND INCLUSION ADVISORY COMMISSION; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, BDMC Chapter 2.95 authorizes the City Council to create ad hoc committees and commissions for the purpose of providing advice to the Council on such subjects as the Council deems necessary; and

WHEREAS, the Council finds that it would be beneficial to the City to establish a Diversity and Inclusion Advisory Commission for the purpose of advising the Mayor and City Council on various subjects, including:

- (a) achieving the City's community vision of being a welcoming city that respects all by encouraging equality, fairness, cooperation, tolerance, and respect among and by all persons who come in contact with the City of Black Diamond (i.e., residents, visitors, employers, employees, etc.);
- (b) strategies for public engagement, removing barriers, and increasing inclusion and access to City services for the public;
- (c) opportunities for community partnerships as a strategy to better understand and address equity impacts throughout the city;
- (d) building relationships with underserved, underrepresented, and marginalized communities and serving as trusted messengers to the community at large; and
- (e) strategies that strengthen human rights, values, and principles; and

WHEREAS, the City Council has taken into consideration all ten of the factors required by BDMC 2.95.020 in deciding to establish a Diversity and Inclusion Advisory Commission;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. Adoption of New Chapter 20.09 of the Black Diamond Municipal Code. Chapter 20.09 of the Black Diamond Municipal Code, "Diversity and Inclusion Commission," is hereby created, as set forth in Attachment A hereto.

Section 2. Severability. If any portion of this Ordinance, or its application to any person or circumstance, is determined by final order of a court of competent jurisdiction to be invalid, pre-empted, or otherwise unenforceable for any reason, such determination

shall not affect the validity or enforceability of the remaining provisions hereof or its application to other persons or circumstances.

Section 3. Effective Date. This Ordinance, or a summary hereof, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND AT A SPECIAL MEETING THEREOF ON THE 4TH DAY OF AUGUST, 2022.



Mayor Carol Benson

ATTEST:



Brenda L. Martinez, City Clerk

APPROVED AS TO FORM:

David Linehan, City Attorney

Filed with the City Clerk: 8/5/22
Date of Publication: 8/10/22
Effective Date: 8/15/22

Chapter 20.09 DIVERSITY AND INCLUSION ADVISORY COMMISSION

Sections:

- 20.09.010 Commission created.
- 20.09.020 Powers and duties.
- 20.09.030 Membership appointment – Term.
- 20.09.040 Administrative procedures and rules.
- 20.09.050 Commission meetings.
- 20.09.060 Residency, qualifications, and training requirements.
- 20.09.070 Staff liaison.
- 20.09.080 Commission recommendations and communications.

20.09.010 Commission created – Annual report.

There is hereby established a Diversity and Inclusion Advisory Commission of the City of Black Diamond, which is composed of seven members as hereinafter provided. The commission shall continue in perpetuity unless terminated by the city council. The commission shall meet at least once a quarter (three months) and make an annual report to the mayor and city council containing a summary of activities of the commission for the preceding year.

2.09.020 Powers and duties.

The Diversity and Inclusion Advisory Commission is an advisory body of the City of Black Diamond whose duties shall be to provide advice and recommendations to the mayor and city council on the following subjects:

- A. Achieving the city's community vision of being a welcoming city that respects all by encouraging equality, fairness, cooperation, tolerance, and respect among and by all persons who come in contact with the City of Black Diamond (i.e., residents, visitors, employers, employees, etc.);
- B. Effective strategies for public engagement, removing barriers, and increasing inclusion and access to city services for the public;
- C. Opportunities for community partnerships as a strategy to better understand and address equity impacts throughout the city;
- D. Building relationships with underserved, underrepresented, and marginalized communities and serving as trusted messengers to the community at large;
- E. Strategies that strengthen human rights, values, and principles; and
- F. Such other subjects as the mayor and/or city council may direct.

20.09.030 Membership appointment – Term.

Members of the Diversity and Inclusion Advisory Commission shall be appointed by the mayor for a term of three years (or the fulfillment of an unexpired term), except that appointees shall serve staggered initial terms as follows:

- Position No. 1: Ending December 31, 2023
- Position No. 2: Ending December 31, 2023
- Position No. 3: Ending December 31, 2024
- Position No. 4: Ending December 31, 2024
- Position No. 5: Ending December 31, 2024
- Position No. 6: Ending December 31, 2025

Position No. 7: Ending December 31, 2025

Any member may be removed by council action at any time based upon a council determination that removal of the member is in the best interests of the city.

20.09.040 Administrative procedures and rules.

The Diversity and Inclusion Advisory Commission may adopt appropriate rules of procedure and regulations consistent with the State of Washington's Open Public Meetings Act to implement this chapter. In addition, members of the commission will elect a Chair and Vice Chair from among its members. The election of Chair and Vice Chair will occur annually at the first commission meeting of the year, with the elected officers to serve in their positions for the remainder of the year. The Chair shall serve as the presiding officer at each meeting, except that the Vice Chair shall preside whenever the Chair is absent or otherwise unavailable.

20.09.050 Commission meetings.

- A. Regular Meetings. Regular meetings shall be held at a time agreed upon by the commission during its first meeting. Meetings shall be held on a quarterly basis unless cancelled by a majority of the then-current membership of the commission at least 48 hours before the scheduled meeting.
- B. Quorum: A majority of the appointed members of the commission shall constitute a quorum for the transaction of committee business. An affirmative vote of a majority of the members present at any meeting shall be necessary to carry any proposition.
- C. Cancellation of Meetings. Members desiring to cancel a commission meeting shall notify the city clerk or assigned staff liaison. If the city clerk or staff liaison receives a request to cancel a meeting from a majority of the then-current members of the commission by no later than 48 hours before the scheduled meeting, then the city clerk shall issue a notice of cancellation to the public and to all commission members.
- D. Special Meetings. Special meetings of the commission may be called at any time by the Chair or upon request to the Chair by two-thirds of the then-current members of the commission to consider specific business. Such requests shall state the desired date and time of the special meeting, identify the specific item or items of business to be covered, and be communicated to the city clerk, who shall notify the Chair of the request. The Chair shall work with the city clerk to prepare an appropriate meeting agenda for timely public notice. At special meetings of the commission, only the items of business that were included on the published agenda may be transacted.
- E. Notice. All meetings of the commission shall comply with chapter 42.30 RCW, Open Public Meetings Act. All meetings shall be held with not less than forty-eight hours' notice to members and not less than twenty-four hours' notice to the public.
- F. Minutes. The commission shall provide for the taking of minutes and maintenance of records of all regular and special meetings. The commission may so provide either by electing one of its members on an annual basis to serve in the role of committee secretary or by any other appropriate means to ensure that minutes are accurately prepared and records are collected and provided to the city for maintenance.

20.09.060 Residency, qualifications, and training requirements.

- A. All members of the commission shall be current residents of, or employees or owners of businesses located in, the City of Black Diamond at the time of appointment and throughout their time on the commission, and shall serve as

community stakeholders.

- B. All members of the commission shall have at least a general understanding of the principles of diversity, equity, and inclusion, and obtain, at city expense, a one-day training program from a city-approved training provider within 90 days of appointment.

20.09.070 Staff liaison.

The mayor shall assign a city employee as a staff liaison to the commission. The staff liaison shall coordinate with the commission and the city clerk to ensure all notices, agendas, minutes, and records of all commission meetings are prepared, published, and maintained as part of the city's records. The staff liaison is not a member or an officer of the commission but may assist the commission with obtaining information requested from the city and with planning and coordinating commission activities.

20.09.080 Commission recommendations and communications.

All expressions of the commission's advice, recommendations, and requests for action to be taken by the city shall be communicated in the form of a resolution, motion, or memorandum to the city council and mayor, signed by the Chair and setting forth the reasons, facts, findings, and/or conclusions of the commission in support of its advice, recommendation, or request. Pursuant to BDMC 2.95.120.C, if the mayor or any member of the city council determines that such communication from the commission should be formally addressed by the city council, the mayor shall add it as an item of new business at the next available council meeting.