

# **Boxborough Diversity, Equity & Inclusion Committee**

## **CHARGE**

### **A. BACKGROUND**

Diversity, Equity and Inclusion (DEI) have been brought to the forefront of public awareness and Boxborough has made a commitment to create and foster a welcoming, inclusive and equitable town for all residents and guests regardless of their age, gender, orientation, race, ethnicity, mental health, physical ability, religion or socio-economic status. In this commitment, the Select Board is forming the Diversity, Equity and Inclusion Committee to help research and propose changes to the respective Boards and Committees who oversee the respective areas where changes are proposed.

### **B. MEMBERSHIP**

The DEI Committee shall consist of a minimum of 5 members but no more than 10 members. Membership is encouraged to be diverse in age, gender, race, ethnicity, mental health, physical ability, religion, socioeconomic status and type of residence (owners, renters, single family homes, multi-family homes, condominiums, etc). The Boxborough Select Board shall appoint one member from the Select Board as a voting member. A quorum shall consist of half the appointed voting members plus one (1).

The term for serving on this board is a 3-year term and shall be staggered, after the initial appointment of the Committee.

Currently serving voting members shall have the option for re-appointment. The Select Board shall consider but is not required to appoint individuals who identify as an under-represented minority in Town.

The Town Administrator, Police Chief, Fire Chief, DPW director, and other non-residents may, at the discretion of the Board, serve as non-voting advisors to the DEI Committee. Members of the DEI Committee shall serve for the length of their term.

### **C. CHARGE**

The DEI Committee shall

- Research and propose ways to increase the diversity of the applicant pool for the town positions, boards and committees.
- Review bylaws and policies and propose changes to ensure that they are equitable.
- Review and propose ways to make Boxborough a more welcoming, equitable and inclusive town.
- Raise awareness of the diversity within Town.

The DEI Committee shall report to the Select Board and shall recommend the best path to execution of creating a more welcoming, equitable and inclusive town.

### **D. CONDUCT**

All meetings are to be held in a public location, properly posted and open to the public in accordance with the Massachusetts Open Meeting Law. In accordance with guidance from the Attorney General, minutes of each meeting shall be approved by the BBC within three meetings or 30 days, whichever is later, and posted on the Town's website. Members are individually responsible for complying with the Conflict of Interest Law.