

ORDINANCE NO. 4620

**AN ORDINANCE AMENDING CHAPTER
TWO OF THE BEAVERTON CITY CODE
RELATING TO THE DIVERSITY
ADVISORY BOARD**

Whereas, the City of Beaverton is one of Oregon's most diverse cities with approximately one in four residents born outside the United States; and

Whereas, strengthening community connections among diverse groups, establishing cultural activity centers, and expanding multi-cultural projects and programs are all called for in the Beaverton Community Vision Action Plan adopted by the City Council in 2010; and

Whereas, over the years, volunteer Diversity Task Force members have donated countless hours to make thoughtful recommendations to the City Council about how best to move forward with ethnic community engagement and strongly recommended the formation of a permanent advisory board to the City; now therefore,

THE CITY OF BEAVERTON ORDAINS AS FOLLOWS:

Chapter Two of the Beaverton City Code is amended by adding the following:

2.03.500 Diversity Advisory Board Established.
The Diversity Advisory Board is hereby established.

2.03.505 Powers and Duties.
The Board shall act in an advisory capacity to the Council and its duties shall include advising the City on diversity and equity strategies that strengthen connections among diverse community groups and with city government.

2.03.510 Membership.
The Board shall consist of 13 members. The Mayor shall appoint and the Council shall confirm Board members. A Board vacancy shall be filled for the unexpired portion of the member's term as soon as practical through a process substantially similar to the process used for the original appointments.

2.03.515 Term of Office.
Members shall serve for a three-year term, starting on January 1 and ending on December 31, with the exception of the first appointments that shall be staggered. A person may serve on the Board for an unlimited number of terms.

Seven members of the Board must be present to constitute a quorum to transact any business that requires a vote. The concurrence of a majority of the Board members present and voting is necessary to determine any question before the Board.

2.03.520 Staff Liaison.

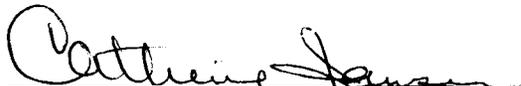
The Mayor shall assign a City employee as a staff liaison to the Board. The staff liaison shall ensure Board notices, agendas and minutes of all Board meetings are prepared, published and maintained as part of the City's records. The staff liaison is not a member or an officer of the Board.

First reading this 17th day of September, 2013.

Second reading and passage by the Council this 8th day of October, 2013.

Approved by the Mayor this 9th day of October, 2013.

ATTEST:


CATHERINE JANSEN, City Recorder

APPROVED:


DENNY DOYLE, Mayor



BYLAWS OF THE DIVERSITY ADVISORY BOARD

Ratified by City Council on 09/11/2018

Article I: Name

According to Beaverton Code 2.03.500, the name of the Board is the Diversity Advisory Board (Board).

Article II: Purpose

According to Beaverton Code 2.03.500 (Powers and Duties), the purpose of the Board is to (1) advise the City on diversity, equity, and inclusion strategies that improve outcomes for marginalized communities and (2) assist the City in strengthening the relationship with diverse community groups, including historically underrepresented communities, specifically communities of color, immigrants, and refugees.

Article III: Duties

The duties of the Board shall consist of, but not be limited to, the following:

1. To advise the Mayor and City Council on outreach strategies to engage Beaverton's various communities of color.
2. To work with residents, staff, and elected officials to make recommendations for maintaining the City's diversity, equity and inclusion plan that embraces the City's goal to build a welcoming and friendly community where all can thrive. The plan should include suggested strategies and actions to achieve stated goals.
3. To promote the City's efforts to involve residents from underrepresented communities on City volunteer committees, boards, commissions, and neighborhood associations, as well as seek employment within the city.
4. To promote the Board to the public and help implement the strategies in the diversity, equity and inclusion plan for public outreach. To assist in informational opportunities, presentations, open houses, and other public initiatives providing information about the Board to the public.
5. To make recommendations to the City Council for widespread and ongoing diverse public involvement and to assist the City Council by advising on methods by which Beaverton residents can better participate in the decision making process.
6. To advise the City on public information and materials to ensure they are culturally responsive and presented in understandable formats.
7. Make an annual report to City Council, as provided in Beaverton Code 2.03.002. The report shall contain a summary of activities the Board conducted the previous year.
8. Perform other related duties as directed by the Mayor or City Council.

Article IV: Membership

1. **Appointment.** As provided in Beaverton Code 2.03.002, the mayor shall appoint all members to the Board, subject to confirmation by City Council.
2. **Number of Members.** As provided in Beaverton Code 2.03.510, the number of members in the Board is 13 members. To be eligible to be appointed, members shall reside, own property, own a business, or work within the city limits of Beaverton. As much as possible,

the members of the Board shall be varied in experience and representative of the city as a whole. A diversity of race/ethnicity, national origin, English language proficiency, age, neighborhood residency, and experience with civic leadership or profession is desired among members.

3. **Term of Office.** Members shall serve three-year terms. The term of office begins on the first day of the calendar year. There shall be no limit on the number of terms a member of the Board shall serve.
4. **Attendance.** All members shall regularly attend meetings. Except for medical leave, a member may be removed by the Mayor, subject to confirmation by City Council, if a member has missed more than 50 percent of regular meetings in a calendar year, whether or not the absences were excused or unexcused. An absence is “unexcused” if the member does not notify the staff liaison about an absence prior to the meeting.
5. **Vacancies.** As provided in Beaverton Code 2.03.002, the mayor shall appoint another member to the Board if there is a vacancy. The mayor shall appoint the member through a substantially-similar process used to appoint the original members of the Board. The member filling the vacancy shall serve on the Board for the remainder of the unexpired term.
6. **Removal.** As provided in Beaverton Code 2.03.002, the Mayor may remove any member on a Board, subject to confirmation by City Council.
7. **Alternates.** There may be a maximum of 3 alternates on the Board. Alternate members shall serve one-year terms, and are non-voting members. Alternate members are encouraged to attend Board meetings to become familiar with Board processes in preparation for potential future appointments to the Board.

Article V: Officers

1. **General.** The officers of the Board shall be a chair, vice chair, and a secretary.
2. **Term.** The term of office for an officer begins with the first Board meeting in January and lasts for one year.
3. **Duties.**
 - a. **Chair.** The chair shall preside at all regular meetings, call special meetings as deemed necessary, and be responsible for preparing the agenda for meetings with the assistance of the City staff liaison. The Chair shall represent the Board to the public and may give presentations and provide testimony.
 - b. **Vice chair.** The vice chair shall fulfill the role of the chair in the chair’s absence.
 - c. **Secretary.** The secretary shall record the minutes of each regular meeting and prepares written minutes to be given to the City staff liaison at least two weeks before the next regularly-scheduled meeting. The secretary shall record, prepare, and maintain minutes consistent with Oregon public meetings and records law.
4. **Election of Officers.** At a Board meeting scheduled between November and January, Board members shall elect officers. Nominations shall come from Board members. The officers shall be elected in the order of: chair, vice chair, and secretary. In the event of a tie vote, one revote shall take place among the tied vote receivers. In the event of a second tie, the office shall be decided by a flip of a coin. The City staff liaison shall administer the election process at the meeting.

5. **Vacancy.** If an officer position becomes available during the year, the Board shall vote on a replacement at the next regularly-scheduled meeting. The newly-elected officer shall complete the term of the existing vacancy.

Article VI: Quorum & Voting

1. **Quorum.** A majority of the number of positions on the Board shall constitute a quorum for the conduct of business. Seven members constitute a quorum for the Board.
2. **Voting.** The concurrence of a majority of the members of the Board present and voting is necessary to determine any question before the Board. Proxy votes or votes in abstentia are prohibited.

Article VII: Meetings

1. **Regular.** The Board shall meet monthly. All meetings of the Board are public meetings subject to Oregon Public Meetings Law.
2. **Special.** The chair may call special meetings, if necessary. If the chair calls a special meeting, he or she shall inform the staff liaison about the request to call a special meeting. The staff liaison shall provide reasonable notice of the meeting to members and to the public, but in no instance will there be less than 48-hours' notice. The notice shall provide the time, place, and purpose of the special meeting. Only matters reasonably related to the special meeting's stated purpose may be discussed at the special meeting.
3. **Subcommittees.** A subcommittee may be formed by a motion and simple majority of the full Board. The motion should include a description of the purpose, scope, number of members, and duration of the subcommittee.
4. **Minutes.** The secretary shall record minutes of each meeting, and shall maintain the minutes in accordance with Oregon Public Meetings Law.
5. **Agenda.** Only the Board chair or a majority of Board members may cause an item to be placed on, or removed from, the agenda for meetings.

Article VIII. Staff and Council Liaison

1. **Staff Liaison.** The City shall assign a staff liaison to the Board. The staff liaison shall provide assistance, including, but not limited to: arranging the meeting space and time; notifying Board members and the public of meetings; distributing agendas and minutes; providing information about relevant city policies, procedures, plans, and procedures, and other external resources available to the Board; training new members, and requesting budget funds annually for the Board's mission or business. The staff liaison is not a member or officer of the Board.
2. **Council Liaison.** The City Council liaison serves as a conduit for communication between City Council and the Board; provides procedural direction and relays City Council's position to the Board; resolves any questions that the Board has about the role of City Council, municipal government and the Board; maintains contact with the chair; and facilitates training of new members by providing suggestions and relevant information to the staff liaison responsible for training them.

Article IV. Authority

Unless otherwise explicitly provided in these bylaws, the table provided in Beaverton Code Chapter 2.11 shall be the governing rules of order for the Board.

Article IX: Amendment to Bylaws

1. **Proposal.** A majority of Board members may propose to amend the Board's bylaws at a regularly-scheduled meeting, provided that the meeting agenda specifically mentions the proposed amendment to the bylaws.
2. **Review.** As provided in Beaverton Code 2.03.002, the Board must send the proposed amendments to the City Attorney's Office for review.
3. **Ratification.** As provided in Beaverton Code 2.03.002, proposed amendments to the Board's bylaws are not effective unless City Council ratifies the amendments by resolution.

Approved by the Board on July 9, 2018.

Reviewed by the City Attorney's Office on August 22, 2018.

Ratified by City Council on September 11, 2018.