

**RESOLUTION
ESTABLISHING AN EQUITY, DIVERSITY,
AND INCLUSION ADVISORY BOARD**

WHEREAS, the Board of County Commissioners wishes to establish an Equity, Diversity, and Inclusion Advisory Board in accordance with the Larimer County Governing Policies Manual, Policy 1.7, Boards and Commissions, and

WHEREAS, this advisory board is established as a content/advice-giving board or commission as defined in Larimer County Administrative Operating Procedure 100.1, and

WHEREAS, the Board of County Commissioners has carefully considered the establishment of this advisory board;

NOW, THEREFORE, BE IT RESOLVED:

The Larimer County Equity, Diversity, and Inclusion Advisory Board is hereby established effective upon adoption of this Resolution.

BE IT FURTHER RESOLVED that the first set of bylaws, hereby attached, is approved concurrent with the establishment of this advisory board.

BE IT FURTHER RESOLVED that all three County Commissioners will collectively serve in the role of "Commissioner Liaison" to this advisory board until further action is taken to designate a different Commissioner Liaison. The 2021 board assignments chart contained in the Larimer County Board of County Commissioners Division of Responsibility Policy will be updated to reflect this joint assignment.

ADOPTED this 5th day of October 2021.



BOARD OF COUNTY COMMISSIONERS
OF LARIMER COUNTY, COLORADO

By: _____
Chair

John Kefalas

ATTEST:

Din Quinn

Clerk to the Board

LARIMER COUNTY EQUITY, DIVERSITY, AND INCLUSION ADVISORY BOARD BYLAWS

The Equity, Diversity, and Inclusion Advisory Board has been established by the Larimer County Board of County Commissioners and operates under the authority of these bylaws as well as Larimer County Administrative Operating Procedure 100.1. A copy of that procedure, together with these bylaws, shall be provided to each member at the time of appointment. This advisory board is established as a content/advice-giving board or commission as defined in Larimer County Administrative Operating Procedure 100.1.

The establishment of this advisory board is based on the recognition that structural barriers impacting members of the Larimer County community experiencing inequity must be removed. The Board of County Commissioners further recognizes that as a direct result of these structural barriers, some communities experience inequitable impacts in health, safety, economic, educational, and other outcomes. The solutions to these challenges will necessarily involve assessment of and potential changes to the delivery of and access to County services, programs, and initiatives. Larimer County and the community at large will benefit from the varied perspectives of the advisory board members.

I. Role

The role of the Equity, Diversity, and Inclusion Advisory Board is to advise the Board of County Commissioners, and County departments as guided by strategic planning put forth by the Board of Commissioners and the advisory board, in order to ensure that equity, diversity, and inclusion are central in the ways the County structures services, infrastructure, governance, and management of resources.

The advisory board will evaluate programs, policies, and initiatives and provide feedback and recommendations to the Board of County Commissioners about how to structure the opportunity, outreach, or service such that access is assured and the benefits of the effort can be experienced by all community members without regard to personal characteristics. Important elements to the role of the advisory board include the following:

- **Justice** seeks to dismantle the barriers to opportunities and systemic disadvantages to people's ability to access resources and opportunities.
- **Equity** is promoting justice and ensuring the same accessibility to resources and opportunities for all members of a community. Equity exists when structural barriers that have historically disadvantaged certain groups are removed and replaced with those that ensure everyone has access to the opportunities and tools they need to thrive. County policymaking and service delivery, across all County departments, takes into account the different challenges and needs of the entire community, such that outcomes and access are not determined by personal characteristics like race and ethnicity, income level and geography. All residents, regardless of identity, are able to participate in the community's economic vitality, contribute to the community's readiness for the future, and connect to local assets and resources in a meaningful way.

- **Diversity** includes the many ways that people differ, including the variation of social and cultural identities as well as race, religion, gender, gender identity or expression, sexual orientation, age, disability, immigration status, color, ethnicity, national origin, ancestry, socioeconomic status, income, neighborhood of residence, rural or urban residence, spoken language, or other personal characteristics among our community members.
- **Inclusion** means that all community members feel safe, welcomed, valued, and encouraged to fully participate and have a sense of belonging.

II. Membership

The Board of County Commissioners is interested in having diverse representation on the advisory board that includes people of different racial and/or ethnic backgrounds, identities, abilities, perspectives, and geographic areas of the County. The advisory board will consist of nine (9) members who meet any of the following characteristics:

- Belong to communities that have a history of underrepresentation or marginalization;
- Bring a connection to, relationship with and advocacy for specific communities, particularly communities that have a history of underrepresentation or marginalization;
- Have a professional background, community leadership, or other relevant experience in equity issues;
- Know how to impact institutional change in the areas of equity, diversity, and inclusion;
- Have experience across multiple dimensions of diversity.

The Board of County Commissioners will give priority to maintaining a ratio of four (4) members representing organizations with a relationship and/or history of advocacy for specific communities and five (5) members with individual lived experience.

All advisory board members must live within the geographical boundaries of Larimer County. The Board of County Commissioners will attempt to ensure that members of the board are representative of Larimer County geographically and will also consider urban and rural characteristics of potential members. The actual membership shall be determined by the Board of County Commissioners given the qualifications of applicants of the needs of the County.

III. Terms

Advisory board members shall serve three (3) year terms. Terms shall be staggered so that the terms of approximately one-third of the members shall expire each year. Term limits shall comply with Larimer County Administrative Policy and Procedure 100.1. All advisory board members serve at the will and pleasure of the Board of County Commissioners.

Regular terms begin July 1 and end June 30 of the expiring term year. Initial terms end as follows as determined by the Board of County Commissioners upon appointment. Initial appointments of less than three years shall be treated the same as appointments to an unexpired term and shall not be counted as a complete term for the purpose of reappointment.

Member Representatives	Initial Term Ends
3 Members	June 30, 2022
3 Members	June 30, 2023
3 Members	June 30, 2024

IV. Officers and Staff Support

- A. The officers of the advisory board shall consist of a Chair and a Vice Chair elected from among advisory board members each year. Officers shall assume responsibility at the first advisory board meeting in December and serve for one year or until their successors are elected. The current Chair will run the meeting at which the election is held with a change in Chair occurring at the next meeting. Vacancies in Chair or Vice Chair offices shall be filled by the advisory board as soon as practical.
- B. Duties of advisory board officers:
1. Chair: The Chair shall preside over advisory board meetings, sign documents approved by the advisory board, serve as the official representative of the advisory board in interactions with the Board of County Commissioners.
 2. Vice Chair: The Vice-Chair is authorized to perform all duties of the Chair in the absence of the Chair and perform other duties as may be assigned by the advisory board.
- C. Responsible Official: The County Manager shall designate a responsible official for this advisory board in accordance with Larimer County Administrative Operating Procedure 100.1.
- D. Staff Liaison: The County Manager shall assign a staff member to serve as liaison to the advisory board in accordance with Larimer County Administrative Operating Procedure 100.1.
- E. Secretary: The staff liaison will ensure a County staff member is assigned to serve as the Secretary to the advisory board but will not have a vote in Board actions. The Secretary will help minimize after meeting assignments of advisory board members by:
1. Keeping the minutes of all meetings of the advisory board;
 2. Distributing the meeting agenda and related materials as developed in consultation with the Chair, Staff Liaison, and Commissioner liaison;
 3. Informing the advisory board of correspondence directed to the advisory board; and
 4. Signing or attesting to the signature of the Chair or Vice Chair when necessary.

V. Subcommittees

The advisory board may, at its discretion, form subcommittees composed of advisory board members to work on specific issues in more detail than time allows at regular advisory board meetings.

1. The Chair will facilitate the appointment of the members of a subcommittee and identify the specific charge of the subcommittee.
2. A statement of purpose will be developed based on the discussion and direction of the advisory board that specifies the duties of the subcommittee. The advisory board will approve the statement of purpose prior to subcommittee work beginning.
3. Subcommittees shall be limited in duration with an identified start and end date which will be so defined in the statement of purpose.
4. If, during the course of the subcommittee work, it is determined that the statement of purpose (including duration of assignment) needs to be modified, a revised statement of purpose will be presented to the advisory board as a whole for approval.
5. The advisory board will appoint a subcommittee Chair who will be responsible for conducting meetings, coordinating with staff as appropriate, and reporting back to the advisory board with recommendations.
6. Subcommittees shall make reports and recommendations to the full advisory board for consideration. Any recommended action from a subcommittee must be approved by the advisory board as a whole.
7. If the advisory board does not agree with the subcommittee recommendation, the advisory board will determine the most appropriate next step.

The staff liaison to the advisory board or a designee will attend all subcommittee meetings as a non-voting member and will serve as or assign a staff member to serve as Secretary.

VI. Meetings

It is anticipated that the advisory board will meet monthly at a time and place to be announced and at such other times as the advisory board, Board of County Commissioners, responsible official, or staff liaison deem to be necessary. The meetings may be in person or virtual at the convenience of the advisory board.

- A. All meetings of the advisory board and any subcommittees are subject to the Colorado Open Meetings Law.
- B. All advisory board meetings will be advertised and open to the public for observation. The advisory board will not take public comment at their meetings but may invite special guest speakers to interact with the advisory board on specific topics.
- C. Meetings will be announced in advance by email to the full advisory board membership and will be posted on the official Larimer County website.
- D. Minutes of advisory board meetings will be prepared by the assigned staff Secretary. Minutes will be approved at the next advisory board meeting and posted on the official Larimer County website.
- E. Participation and Conflict Management: Advisory board meetings will be organized to encourage member participation and debate. Advisory board members agree to address any conflicts that may arise through respectful dialog and active listening and endeavor to be solution oriented.

- F. Attendance: Advisory board members may attend in person, via teleconference, or by video conference, if available. Advisory board members shall notify the Chair of an anticipated absence as soon as practical prior to the scheduled meeting. The Chair will determine whether or not the absence is excused. Advisory board members having three (3) or more unexcused absences in a calendar year may be replaced by the Board of County Commissioners.
- G. Special Meetings: In the event of a special or emergency meeting, meeting notices will be made public as soon as practical and shall be in accordance with the Colorado Open Meetings law.
- H. Quorum:
1. A majority of the members of the advisory board shall constitute a quorum.
 2. No business requiring a vote shall be conducted at a meeting unless a quorum is present.
- I. Voting:
1. Each member of the advisory board may vote on an issue.
 2. No proxy votes shall be allowed.
 3. All votes must be made in person (attendance by teleconference or video conference shall be deemed to be "in person" for the purpose of voting and establishment of a quorum).
- J. Order of Business: The order of business at any meeting shall be called by the Chair and/or the Commissioner liaison, and/or staff liaison, or as requested by an advisory board member prior to the meeting.
- K. Parliamentary Procedure: Business, including presentations, discussions, motions and voting, shall be conducted in an orderly manner following such processes and procedures as the advisory board determines. Robert's Rules of Order shall generally apply unless agreed upon by decision or practice of the advisory board.

VII. General Provisions

- A. Administrative Policy and Procedure: The advisory board shall conduct its business in a manner consistent with the conditions adopted by the Board of County Commissioners included in Larimer County Administrative Policy and Procedure 100.1E as amended from time to time.
- B. Code of Ethics:
1. An advisory board member shall recuse him/herself from discussion and voting if an actual or potential conflict of interest exists.
 2. A conflict may result where an advisory board member has a personal or private interest in a matter proposed or pending before the advisory board; where a member stands to gain or lose financially as a result of a position taken by the advisory board; or where a member believes she/he cannot fairly and impartially discharge her/his duties.

- C. Amendments: These bylaws may be amended by a two-thirds (2/3) vote of the advisory board members, subject to ratification by the Board of County Commissioners. Any amendments shall occur during a regularly scheduled meeting provided any proposed changes to the bylaws are distributed in written form in a manner consistent with advisory board protocol to all advisory board members, Commissioner liaison, and staff liaison at least five (5) business days prior to the meeting at which action is anticipated to be taken on the proposed changes.

VII. Adoption and Effective Date

These bylaws became effective on October 5, 2021, by adoption by the Larimer County Board of County Commissioners.

Board of Commissioners of Larimer County, Colorado

By: 
John Kefalas, Chair