

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: IIIA3
	Title:	Motion to Approve the Establishment of an Equity & Inclusion Commission for the City of St. Charles.	
	Presenter:	City Administrator Heather McGuire and Lisa Stricker from GovHR	
Meeting: City Council Date: June 5, 2023			
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain): <p>The St. Charles 2023-2027 Strategic Plan emphasizes Engagement and Inclusion as a guiding principle, promoting the participation and contribution of all members of the community. To achieve this, we are proposing the creation of an Equity and Inclusion Commission in the City of St. Charles.</p> <p>The Ordinance has been revised to include the recommended changes.</p>			
Attachments (please list): <p>Proposed ordinance</p>			
Recommendation/Suggested Action (briefly explain): <p>Motion to Approve the Establishment of an Equity & Inclusion Commission for the City of St. Charles.</p>			

City of St. Charles, Illinois
Ordinance No. _____

**An Ordinance to Establish an Equity and Inclusion Commission in the
City of St. Charles, by Amending Title 2 “Administration and Personnel,”
by adding Chapter 2.17, “Equity and Inclusion Commission”.**

WHEREAS, the establishment of an Equity & Inclusion Commission is a key aspect of the St. Charles 2023-2027 Strategic Plan. The promotion of engagement and inclusion fosters an environment where all individuals can have their voices heard and have equal access to opportunities to participate and contribute to the community; and

WHEREAS, the overall purpose of the Commission is to create recommendations that are in line with the Strategic Plan's Guiding Principles and Goals, helping the City to foster an inclusive community that welcomes all residents, businesses, employees, and visitors. The ultimate goal is to encourage engagement and active listening to achieve this objective.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF
THE CITY OF ST. CHARLES, KANE, AND DUPAGE COUNTIES, ILLINOIS, AS
FOLLOWS:**

1. That title 2, “Administration and Personnel,” of the St. Charles Municipal Code, be and is hereby amended by adding Chapter 2.17, “Equity and Inclusion Commission,” as follows:

2.17.010. Establishment.

There is hereby created the St. Charles Equity & Inclusion Commission consisting of no more than nine (9) members. Seven (7) members shall be residents of the City, and no more than two (2) members shall reside outside the city limits.

2.17.020. Purpose.

The overall purpose of the Equity and Inclusion Commission shall be to make recommendations to the City Council to ensure our community is open, inclusive, and welcoming to all individuals regardless of age, gender, race, culture, sexual orientation, religion, or abilities.

2.17.030. Members-appointment.

The Equity & Inclusion Commission shall be comprised of nine members appointed by the Mayor and approved by the City Council. The Mayor will strive to appoint a diverse commission that amplifies the voices and perspectives of historically marginalized populations of St. Charles, including but not limited to people of color, members of the LGBTQIA+ community, individuals with disabilities, members of various religious beliefs, individuals with neurodiversity, and residents of lower socio-economic means, with at least

a majority of Commission membership representing those communities. Additionally, the commission members should be representative of the diversity of age groups of St. Charles residents, preferably with at least one youth position (18 years or younger) members and one senior (aged 65 years or older) position. A requirement for appointment shall be the individual's interest in and passion for equity and inclusion.

2.17.040. Members-Terms of Office.

The members will serve for a term of three (3) years. To establish a staggered rotation of members, three initial appointees shall serve terms expiring April 30, 2026; three appointees shall serve for a term expiring April 30, 2025; and three appointees shall serve a term expiring April 30, 2024.

2.17.050. Responsibilities

1. Gathering first-hand experiences in St. Charles from historically underrepresented populations;
2. Challenge the City Administration to self-examine and recognize their own experience with historically disenfranchised populations and unconscious bias;
3. Identifying ways to promote awareness, engagement, and community building around diverse experiences and to create a more inclusive, welcoming community;
4. Working in conjunction with other local or regional community, government, cultural, and faith groups that are addressing equity and inclusion issues in order to optimize momentum and use of resources;
5. Providing observations and identifying areas of systemic inequities in St. Charles and developing recommendations of steps to be taken as individuals, organizations, and as a community to combat such inequities and embrace greater inclusion in those areas;
6. Delegating a Commission member to serve as a liaison to any internal municipal equity and inclusion working group as directed by the City Administrator.
7. Assisting in recruiting and selecting applicants for membership in all other appointed boards and committees;
8. The Equity & Inclusion Commission shall brief City Council quarterly on progress made identifying obstacles toward achieving equity goals in St. Charles and shall make recommendations to address these obstacles.

2.17.060. Compensation and Conflicts of Interest.

As per regulations, commissioners are not allowed to receive any form of compensation for their service. Additionally, they are prohibited from having any direct or indirect involvement in the purchase or sale of services or supplies or being employed in any capacity except as permitted by the laws of the State of Illinois.

2.17.080. Meetings.

The Commission shall meet at least four (4) times per year. The Commission members shall set the time and place for the meetings.

2.17.090. Officer(s).

During its initial meeting, and subsequently, at the beginning of every new fiscal year, the Equity & Inclusion Commission will hold an organizational meeting to choose a Chair, Secretary, and Vice Chair from amongst its members.

2.17.100. Voting/Quorum.

Each Commissioner shall have one vote, and a majority of a quorum shall decide all votes. A quorum shall consist of five or more members.

2. That after the adoption and approval hereof, the Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Illinois, this _____ day of _____ 2023.

PASSED by the City Council of the City of St. Charles, Illinois, this _____ day of _____ 2023.

APPROVED by the Mayor of the City of St. Charles, Illinois, this _____ day of _____ 2023.

Lora A Vitek, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain: