

**DIVERSITY, EQUITY, AND INCLUSION COMMISSION
BYLAWS**

Adopted July 26, 2023

**ARTICLE I
PURPOSE**

The duties of the Diversity, Equity, and Inclusion Commission (the Commission) of the City of Mukilteo are those set forth in Chapter 2.48 of the Mukilteo Municipal Code (MMC).

**ARTICLE II
MEMBERSHIP**

Section 1. Members of the Commission shall be appointed by the Mayor and confirmed by the City Council, without respect to political affiliations. Per MMC Section 2.48.010, the Commission shall consist of seven (7) members.

Section 2. Members may be removed from the Commission by the Mayor, with the approval of the City Council, for inefficiency, neglect of duty or malfeasance.

Section 3. The Mayor may be requested by a majority vote of the Commission to remove or ask to resign a member from the Commission as provided for in Section 2 above or if the member has three (3) unexcused consecutive absences from regular meetings or unexcused absences of more than 50% of the meetings (regular and special) held in a calendar year. If a member notifies the Executive Department at City Hall at the earliest possible opportunity, and in any event prior to 12:00 p.m. on the date of the meeting, then the absence shall be considered excused.

**ARTICLE III
OFFICERS AND THEIR DUTIES**

Section 1. The officers of the Commission shall consist of a Chair and Vice-Chair. The Mayor shall make the Recording Secretary available.

Section 2. The Chair shall preside at all meetings of the Commission and shall have the duties normally conferred by the parliamentary usage on such officers.

Section 3. The Chair shall be one of the appointed members of the Commission. He or she shall have the privilege of discussing all matters before the Commission and of voting thereon. The Chair shall preside at all meetings of the Commission; call special meetings of the Commission in accordance with the bylaws; sign documents of the Commission; and see that all actions of the Commission are properly taken and recorded.

Section 4. In the absence of the Chair, the Vice-Chair shall serve as presiding officer as described in Section 3. The Vice-Chair shall be an appointed member of the Commission. During the absence, disability, or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

Section 5. A Recording Secretary shall be responsible for keeping the minutes as well as provide notice of meetings to the Commission members and arrange proper and legal notice of hearings. The Recording Secretary shall also attend to correspondence of the Commission and such other duties as may be prescribed from time to time by the Commission or the City Administrator.

Section 6. The Executive Department retains the records of the Commission. The Executive Department prepares the agenda of regular and special meetings and provides technical support and other duties as may be prescribed.

ARTICLE IV ELECTION OF OFFICERS

Section 1. Nomination and election of officers shall be conducted at the annual organization meeting, which shall be the first meeting of each calendar year.

Section 2. A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve for one year or until the successor shall take office.

Section 3. No member may serve consecutive full one-year terms as Chair. The Vice-Chair shall succeed the Chair if the office is vacated before the term is completed and shall serve the unexpired term of the vacated office. A new Vice-Chair shall be elected at the next regular meeting. A Vice-Chair succeeding a Chair to fill an unexpired partial term may serve as Chair for the next full one-year term.

ARTICLE V MEETINGS

Section 1. The Commission shall hold public quarterly meetings or more frequently at the request of Council and/or Mayor. By consensus or majority vote, the Commission may decide to meet more frequently than once a quarter. Regularly scheduled meetings may be canceled if there are not applications or other business pending, subject to the approval of the Chair. The public shall be notified accordingly.

Section 2. A majority of the membership of the Commission shall constitute a quorum, and the number of votes necessary to transact business shall be a majority of the quorum of the Commission. Voting shall be by roll call when required. A record of the roll call shall be kept as part of the minutes. Each member of the Commission who has knowledge of the fact that they will not be able to attend a scheduled meeting of the Commission, shall notify the Executive Department at

City Hall at the earliest possible opportunity, and in any event, prior to 4:00 p.m. on the date of the meeting. The City Administrator or designee shall notify the Chair of the Commission in the event that there will not be a quorum.

Section 3. The Chair may call special meetings. It shall be the duty of the Chair to call such a meeting when requested to do so in writing by a majority of the members of the Commission. The notice of such a meeting shall specify the purpose of the meeting and no other business will be considered. The Secretary shall notify all members of the meeting forty-eight (48) hours in advance of such special meeting.

Section 4. All meetings shall be open to the general public.

Section 5. Without approval by a majority of members present, no new agenda items shall be taken up after 7:00 p.m.

Section 6. Meetings shall be noticed as required by the Open Public Meetings Act (RCW Chapter 42.30).

ARTICLE VI
AGENDA AND PACKET DELIVERY

Section 1. The Agenda, meeting formats and minutes shall follow the formats established by the City Clerk.

Section 2. Completed packets shall be delivered one (1) week preceding the day of a regular meeting but not less than twenty-four (24) hours prior to a special meeting.

ARTICLE VII
COMMITTEES

Section 1. Special committees may be appointed by the Chair for purposes and terms that the Commission approves.

ARTICLE VIII
AMENDMENTS

The bylaws may be amended at any meeting of the Commission by a favorable vote of not less than five (5) of the seven (7) Commission members, provided that notice of said proposed amendment is given to each member in writing at least two (2) weeks prior to said meeting.

APPROVED this 26th day of July, 2023.