

EQUITY IN CONTRACTING (EIC) ADVISORY

COMMITTEE MEMBER GUIDELINES AND EXPECTATIONS

Generally the time commitment required for active participation as an advisory member is between 4-6 hours per month, including the duties below:

1. Before Meetings:
 - a. Prepare by reading the agenda packets provided and any items included for the consent agenda
 - b. Adhere to the Equity in Contracting Advisory's absence policy, which states: It is the duty of each EIC Committee member to notify the EIC staff if they are unable to attend a scheduled meeting. A member must attend one-half (50%) of the regularly scheduled meetings in a calendar year. Members missing more than one-half of the meetings in a given year may be asked to resign from the EIC Committee by City Staff.
 - c. Please be sure to:
 - i. Accept/Decline meeting invitations, or
 - ii. Email or call the staff liaison at least 48 hours before the meeting if you will not be able to attend
 - iii. Reach out to staff members or other advisory members with questions related to procedures or materials for your review in advance of the meeting
2. During Meetings
 - a. Discuss, ask questions, and make decisions using Roberts Rules of Order
 - b. Share insight related to your role and experience
 - c. Implement the attendance policy by excusing absent members who have provided notice for the meeting
 - d. Between meetings:
 - i. Complete required Open Public Meeting Act (OPMA) and Public Records Act trainings within 90 days of appointment and every four years thereafter
 - ii. Avoid any communications with other advisory members that could constitute a quorum or a serial meeting under OPMA
 - iii. When speaking with Council Members and/or the public, be clear to your audience about whether you are communicating as a resident or an advisory member. Sharing recommendations or opinions on behalf of the Equity in Contracting Advisory Committee may only be done if formal action has been taken, and formal written communication should be signed by Advisory Members.

Equity in Contracting Advisory Committee Roles

1. Monitor compliance of the Equity in Contracting Program with all provisions and regulations of TMC 1.07
2. Promote awareness of the Equity in Contracting Program
3. Provide recommendations to the Equity in Contracting Program Manager on overall program performance and effectiveness
4. Seek updates on Equity in Contracting programs and activities as needed
5. Elect officers and carry out the duties of officers if elected

I acknowledge I have read, understand, and agree to the Equity in Contracting Advisory Member Expectations and Guidelines.

Advisory Member name:

Signature: