

TOWN OF CAPE ELIZABETH MEETING AGENDA

MEETING: Diversity, Equity, and Inclusion Committee

DATE: Wednesday, September 13, 2023

TIME: 6:00 p.m.

PLACE: Thomas Memorial Library Conference Room

1. Call to order
2. Roll call
3. Public comment (15 minute limit)
4. Adopt minutes from previous meeting
5. Discussion of Committees, Task Forces, Commissions and systems in other Towns
6. Update on Department Google Form Survey
7. Online DEI training modules—reports on individual research & recommendations
8. Revisiting best practices recommendations plans
9. Human Library update
10. Other business: Community Heart & Soul Program (see attached document: CHS-Overview)
11. Public Comment (15 minute limit)
12. Adjournment

Guidelines for Public Participation

The intent of this policy is to allow for public participation by interested parties and to provide for orderly committee deliberation.

Speaking on topics on the regular meeting agenda

After the public comment period has been opened, persons wishing to address the DEI Committee shall signify a desire to speak by raising their hand. When recognized by the chair, the speaker shall give their name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. All remarks should be addressed to the DEI Committee. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the Committee members present. The time for public comments is limited to 15 minutes per agenda item. This time may be extended by a majority vote of the DEI Committee members present. The chair may decline to recognize any person who has already spoken on the same agenda item and may call on speakers in a manner so as to balance debate. Once the Committee has begun its deliberations on an item, no person shall be permitted to address the Committee on such item.

Speaking on topics not on the regular DEI Committee meeting agenda

Persons wishing to address the DEI Committee on an issue or concern local in nature, not appearing on the agenda, may do so at a regular Committee meeting during any public comment period. Any person wishing to address the DEI Committee shall signify a desire to speak by raising his or her hand. When recognized by the chair, the speaker shall give his or her name and address or name and local affiliation. Comments in each comment period shall be limited to three minutes per person and 15 minutes total; however, the time may be extended by a majority vote of the Committee members present.

Decorum

Persons present at DEI Committee meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at DEI Committee meetings may only address the Committee after being recognized by the chair.