

Office of Mayor Andy Schor
124 W. Michigan Avenue, Ninth Floor
Lansing, MI 48933



Andy Schor, Mayor

TO: COUNCIL PRESIDENT, COUNCIL VICE PRESIDENT, MEMBERS OF LANSING CITY COUNCIL; ALL OFFICERS, EMPLOYEES, AGENCIES, BOARDS, AUTHORITIES, AND DEPARTMENTS OF THE CITY OF LANSING

RE: EXECUTIVE ORDER ESTABLISHING THE MAYOR'S DIVERSITY ADVISORY COUNCIL 2018-02

As Mayor of the City of Lansing, I am charged by the Lansing City Charter with the responsibility "for reducing any unlawful discrimination and increasing mutual understanding among residents of the community." Charter Section 4-102.9.

In addition, the Charter also provides, "in the exercise of its powers or in the performance of its duties the City and all of its agencies shall ensure that no person or group engaged in the conduct of official business or seeking to do business with the City is discriminated against because of race, creed, political orientation, color, national origin, marital status, sex, age, handicap or for any cause not reasonable related to the accomplishment of a legitimate governmental purpose, and shall take whatever action is necessary to accomplish this purpose." Charter Section 1-302.

Consequently, pursuant to the direction and mandate given to me by the people of the City of Lansing, as expressed in the Charter, I am this date issuing the following Executive Order which shall be effective immediately.

EXECUTIVE ORDER

I hereby establish and create an organization to assist me in fulfilling my Charter responsibilities in the reduction and elimination of unlawful discrimination and in the promotion of mutual understanding and acceptance of diversity in the City of Lansing. The organization shall be known as the "Mayor's Diversity Advisory Council" and will report to me and provide advice and recommendation regarding all such matters within their charge.

To expedite the creation of the Mayor's Diversity Advisory Council, I have had the City Attorney prepare the attached Charter for the organization's duties, organization, and procedures.

Issued and ordered this 13, of March, 2018.



Andy Schor, Mayor of the City of
Lansing, Michigan

**CHARTER
MAYOR'S DIVERSITY ADVISORY COUNCIL
CITY OF LANSING, MICHIGAN**

1. Name. The name of the Council shall be the Mayor's Diversity Advisory Council (the "Diversity Council"). The Diversity Council is established by the Mayor consistent with Section 4-102 of the Lansing City Charter which provides that . . . "The Mayor shall be responsible for reducing any unlawful discrimination and increasing mutual understanding among the residents of the community".

2. Vision. The Vision of the Diversity Council is that Lansing will be a model diverse municipality.

3. Statement of Mission. The Mission of the Diversity Council shall be to provide expertise, resources and support for the following work streams to enable a realization of the Vision:

- Developing and recommending a diversity management plan to the Mayor.
- Making recommendations on employee training and education on diversity, including the identification of core competencies employees should have to achieve the Vision.
- Serving as a resource to the Mayor on matters related to Lansing becoming a model diverse municipality.
- Sponsoring and organizing employee events to celebrate diversity in a manner that is consistent with the Vision.
- Developing and recommending ongoing diversity plan performance measures and best practices.
- Studying and developing proposed additions, deletions, or modifications to this Charter.

4. Membership – Initial, Additions and Withdrawals: The Diversity Council shall consist of "Members" appointed by the Mayor for terms set by the Mayor.

The Diversity Council shall have a Chair, a Vice Chair, and a Secretary, as officers elected at an annual meeting of the Members in September of each year. The Diversity Council may establish other officer positions. The first annual meeting shall be held in 2019.

Vice Presidents, as needed to coordinate program areas or committees, may be elected.

Officer positions and appointments may be made by the Diversity Council at any meeting to serve until the next annual meeting.

Subsequent to the Effective Date of this Charter and the identification of the Initial Members, other Members may be added, and vacancies filled by the Mayor.

A Member may withdraw from membership upon written notice to the Mayor.

The absence of any Member for three consecutive meetings will result in an automatic removal of the Member from the Diversity Council.

5. Role of Diversity Council Members: It is intended that the Diversity Council leverage the experience, expertise, and insight of key individuals at organizations committed to building professionalism in the management of Mission activities. Individual Members may not be directly responsible for managing work stream activities, but will provide support and guidance for those who do. Thus, individually, Members should:

- Understand the strategic implications and outcomes of initiatives being pursued through this Charter, its Vision and its Mission.
- Appreciate the significance of a model diverse municipality.
- Be genuinely interested in the work stream initiatives and be an advocate for the outcomes being pursued.

In practice, the above mean that Members should review the status of the activities under this Charter and ensure that the outputs meet the requirements of the Mission in order to realize the Vision. Conflicting priorities and resources should be balanced. Members should consider all ideas and issues submitted by other Members, provide guidance to the committees established herein, and check adherence to standards of best practices. Further, positive communication both inside and outside of the Diversity Council should be fostered.

6. Officers: The following are the officers of the Diversity Council; however, other officer positions may be created by the Diversity Council, as needed.

The Chair shall guide the Diversity Council; set goals and objectives; set the calendar, activities, and meeting agendas; follow through on action items; and preside over meetings.

The Vice Chair shall serve as Chair in the absence or disability of the Chair and shall assist in the performance of the duties of the Chair as agreed upon with the Chair.

The Secretary shall keep the minutes and records and assist with communications.

Vice Presidents shall coordinate program areas, committees, or initiatives.

7. Meetings: Roberts Rules of Order shall be followed in Diversity Council meetings.

Meetings may be called by the Chair, a Vice Chair, or a majority of the Members.

A majority of the duly qualified Members of the Diversity Council physically present in person, at a meeting is necessary for a quorum. Except as otherwise provided in this Charter, an affirmative majority vote of the Members at a meeting, a quorum being present, is required for approval of any action.

The Diversity Council shall meet monthly or as required to monitor issues and work stream progress.

Meetings using electronic or telephonic means are impermissible.

The Diversity Council is established by the Mayor and is advisory to the Mayor only. It is not a Lansing Charter board or committee; nor, is it established by ordinance or City Council resolution or action of any type. It has no decision or policy making authority; but, is advisory in nature and is established for advice and recommendation to the Mayor only.

Unless altered by a majority vote of a quorum of the Members, the agenda of each meeting shall include:

- Minutes
- Additions to agenda
- Review of previous actions
- Overall Mission and work stream progress status
- Old Business
- New Business
- Milestone review
- Deliverable acceptance
- Accomplishments
- Plans for next period
- Outstanding issues
- Specific requests
- Other
- Next meeting

8. Committees: The following Initial Committees are hereby established to support the work streams:

- Diversity Management Planning
- Employee Training and Education – Including Core Competencies
- Resource and Best Practices Gathering
- Employee Events
- Metrics Development

Committees may be added or eliminated by a majority vote of a quorum of the Members.

Each Committee shall be chaired by a Vice President.

The Chair may create Ad Hoc Committees at any time to last the length of the Chair's term unless continued by a successor Chair.

9. Annual Meeting Deliverables:

- A Diversity Management Plan for the Mayor's approval.
- An Employee Training and Education Plan for the Mayor's approval.
- One annual Employee Diversity Event.
- Development of metrics for the Mayor's approval and an annual report on progress using the approved metrics as a guide.
- Goals, Objectives, and accompanying timelines to support the Mission and achieve the Vision.


10. Measurements:

The success of the Diversity Council will be monitored by metrics developed by the Metrics Development Committee and approved by the Mayor.

11. Miscellaneous:

- An annual report shall be published.
- This Charter may be amended or dissolved by the Mayor at any time.
- With the approval of the Mayor, the organizational structure of the Diversity Council may be altered by the Mayor to comply with Internal Revenue Service rules and regulations allowing the Diversity Council to receive grant funds and contributions.

THIS CHARTER IS DECLARED EFFECTIVE THIS 13 DAY OF March, 2018, (the "EFFECTIVE DATE").



Andy Schor,
Mayor, City of Lansing, Michigan