

Standing Rules of the Cleveland Heights Racial Justice Task Force

- I. The name of this organization shall be the Racial Justice Task Force (RJTF). It is located in Cleveland Heights, Ohio and was established by City Council as a result of the passage of 3 resolutions numbered 78-2020; 120-2020; and 8-2021. These standing rules are adopted by the RJTF and are meant to govern the proceedings of the RJTF and the way it conducts business.

PURPOSE

- II. City Council declared the effects of racism to be a public health crisis under Resolution 78-2020 and declared that it “...is committed to a safe and healthy environment where everyone can thrive.” The RJTF’s purpose is established in Resolution 8-2021 as follows:

The purpose of the Task Force is to analyze racial justice and equity within the City of Cleveland Heights as a community and as a municipal organization and to recommend processes, policies, and action steps to create an inclusive community where the likelihood of success is not based on race or ethnicity, where law enforcement and the justice system operate free from bias, and where diversity is recognized as a hallmark of a strong, resourceful, and resilient community. [Section 5 of Resolution 8-2021]

MEMBERSHIP

- III. City Council reserves the right to remove a member for poor attendance. For purposes of attendance the Task Force establishes that 3 unexcused absences in a year shall be cause for the Chair or Vice-Chair, at their discretion, to bring the attendance to the attention of City Council for consideration and appropriate action. An absence is considered excused when notification prior to the meeting has been given to the Executive Committee or the City staff support person.
- IV. City Council appoints the Chair and Vice-Chair of the RJTF. The RJTF appoints its own Secretary. Any vacancy in any of these offices shall be filled in the same manner the original appointment/election was made.
- V. The purpose of the Task Force is to analyze racial justice and equity within the City of Cleveland Heights as a community and as a municipal organization, and to recommend processes, policies and action steps to create an inclusive community where the likelihood

of success is not based on race or ethnicity, where law enforcement and the justice system operate free from bias, and where diversity is recognized as a hallmark of a strong, resourceful and resilient community. To accomplish this goal, the Task Force shall adjourn and complete its work not later than (24) months after its first meeting, unless this period is changed by Council upon recommendation of the Task Force Chair and Vice-Chair, or upon Council's own initiative. The Task Force Chair shall submit bi-annually a detailed report of goals, accomplishments, actions, and recommendations. At the conclusion of its work, the Task Force Chair and Vice-Chair shall recommend to Council whether the City should establish a Commission or Commissions to continue the work of the Task Force on an ongoing basis. The Chair and Vice-Chair of the RJTF may set up sub-committees as needed with the approval of a vote of the Task Force.

- VI. The Executive Committee shall consist of the Chair, Vice-Chair and Secretary of the RJTF and shall set the agenda for each meeting. The agenda shall be determined by the Executive Committee with the exception that it must always include taking attendance and public comment.
- a. The duties of the Chair shall be to conduct each meeting of the RJTF; to convene and chair the Executive Committee and to set agendas for the RJTF meetings; to keep abreast of the activities of all committees and to serve ex-officio on each committee; to draft and submit the semi-annual reports called for by Section 5 of Resolution 8-2021; and other duties normally carried out by a chairperson.
 - b. The duties of the Vice-Chair are to assist the Chair; to conduct meetings in the absence of the Chair; to serve on the Executive Committee and to serve ex-officio on all other committees; and to assist in the semi-annual reporting.
 - c. The Secretary shall take and maintain the official minutes of the RJTF and shall serve on the Executive Committee and carry out other duties consistent with the title.

MEETINGS

- VII. Meetings will be conducted at least monthly at a time and location selected by the Task Force. All meetings of the task force and its subcommittees are subject to the Open Meetings Act and shall include a section for public comment.
- VIII. A majority of the active members must be present for there to be a quorum although, when necessary and without conducting a vote, meetings of a lesser number may be held. Decisions shall be made by a majority vote of those present and participating.

IX. Subcommittee meetings

- a. Each subcommittee shall have a Leader responsible for creating agendas, recording attendance, & notes or minutes.
- b. Subcommittee meeting notes and/or recordings shall be submitted to the Chair for the purposes of the public record.
- c. Subcommittee recommendations shall be considered by the full task force.

X. Notice of the meeting and all written materials shall be distributed to the RJTF members. City staff will be responsible for providing adequate notice to the membership of all RJTF general meetings and committee meetings.

XI. If a member has a conflict of interest the member shall inform the Chair or Vice-Chair of the issue and the Executive Committee shall decide whether there is a conflict and whether the member must recuse themselves from a vote or particular role. The executive committee may request assistance from City Staff in evaluating conflict of interest situations.

XII. In the event of a conflict between these standing rules or any Council legislation, the legislation of the City of Cleveland Heights City Council shall control.