

## Proposed Procedures for Placing Items on the DCC Agenda

The following outlines the steps and guidelines for DCC members to propose new agenda items effectively:

When proposing new items for the DCC agenda, each item should be relevant to the local context and committee members must ensure the proposed agenda items align with the committee's three primary goals:

1. Education
2. Facilitation
3. Continuous improvement.

Any member of the Diversity Coalition Committee may place any item on a future agenda by complying with the following process:

1. During the “New Business” portion of the agenda, provide a brief explanation of the item and request support for the item to be placed on a future agenda. If a member is unable to attend the meeting, they may submit their request to the Chair and/or Vice Chair via email or phone at least one week before the meeting. This ensures all members have an opportunity to suggest topics for discussion and contribute to the agenda-setting process.
2. If a majority of the Committee members deem the item to fall within one of the committee’s three primary goals and voice support to place the item on a future agenda, it will be listed under “New Business” at the next meeting. At that subsequent meeting, the DCC will have the opportunity to discuss the merits of the item and any recommended actions.
3. If a majority vote does not support to place the item on a future agenda, the request will not be considered further.

In conclusion, the process for placing new items on the DCC agenda ensures that all members have the opportunity to contribute to the committee’s work effectively. By following these steps, members can bring forward relevant issues that align with the committee's goals of education, facilitation, and continuous improvement. This structured approach fosters collaboration and ensures that the DCC remains focused on addressing key issues of race and equity within the community.