

TOWN OF IPSWICH | MASSACHUSETTS

Ipswich Human Rights Commission

Tuesday, March 28, 2023: 7:00 – 8:30PM; Ipswich Town Hall; Conference Room C (2nd Floor)

AGENDA

<u>~Time</u>	<u>Agenda Item</u>	<u>~Allocation</u>	<u>Lead</u>
7:00 PM	1. Call to Order <ul style="list-style-type: none">• Reading/ Acceptance of 3/21 Minutes (<u>please pre-read</u>)	10min	Chairs
7:10PM	2. New Business <ul style="list-style-type: none">• Select Board discussion – opening• Other, as raised by members	30min	
7:40 PM	3. Follow Up Topics & Updates from 3/14 Mtg <ul style="list-style-type: none">• IHRC Logo Contest• Juneteenth/ Pride Flag, Town Engagement & Points of guidance• Affordable Housing, how can IHRC be more involved	30min	
8:10 PM	5. Next Meeting Proposed New Business & Follow Up <ul style="list-style-type: none">• Notes delivered in minutes w/ requested input from team via email	10min	Team
8:20 PM	6. Citizen Query	10min	
8:30 PM	7. Adjourn		

*All business not reasonably anticipated 48 hours in advance of the meeting, may be a postponed discussion/agenda item if time does not permit. Agenda items may be taken out of order to fill time gaps. All times are approximate.

If you have a disability and wish to request assistance, please contact the Select Board's Office at 978-356-6604 or hrc@ipswichma.gov at least three (3) days prior to the meeting date

Ground Rules: Ipswich Human Rights Commission

Document intended as an organic Team Code of Conduct for the IHRC

The impact of our actions, operating policy & open meeting law practice is important and cannot be dismissed

1. Adhere to decided meeting time/place, and that IHRC scheduled meetings take priority over other town meetings

- a. Exceptions include Co-Chair decisions on rescheduling due to a higher priority Town or Committee meeting. (Example: 5/10 town mtg required a reschedule to 5/17)
- b. This guideline does not include family obligations, emergencies, or unforeseen personal conflicts
- c. As a courtesy, members please notify chair regarding anticipated absence

2. Respectfully follow the published Agenda for each meeting

- a. "Real Time" changes to or omission of published agenda Item must be voted & decided on by the group
- b. Agenda items and associated time adherence will be monitored by the secretary. Added time for agenda items must be subject to team vote & acceptance of the adjustment
- c. Any items/issues not on the agenda should be raised during New Business (new issues are not considered to be "announcements/acknowledgements")

3. Agenda Item Proposed Outline

- a. Co-Chairs will receive and approve any submitted agenda topics
- b. Proposed Agenda topics should include time needed for team discussion & deliberation
- c. Members requesting agenda items, please submit a light outline to co-chairs, and plan to follow during allotted time,
 - i. Topic/Agenda item Title
 - ii. Relevance/ Importance to IHRC
 - iii. Lead Position & Expectation
 - iv. Discussion/ Deliberation & if applicable or timely - team vote

4. Guidelines of conversation/ discussion/ deliberation

- a. Assume the best of intentions
- b. Allow time in the agenda item to present and allow for team dialogue (submit with requested topic)
- c. Speak from the I. Avoid Projecting.
- d. Fully listen to the lead presenter and do not interrupt
- e. Respectfully listen to input from commission members – even if a counterpoint to the topic
- f. Challenge ideas and not people

5. Team agreement in how to address citizen queries

- a. Sub-committee to organize IHRC policy and approach to Citizen Queries
- b. Utilize shared routine by other comm/counsels/commissions regarding Citizen Queries
- c. Build Policy to effectively respond to citizen queries, submitted both prior to meetings, and presented as new topics 'real time' during meetings

6. Accessibility. The team needs to build language and a model regarding what accessibility means.

- a. Members: Zoom access for those with time/ location conflicts
- b. Citizens: Provide contact information, expectations, and assistance in efficiency for appropriate timing

7. Our role is to make the IHRC meeting environment open and comfortable for members and citizens.

- a. We will strive to establish a shared, safe space where both members & citizens are at ease when approaching, presenting, and deliberating
- b. Both members & attending citizens are allowed to speak in the capacity of their comfort level (standing, sitting, providing outline, delivering conversationally, etc.)
- c. Co-Chairs have the authority of either tabling topics to following meeting to allow for processing time, or proposing a break to deliberate & allow for more immediate attention

8. Any forward action item resulting from team conversation or Agenda items must have a team lead and time frame for completion associated

- a. Allow team processing time for priority and important agenda items and actions

9. Check in with any remote voting members after each agenda item, during deliberation, etc.

This document intended as an organic transcript, subject to additional guidelines and new interpretations of existing guideline