

# TOWN OF IPSWICH | MASSACHUSETTS

## Ipswich Human Rights Commission

Tuesday, August 9, 2022

7:00 – 8:30 PM

Ipswich Town Hall, **Meeting Room B-2**, 25 Green Street/ Lower Level

**Zoom Link:** <https://us06web.zoom.us/j/82237455240?pwd=eDF1SDI2dGtPbVlEW9VLY9adHp3Zz09>

**Meeting ID:** 822 3745 5240

**Passcode:** 9pTj2N

### AGENDA

<u>~Time</u>	<u>Agenda Item</u>	<u>~Allocation</u>	<u>Lead</u>
7:00 PM	<b>1. Call to Order</b> ... Team Connections ... Revisit Ground Rules ... Reading/ Acceptance of 7/12 Minutes (please pre-read)	10min 4min 3min 3min	DS DS DS/ CWS
7:10 PM	<b>2. New Business</b> <ul style="list-style-type: none"><li>Announcements/ Acknowledgments</li></ul>	10min	Co-Chairs
7:20 PM	<b>3. Commission Structure &amp; Leadership</b> <ul style="list-style-type: none"><li>Open Discussion &amp; Brainstorm</li><li>What does HRC need to be successful?</li><li>Appointments for</li></ul>	20min	HL
7:40 PM	<b>4. Sub-Committee</b> <ul style="list-style-type: none"><li>Ensure all committees are 5 or less HRC members</li><li>Review &amp; revise sub-committee descriptions</li><li>Report out from sub-committees</li></ul>	30min	DS
8:10 PM	<b>5. Program &amp; Events</b> <ul style="list-style-type: none"><li>HRC Kick-off/ introduction ideas</li><li>Ideas for survey/ information gathering</li><li>Future Ideas</li></ul>	10min	HL
8:20 PM	<b>6. Citizen Query/ Comment</b>	10min	
8:30 PM	<b>7. Adjourn</b>		

#### Sub-Committee Draft Descriptions:

- Communications:** Promotion and communication about what IHRC is, advertise programming/events, update website, utilize approved social media platform (advertising)
- Community Engagement:** Creating/Organizing Programming, Citizen engagement activities, community survey, educational forums, etc.
- Citizen Query/Reporting:** Research peer communities to inform structure for citizen participation & support
- Grant/Training:** Researches & seeks opportunities & funding sources to provide training and resources for the town departments and community.
- Town Manager:** Short-term group, collaborate with Town administration, providing insight, direction, and feedback on potential Town Manager candidates
- Responding to time-sensitive needs/incidents -** Co-chairs (or other identified leadership structure)

\*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](mailto: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 our 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 other 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 any 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 (Item lead to build into requested time)
  - c. Speak from the I. Avoid Projecting.
  - d. Fully listen to the lead presenter and do not interrupt
  - e. Respectfully listen to input from non-lead commission members – even if a counterpoint to the subject matter
  - 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 appropriately designated time
- 7. Our role is to make the IHRC meeting environment open and comfortable for both 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
  - b. 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*