

# TOWN OF IPSWICH | MASSACHUSETTS

## Ipswich Human Rights Commission

Tuesday, December 24, 7:00 – 8:30PM; Ipswich Town Hall, Conf Room C, Second Floor

### AGENDA

<u>~Time</u>	<u>Agenda Item</u>	<u>~Allocation</u>	<u>Lead</u>
7:00 PM	1. <b>Call to Order</b> <ul style="list-style-type: none"><li>• Team Connections: TBD</li><li>• Reading/ Acceptance of 1/10/23 Minutes (<u>please pre-read</u>)</li></ul>	10min	
7:10 PM	2. <b>New Business &amp; Follow Up from Last Meeting</b> <ul style="list-style-type: none"><li>• Bystander Training Feedback/ Planning next session</li></ul>	20min	
7:30 PM	3. <b>Jenny Slew Park Proposal</b>	10min	
7:50 PM	4. <b>Logo Contest</b> <ul style="list-style-type: none"><li>• Revisit Plan/ Timing</li></ul>	20min	
8:10 PM	5. <b>Citizen Query</b>	10min	
8:20 PM	6. <b>Next Meeting Proposed Topics</b>	10min	
8:30 PM	7. <b>Adjourn</b>		

\*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 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*