

By-Laws of the Department of Emergency Services (DES) Justice, Equity, Diversity, & Inclusion (JEDI) Council

Article I: Council Name

Section 1: **Name:** The official name of the organization shall be the "Department of Emergency Services Justice, Equity, Diversity and Inclusion Council", hereafter referred to as the JEDI.

Article II: Authorization and Purpose

Section 1: **Purpose:** The Jedi are leaders and peacekeepers in the Star Wars universe. Jedi were powerful Force-wielders and adjudicators tasked by the Galactic Republic to be the guardians of peace and order in the Star Wars galaxy. Similarly, this is the purpose of the DES JEDI council. The JEDI mission is to embed diversity as a core value and in so doing build respect and appreciation for differences in race, age, gender, gender identity and expression, ethnicity, physical abilities, sexual orientation, background, opinions and religion among individuals. We build a stronger department by inviting diverse groups to participate in the leadership process and assist in developing policy. In so doing, we are assured that we are, in fact, JEDI leaders.

Section 2: **Values:** We value justice, equity, diversity and inclusion, as well as trust, relationships, optimism, wisdom, and perseverance. In order to fulfill our purpose and live our values, we aim to make our commitment to justice, equity, diversity and inclusion evident in our network structures, organizational structures, policies, staff, mission, and vision. We are accountable to each other in our network, and transparent in our pursuit of equity. We embrace people of all backgrounds and seek to foster a culture where everyone is welcome, and historically marginalized voices are heard. We will move collectively, cooperatively, collaboratively, cohesively and communicate openly and honestly with respect and empathy. We will seek to understand, and then to be understood.

Section 4: **Organization:** The Council shall be an administrative advisory council to the Emergency Services Leadership Team. This council shall not have any policy making or regulatory powers.

Section 3: **Goals:** There are three main goals for the DES JEDI Council:

1. Assess and identify where DES is in matters of JEDI.
2. Seek opportunities for the enhancement of JEDI Values in DES.
3. Enhance the various diversities in our culture to drive DES to the next level of perfection.

Section 5: Responsibilities:

- A. JEDI Members are responsible for developing:
 - 1. Multiple objectives to accomplish the three goals as stated in Section 3.
 - 2. Multiple tactics to accomplish the objectives as defined by the group.
 - 3. Benchmarks to measure success and identify gaps
- B. Providing quarterly briefings to the Leadership Team regarding JEDI benchmarks and efforts to assure that everyone has an equal opportunity to grow and succeed.
- C. All actions of the JEDI Council must:
 - 1. Strive for justice, equity, diversity, and inclusion for all.
 - 2. Incorporate critical JEDI concepts into the DES mission and values.
 - 3. Must align with the concept that JEDI is the core to achieving Departmental goals and supporting a diverse team (in race, age, gender, gender identity and expression, ethnicity, physical abilities, race, sexual orientation, background, opinions, and religion)
 - 4. Foster inclusion Department wide.
 - 5. Recruit talent from a diverse pool of candidates.
 - 6. Ensure the JEDI mission and values are supported so that employees flourish.
 - 7. Ensure everyone has a seat at the table.
 - 8. Champion the conviction that everyone's presence and input makes the organization stronger.

Article III: Membership

Section 1: Membership

The intent of the derived numbers from each Division's membership is to bring representatives from their respective Divisions and subject matter expertise including feedback from their peers in each Division.

Voting Members:

The voting members of the JEDI:

- will be nominated by staff every two (2) years to be voted upon at the Division Level.
- there will be a total of nine (9) members.
- Cannot be on probation: either disciplinary or within their first year of employment.

Voting Membership of the JEDI will be derived from:

- Administration (FARU/EMA/Admin) - One (1) representative
- Animal Care and Control - One (1) representative
- Communications - Two (2) representatives

- EMS – Four (4) representatives
- HazMat (non-EMS employee) - One (1) representative

Administrative members:

- Local 4658, International Association of Fire Fighters, AFL-CIO Union representative – A non-voting council member that is present to represent the interests of the Union.
- Administrative Recorder - A non-voting council member that keeps a written record of all business transacted by the JEDI, give notice to all members of all meetings, present minutes to the council voting members for their approval via majority vote every meeting, keep on file all official records of the council, certify all records and reports of the JEDI. Responsible to post approved meeting minutes and other approved documents to the DES JEDI webpage. The member is static to the Assistant to the Director job position.

Section 2: Elections. The member shall be selected by nomination and elections held every two (2) years to commence on even numbered years. Nominations will be taken for members beginning on July 1 of the year. Elections will be completed, and members named by October of the even year.

Section 3: Term. The membership term shall be two (2) years from the date of JEDI appointment.

Section 4: Inactive members. Members shall be considered inactive when they have missed more than two (2) consecutive JEDI meetings without notification to the Chairperson or Vice Chairperson.

Section 5: Removal of members.

The Charles County JEDI Chairperson or Vice Chair may recommend removal of a member(s) for failure to:

- participate in regularly scheduled activities & meeting;
- abide by Article IX – Code of Conduct; and/or
- other acts, activities, omissions, conduct or performance which impair the council from the performance of its mission.

A 2/3 majority affirmative vote of the JEDI members is required to request the removal of a member. Subsequent to the vote, the Chairperson or Vice Chair, on behalf of the Chair, must submit a written request describing the detailed reason for a requesting such a removal, to the Director.

Section 6: Vacancies. Any vacancy occurring by reason of resignation, death, or disqualification of a member will be filled by appointment of the Director until such time as a new election is to occur.

Section 7: **Quorum.** The presence of 5 voting members of the JEDI shall constitute a quorum for the transaction of business.

Article IV: Officers and Duties

Section 1: **Officers.** The officers of the JEDI shall consist of the following members:

- Chairperson; and
- Vice Chairperson.

Except as provided below, officers shall serve a term of one (1) year. Elections for these positions shall be held annually via simple vote of the elected members.
Only voting members are eligible for Officer positions.

Section 2: **Chair:** The powers and duties of the Chairperson duly elected by and from voting members. The chairperson is the council's executive officer and will preside at all meetings, develop meeting agendas, represent the council at functions, act as the spokesperson for the council, and assure that the councils' responsibilities and activities are addressed in a professional manner and act as the coordinating official with the Emergency Services Director, and have such other powers and duties as are customary for the presiding officer on similar committees and boards.

Section 3: **Vice Chair:** The powers and duties of the Vice Chairperson duly elected by and from voting members. The vice chair shall preside over meetings of the JEDI in the absence of the Chair, and to carry out such other duties as may be directed by the Chairperson or required by these By-laws.

Article V: Meetings

Section 1: The regular meetings of the JEDI shall be held at the call of the Chair and shall be a minimum of six (6) times annually or as often as necessary to conduct business. Special meetings of JEDI may be called by the Chairman at such time and place as the Chairman may designate.

Article VI: Correspondence and Communications

Section 1: All official communications of the JEDI shall be carried out by the Chairperson or under his/her direction and at the approval of the DES Director.

Section 2: Inquiries and/or written comment from the DES staff relating to the activities of the JEDI, or any public dissemination of news of JEDI activities, shall be through Administrative Recorder and at the approval of the DES Director. The primary means for

open communications from the group will be accomplished through the DES JEDI webpage.

ARTICLE VII: Subcommittees

Section 1: The Council may appoint subcommittees to specialize in concerns relative to specific subject matters.

ARTICLE VIII: Records

Section 1: The Council shall maintain minutes of its proceedings as well as any other records as may be required for the proper conduct of its business and affairs.

ARTICLE IX: Code of Conduct

Take space, make space – If you speak or present, afford others the same opportunity

What is said here, stays here – This refers to confidentiality

What is learned here, leaves here – share what you have learned, champion the cause.

Brave Space – This refers to the notion that everyone has an opportunity to speak their mind free of judgements

One mic, one speaker - This means only one person speaks at a time

Offer what you can, ask for what you need – create a circle of reciprocity, asking and offering.

I not We – This refers to you only representing yourself and not the group, everyone's stories and experiences are different

First seek to understand, then to be understood

ARTICLE X: Definitions

Bias – Prejudice toward one group and its members relative to another group.

Community indicator – The means by which we can measure socioeconomic conditions in the community. All community indicators should be disaggregated by race, if possible.

Contracting Equity – Investments in contracting, consulting and procurement should benefit the communities a jurisdiction serves, proportionate to the jurisdiction's demographics.

Diversity - All the differences between us based on which we experience advantages or encounter barriers to opportunities. Diversity is not just about racial differences, it's about a broad spectrum of people, life experiences and perspectives.

Equity - Allocating resources to ensure everyone has access to the same opportunities. Equity recognizes that advantages and barriers —the 'isms'—exist.

Equity Result – The condition we aim to achieve in the community.

Explicit Bias – Biases that people are aware of and that operate consciously. They are expressed directly.

Implicit Bias – Biases people are usually unaware of and that operate at the subconscious level. Implicit bias is usually expressed indirectly.

Inclusion - Fostering a sense of belonging by centering, valuing, and amplifying the voices, perspectives, and styles of those who experience more barriers based on their identities.

Individual Racism – Pre-judgement, bias, or discrimination based on race by an individual.

Institutional Racism – Policies, practices, and procedures that work better for white people than for people of color, often unintentionally.

Justice - Dismantling barriers to resources and opportunities in society so that all individuals and communities can live a full and dignified life.

Performance Measures – Appropriate measures allow monitoring of the success of implementation of actions that have a reasonable chance of influencing indicators and contributing to results. Performance measures responds to three difference levels: 1) Quantity – How much did we do?; 2) Quality – how well did we do it?; 3) Is anyone better off?

Racial Equity – Race can no longer be used to predict life outcomes and outcomes for all groups are improved.

Racial Inequity – Race can be used to predict life outcomes, e.g. disproportionality in education (high school graduation rates, jobs (unemployment rate), criminal justice (arrest and incarceration rates), etc.

Structural Racism – A history and current reality of institutional racism across all institutions, combined to create a system that negatively impacts communities of color.

Workforce Equity – The workforce of a jurisdiction reflects the diversity of its residents, including across the breadth (functions and department) and depth (hierarchy) of government.