

## **Approved by the Town Council July 20, 2020**

### **Cape Elizabeth Civil Rights Committee Purpose and Charge**

#### **Name of the Committee**

The Committee shall be called: **Civil Rights Committee**.

#### **Committee Structure**

The Cape Elizabeth Civil Rights Committee will consist of seven citizens appointed by the town council utilizing its appointments committee process. In addition, one town councilor shall serve as a non-voting ex-officio member of the committee and up to two student representatives from CEHS and/or CEMS shall serve as non-voting members to be appointed by the Appointments Committee. The committee shall elect its own chair and secretary. Any vacancy on the committee after the initial appointees have first met shall be filled by utilizing the appointments committee process. The town manager shall provide staff services to the committee.

#### **Committee Purpose**

The committee shall be an ad hoc committee which shall identify and review policies in town government, services and municipal departments that contribute to systemic and structural racism, making recommendations for policies to promote greater equity and inclusion.

#### **Committee Charge**

The Civil Rights Committee is specifically charged with the following:

1. To prepare within three (3) months from the first meeting of the Civil Rights Committee a draft standing committee charge for town council consideration.
2. Assess immediate actions and advise the town council on issues of racism and inequality in Cape Elizabeth.

#### **Duration of Committee**

The committee shall continue in existence until December 31, 2021 unless its term is extended by the town council.

#### **Funding and Staff Resources Needed**

The Town Manager will advise the Council on financial needs and request funds as the committee performs its task, not to exceed \$10,000.