

Diversity & Inclusion Commission Appointment Questionnaire



Thank you for your interest in serving on the City of Hamilton’s Diversity & Inclusion Commission. To qualify for an appointment to the Commission, you must be a resident of the City of Hamilton and have a strong interest in Diversity & Inclusion within the City of Hamilton, or be an employee of the City of Hamilton. **If you are not a City of Hamilton employee, it is your responsibility as an applicant to provide proof of residency within the City of Hamilton and to submit this proof with the application.** This can be done through several different methods including but not limited to providing a copy of: address on a current State or Federal ID, current utility bill, or a current signed apartment lease. Please provide information to be used when considering your appointment by completing the questions below. Also, you are welcome to attach additional information, such as a resume, which may further support your appointment.

If you are an employee of the City, you do not need to provide proof of residency or live within the City limits.

NOTE: The Commission routinely meets during regular weekday evenings. Please consider your availability for these evening meetings when submitting your application. The meetings scheduled are typically held at 5:00 p.m. on the third Wednesday of the month (unless otherwise noted) and are held at the Government Services Center at either 345 High Street, Hamilton, OH 45011.

Full Name: _____

Address: _____ Phone Number: _____

Email: _____ Years as Resident: _____

Do you know which of the 17Strong Neighborhoods you reside in (if applicable)?

- Armondale Central Business District Dayton Lane East End Enterprise Park
- German Village Highland Park Jefferson Lindenwald Millikin New London
- North End Prospect Hill Riverview Rossville Taft Place/Governors Hill Washington

What City committee(s) are you serving on, if any? _____

Are you currently a member of the Diversity & inclusion Commission? If yes, how long have you been on the Commission? _____

Are you a registered voter? Yes No

Are you a City Employee? Yes No

If you answered yes, how many years have you been a City Employee? _____

Why are you interested in serving on the Diversity & Inclusion Commission?

Qualifications for serving on this board:

What skills, connections, resources, and/or expertise do you have to offer and are willing to use on behalf of the Commission?

How much time a month can you commit to meetings and serving the Commission?

Please explain your expectations from joining the Diversity and Inclusion Commission

Other community involvement:

Occupation/Employer:

Signature: _____

Date: _____

Please email this form to: daniel.tidyman@hamilton-oh.gov or send it via U.S. mail to:

Daniel Tidyman
Office of the City Clerk
City of Hamilton
345 High Street,
Hamilton, Ohio 45011

Please be advised that the following information will be used to determine eligibility in consideration of a potential appointment to the City of Hamilton Diversity & Inclusion Commission. Further, such information may be deemed a public record and may be disseminated where appropriate. In consideration of each applicant, the selection committee and Civil Service Department shall abide by all laws of the State of Ohio and the City of Hamilton.

CHAPTER 155
Diversity and Inclusion Commission

- 155.01 Purpose.**
- 155.02 Establishment of the Diversity and Inclusion Commission; membership.**
- 155.03 Terms of office; filling vacancies; term limits.**
- 155.04 Compensation.**
- 155.05 Duties.**
- 155.06 Operation.**
- 155.07 Report and recommendations.**

155.01 PURPOSE.

The purpose of the Diversity and Inclusion Commission shall be to receive reports from City Management and Administration related to internal and external diversity and inclusion efforts and provide non-binding advice regarding such efforts.

155.02 ESTABLISHMENT OF THE DIVERSITY AND INCLUSION COMMISSION; MEMBERSHIP.

There is hereby created and established the Diversity and Inclusion Commission which shall serve in an advisory capacity to City Council, the City Manager, and the Administration. This Commission shall be composed of seven (7) members. The seven (7) members, consisting of either residents of the City or City employees, shall be appointed by City Council liaisons with an effort to have adequate representation from the various neighborhoods in the City and different racial, social, demographic, and economic groups. City Council shall designate at least two (2) but no more than three (3) City Council liaisons for the Commission. The City Manager will appoint at least two (2) but no more than three (3) ex-officio, non-voting members to the Commission. The voting Commission members shall select the Chair, who when present will preside over all meetings, and the Vice-Chair, who will serve as the Chair in absence of the Chair. Applications for membership on the Commission shall be announced, advertised and available in the same manner as those for all City boards, committees, and commissions. City Council liaisons may remove their Commission appointees.

155.03 TERMS OF OFFICE; FILLING VACANCIES; TERM LIMITS.

- (a) All members appointed to the Diversity and Inclusion Commission shall serve a term of two (2) years from the date of their appointment, unless otherwise expressed explicitly in the language of this ordinance.
- (b) To balance continuity and new member perspectives, initial Commission appointees will serve staggered terms. To create the staggered term limit schedule for appointees, four (4) of the initial appointees shall serve a term of two (2) years and the remaining three (3) initial appointees shall serve a term of one (1) year. After the initial roster of appointees have served their first full term, all future appointees shall serve the typical two-year term limit.
- (c) All members begin their terms in March. In the event that a vacancy shall occur during the term of any member of the Commission, his/her successor shall be appointed for the unexpired portion of such term. Filling an unexpired term of less than one (1) year shall not count as a full term; however, in no case will a member be appointed to serve on the Commission for more than two (2) consecutive terms. Therefore, the maximum number of years an appointee can serve on the Commission is four (4) years.

155.04 COMPENSATION.

Members of the Diversity and Inclusion Commission shall serve without compensation.

155.05 DUTIES.

The Diversity and Inclusion Commission shall receive reports from City Management and Administration and provide non-binding advice related to the following issues:

- (a) Barriers within City organizational systems to a diverse and inclusive workforce reflective of the community we serve.
- (b) Strategies to attract and retain a talented workforce skilled at working in an inclusive and respectful manner with one another and the community.
- (c) Diversity and inclusion framework for City policies, processes, plans, practices, programs, and services in an effort to meet the diverse needs of those we serve.
- (d) Strategies with various stakeholders in the community related to the impact of City services and other outwardly focused activities with a view towards promoting just and harmonious interaction between City operations and all segments of the community.

155.06 OPERATION.

The Commission shall make its own rules and regulations related to the operation of the Commission and keep minutes of its meetings. A majority of the members shall be a quorum for the transaction of business. Decisions of the Commission shall be made by a majority vote of those members present. Any member of the Commission failing to attend two (2) meetings within one year without excuse acceptable to and approved by the Commission, shall be removed as a member of the Commission. The Commission shall determine the time and place of its meetings but shall in any event meet at least two (2) times per year. The meetings will be open to the public in accordance with Section 121.22 of the Ohio Revised Code and Section 3.03 of the City of Hamilton Charter. Additional meetings may be called by the Commission Chair as deemed necessary with at least twenty-four (24) hours prior notice thereof given to all members of the Commission and to the public.

155.07 REPORT AND RECOMMENDATIONS.

City Management and Administration shall provide reports to the Commission related to internal and external diversity and inclusion efforts by July 1, each year, beginning July 1, 2020. The Commission shall submit a response to said reports and provide applicable non-binding advice by October 15, each year, beginning October 15, 2020.