



Franklin County District Attorney's Advisory Board on Equity and Race Structure and By-Laws

Article I: Name

The name of the advisory board shall be "Franklin County District Attorney's Advisory Board on Equity and Race," referred to as the "E&R Board" in this document.

Article II: Vision and Mission

- A. Vision** - For all people, regardless of race or ethnicity, to be treated equitably in the processing of criminal justice matters.
- B. Mission** - The development of strong collaborative relationships that will empower and support citizens of color to speak out about injustice and inequities. We advocate for the processing of criminal justice matters in a way that supports justice for all.
- C. Values** - Though the following list is not exhaustive, the board is wholly dedicated to teamwork, unity, civility, mutual respect, decency, intellectual consistency and honesty, humility, open-mindedness, truth and kindness.

Article III: Purpose

This E&R Board functions as a group whose purpose is to meaningfully and thoughtfully aid the District Attorney in creating policies and procedures that enhance racial equity within the processing of criminal justice matters. The District Attorney has the sole discretion to use the advice provided by this board in any manner that is appropriate.

Article IV: Membership

- A. Eligibility** - Membership shall be at the invitation of the District Attorney.
- B. Participation** - Members are expected to attend regularly scheduled meetings of the board. Missing meetings could result in removal from the board.
- C. Involvement Agreement** - All board members are required to sign an involvement agreement that outlines the responsibilities and limitations of board members. Failure to sign an involvement agreement will result in removal from the board.

Responsibilities include attending meetings. Limitations include making statements for the board, representing the board or the District Attorney, or presenting information about board activities without prior permission from the District Attorney and board leadership.

Article V: Meetings

A. Meeting Frequency & Location - Regular meetings will be conducted at 6:00 P.M. on the first Wednesday of the month, and bi-monthly. Meeting date/time/location is subject to change by consensus of the membership and/or availability of the District Attorney. Additionally, there may be times when the E&R Board must meet more frequently and outside of the normal meeting time/date, given current events.

B. Notice of meetings - Written and/or electronic notice of meetings shall be sent to board members in advance of each meeting. An agenda may be included when appropriate.

C. Leadership - Board meetings will be led by the District Attorney or his designee. All other types of meetings, such as committee, will be led by a designated Chairperson.

D. Meeting Minutes - Written Minutes for each meeting will include a list of attendees, meeting location, and notes on relevant discussion points. Audio or visual recording of meetings is not permitted without the expressed prior consent of the District Attorney.

E. Code of Conduct - Our aim is to encourage the free and open expression of ideas amongst the E&R Board while providing members comfort in knowing that this group will serve as a safe space and that opinions expressed to group will not be disseminated in or outside of the group of members. In furtherance of this aim, members are expected to comply with the following ground rules for meetings:

1. Show up on time and be prepared.
2. Listen attentively to others.
3. One speaker at a time.
4. Prepare before the meeting so that you can contribute meaningfully to the meeting.
5. Let everyone participate. Take space and make space.
6. Listen with an open mind. (Criticize ideas, not individuals.)
7. Avoid blame, speculation and only use inflammatory language if necessary describing a personal experience or event.
8. Use specific examples and agree on what important words mean.
9. Speak from your own experience instead of generalizing. (“I” instead of “they and “we”)
10. Be 100% present.
11. Assume everyone’s good intentions, but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.

12. Expect to experience discomfort.

13. Respect confidentiality.

F. Media Contact - Any policy suggestions, documents, and the process leading to any submissions to the District Attorney are work product. Board members should not initiate contact with the media about the E&R Board unless given explicit, advance permission to speak to a media representative by the Co-Chairs and District Attorney. If a media representative contacts a board member, that board member should refer the media representative to a Co-Chair or the District Attorney.

Article VI: Decision-Making

This board is not a decision-making entity. Its sole purpose is to provide feedback to the District Attorney to take under advisement when making policy decisions.

Article VII: Leadership

A. District Attorney - All decisions regarding policies and procedures will ultimately be made by the District Attorney, in accordance to the law and the authority of the office.

B. Advisory Board Co-Chairs - Two Co-Chairs will be selected by the District Attorney and serve one-year terms unless reaffirmed for consecutive terms. They shall perform the following duties:

1. Scheduling meetings
2. Developing agendas
3. Directly communicating with board members
4. Maintaining meeting attendance record
5. Recording board Minutes

C. Committee Chair - In the event *ad hoc* committees are formed for any reason, the District Attorney will appoint board members to lead committees in order to address a specific topic. All rules for membership apply to committee members and leaders.

Article VIII: Amendments to the Advisory Board Structure and By-Laws

This document may be reviewed on an ongoing basis. Any board member may propose amendments to this document. Proposed amendments shall be presented to the District Attorney for consideration. The District Attorney will have the sole discretion of making changes to this document.

Article IX: Effective Date

The effective date of these guidelines is November 18, 2020.