

# TOWN OF IPSWICH | MASSACHUSETTS

## Ipswich Human Rights Commission

Tuesday, September 5, 2023: 7:00 – 8:30PM; Virtual/ Zoom Meeting

Zoom Link: <https://us02web.zoom.us/j/87950142447?pwd=M2U2RzhrTkQyZIBSRkp1OE40dDRxQT09>

Meeting ID: 879 5014 2447

Passcode: 531339

### AGENDA

| <u>~Time</u> | <u>Agenda Item</u>  | <u>~Allocation</u>                    | <u>Lead</u> |
|--------------|---|---------------------------------------|-------------|
| 7:00 PM      | <b>1. Call to Order</b> <ul style="list-style-type: none"><li>• Attendance</li><li>• Reading/ Acceptance of 8/16/23 Minutes (<u>please pre-read</u>)</li></ul>  | 10min                                 | Chairs      |
| 7:10 PM      | <b>2. New Business</b> <ul style="list-style-type: none"><li>• Meeting Day &amp; Cadence – Fall thru balance of year ...vote</li><li>• 5K Update –<ul style="list-style-type: none"><li>○ Questions re: Fri 8/30 Race Update from CS?</li><li>○ Status on registrations, and contributions</li><li>○ Flyer updated on shared drive here: <a href="#">IHRC 5K - 2023 Announcement</a><ul style="list-style-type: none"><li>▪ This link will be updated as we move forward.</li></ul></li><li>○ Team updates for day of:<ul style="list-style-type: none"><li>▪ Medals/Awards – DS (incl update on rock décor)</li><li>▪ T-shirt provider – Invoice ready, town generating PO</li><li>▪ Table planning – CD (+ 1-2 others?)<ul style="list-style-type: none"><li>➢ Visual of “Site Map”</li></ul></li><li>▪ Music – DJ confirmed, town generating PO</li></ul></li><li>○ Local News Article – JD update</li><li>• Ipswich Homegrown Market, Sept 7<sup>th</sup>. Need volunteers.<ul style="list-style-type: none"><li>○ Posters ordered for Jenny Slew &amp; Race (arrival 9/5/2023)</li><li>○ Smaller card-stock signs w/ stands for IHRC recruitment &amp; other</li><li>○ 3pm – 5pm: CS &amp; _____ (CS husb to help set up tent/ table)</li><li>○ 5pm – 7pm: DS &amp; _____ (CS to join &amp; breakdown pop up)</li></ul></li><li>• Other New Business</li></ul></li></ul> | 40min<br>10 min<br>15min              | Team        |
| 7:50 PM      | <b>3. Follow Up Topics &amp; Updates from 8/16 Meeting</b> <ul style="list-style-type: none"><li>• MA Human Rights Coalition/ Convo w/ DEI Dir/Arlington (DS)<br/><a href="https://www.mahumanrightscoalition.org/">https://www.mahumanrightscoalition.org/</a></li><li>• Future Celebration/ Observance Planning</li><li>• Team Logo – reconnect w/ Art Dept at IMS/HIS</li><li>• Other Follow Up &amp; Topics to revisit</li></ul>  | 20min<br>5min<br>5min<br>5min<br>5min |             |
| 8:10 PM      | <b>6. Next Meeting Proposed New Business &amp; Follow Up</b>  | 10min                                 |             |
| 8:20 PM      | <b>7. Citizen Query</b>   | 10min                                 |             |
| 8:30 PM      | <b>8. 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 guidelines*