

# City of Biddeford



**2023.02 IN BOARD OF CITY COUNCIL... JANUARY 4, 2024**  
**BE IT ORDERED**, by the City Council of the City of Biddeford, that Part II: Code of Ordinances, Article IV - Boards, Committees, Commissions be amended to include new Division 13, *Diversity, Equity and Inclusion Committee* by adding text as follows:

**Sec. 2-326 Established.**

The City of Biddeford's Diversity, Equity and Inclusion Committee is hereby established.

**Sec. 2-327 "Committee" defined.**

Unless otherwise indicated, the term "Committee," as used in this division, shall mean the Diversity, Equity and Inclusion Committee.

**Sec. 2-328 Composition; appointment of Committee members; terms of office; removal of members.**

**(a)**

The Committee shall consist of 8 volunteer members and one City Councilor. Such members shall be nominated by the Mayor and confirmed by the City Council. Members must reside, own a business, or attend school within the City of Biddeford. The Committee shall be staffed by the Diversity, Equity and Inclusion Coordinator or designee.

**(b)**

The Council will strive to appoint members to the Diversity, Equity and Inclusion Committee who bring their lived experiences regardless of their varied identities including but not limited to age, race, color, religion, sex, sexual orientation, marital status, pregnancy, the dimensions of gender, disability, citizenship, veterans' status, ancestry, national origin, and/or political affiliation, amongst other identities. Appointed members will be expected to think broadly in terms of how issues of racism, sexism, ableism, and other discriminatory and prejudicial biases and systems impact all residents in Biddeford.

**(c)**

The terms of each member shall be staggered so that no more than three members' terms shall expire in the same year. Upon adoption of this ordinance, there shall be three

members appointed for a three-year term, three members appointed for a two-year term, and three members appointed for a one-year term. Following the completion of these initial terms, all members shall be appointed for three-year terms.

**(d)**

A member shall automatically be removed from the Committee in the event that they no longer reside in, own a business or attend school in the City of Biddeford or if they are absent for more than three regular meetings per calendar year without being excused by the Chair.

**Sec. 2-329 Functions and purposes.**

The purpose of the Diversity, Equity and Inclusion (DEI) Committee is to create a culture of acceptance and mutual respect that acknowledges differences and strives for equitable outcomes of opportunity, access and inclusion.

It shall be the function of the Committee to:

**(1)**

Advise the Biddeford City Council on policy decisions related to diversity, equitable outcomes, and inclusion;

**(2)**

Examine existing City policies, programs and practices through a community lens to promote diversity, equity, and inclusion;

**(3)**

Make recommendations to the Council on public engagement strategies and methods by which all Biddeford residents have the opportunity to better participate in the decision-making process,

**(4)**

Provide feedback, guidance, strategies and recommendations to increase community engagement specifically by underrepresented groups.

**(5)**

Identify local community leaders and building more leadership capacity in Biddeford's diverse communities.

**(6)**

Perform such other functions as may be required or delegated by the Mayor or City Council.

**Sec. 2-330 Filling of vacancies.**

Vacancies on the Committee shall be filled for the remainder of the term in the same manner as original appointments are made.

**Sec. 2-331 Quorum.**

A simple majority of Committee members shall constitute a quorum.

**Sec. 2-332 Required vote.**

The Committee shall act by majority vote of those present and voting.

**Sec. 2-333 Annual election of Chair and Vice Chair.**

The Committee shall annually elect a Chair and Vice Chair.

**Sec. 2-334 Chair to call meetings and preside.**

The Chair shall call all Committee members on three days' notice, unless waived, and shall preside at such meetings.

**Sec. 2-335 Vice Chair's power in absence of Chair.**

The Vice Chair shall be vested with all the powers of the Chair in case of the Chair's absence or incapacity to serve.

**Sec. 2-336 Authority to establish subcommittees.**

The Committee may establish subcommittees composed of three or more of its members if the Committee deems it necessary.

**Sec. 2-337 Authority of Council to assign powers, duties.**

The Council may assign additional powers and duties to the Committee as it deems necessary.

**January 4, 2024**

Motion: Councilor Schlaver

Second: Councilor Whiting

Councilor Lessard – Motion to Amend to include the terms “beliefs and border security” in Sec 2-328 (b)

Second: Councilor Belanger

Vote on the Amendment: 6 nays – Councilors LaFountain, Emhiser, Whiting, Mills, Schlaver and Belanger.

1 yea – Councilor Lessard

Amendment failed.

Councilor Belanger – Motion to Amend Sec 2-328 (a) to add the words “City Manager” before the final word “designee”.

Second: Councilor Emhiser

Vote on the amendment: Unanimous in favor.

Amendment passed.

Councilor Mills- Motion to Table and send to Policy.

Second: Councilor Lessard

Vote: 5 nays – Councilors Belanger, Emhiser, Schlaver, Whiting and LaFountain.

2 yeas – Councilors Lessard and Mills.

Motion failed.

Councilor Schlaver – Motion to Amend to remove “political affiliation” from Sec 2-238 (b).

Second: Councilor Belanger

Vote on the amendment - 4 nays – Councilors Lessard, Emhiser, Whiting, and Mills  
3 yeas – Councilors Belanger, Schlaver and LaFountain.

Amendment failed.

Councilor Lessard – Motion to Amend Sec 2-334, change the word “call” to “notify”

Second – Councilor Mills

Vote – Unanimous in Favor.

Amendment passed.

Councilor Lessard – Motion to Amend Sec. 2-336, strike the entire section.

Second: Councilor Mills

Vote – Unanimous in favor.

Amendment passed.

Vote on Order as Amended: 5 yeas – Councilors Belanger, Whiting, Emhiser, LaFountain and Schlaver.

2 nays – Councilors Lessard and Mills.

Motion passed.

**January 16, 2024**

Motion: Councilor Schlaver

Second: Councilor Whiting

Vote: Unanimous in favor.

Motion passed.

Attest by: \_\_\_\_\_  
Robin Patterson, City Clerk

