



Advisory Committee on Racial Equity, Inclusion, and Human Rights

New Committee Member Onboarding Packet  
January 2026

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## **Advisory Committee on Racial Equity, Inclusion, and Human Rights**

### **Committee Introduction and Overview**

#### **Welcome**

On behalf of the citizens of Bangor, we'd like to thank for your willingness to serve on the Advisory Committee on Racial Equity, Inclusion and Human Rights.

This Committee was created by the City Council in October of 2020 to reflect the City's commitment that racial equity, inclusion, and human rights are core values for the City of Bangor, its Council, School Committee, and employees. This action was taken to demonstrate the City's commitment to a fair, inclusive work environment that provides an atmosphere that allows all individuals to attain their greatest potential, promote a sense of belonging, and achieve the greatest benefits for the city.

The Committee's overarching mission is to foster and advance a shared culture in the community that promotes the goals of accepting, respecting, and valuing differences, including attributes such as age, race, gender, ethnicity, religion, sexual orientation, gender expression, sexual identity, ability, language, family circumstances and cultural backgrounds.

#### **Committee Overview**

A copy of City Ordinance establishing the membership, guidelines for selection of members, residency, meetings, annual report, mission, goals, etc. is attached for your review.

#### **Committee Membership, Term and General Information**

There are eight (8) appointed voting committee members and four (4) non-voting committee members. Voting committee members' terms run on a calendar year basis, but mid-term vacancies are actively advertised to be filled.

As a City Council appointed Committee, the meetings of the group are considered a public meeting. In order to conduct business, there must be a quorum of committee members present, which is five (5) voting members.

#### **Freedom of Access Act (FOAA) Training:**

There is an annual training for all committees and boards. Attached please find a copy of the State's FAQ relate to FOAA. Staff will be available during a regularly scheduled committee meeting to review the requirements and address any questions.

#### **Organizational Meeting**

By Ordinance, the Committee shall elect a Chair, Vice-Chair, and Secretary annually. The recommendation is that this be an agenda item on the first meeting in January after the seating of new members.

The Chair and Vice-Chair positions meet with City staff to establish the meeting agendas and work through other issues as they arise, so there is an increased time commitment with the two leadership positions.

## **Work Plan**

Ascertaining priorities and a work plan for the coming year should be factored into the discussion of meeting times. Prior committee members have cited a desire to create subcommittees of no more than three (3) voting committee members to work through priorities and report back to the entire committee.

The following priorities were identified as potential areas of focus in the past.

### **Potential priorities**

- Finalize calendar to include dates and months of significance – to serve as a guide for the scheduling of City meetings and to serve as an educational opportunity.
- Accessibility of All Types
- Review of Ethics
- Review of Hiring Practices
- Provide input on Homelessness

### **Meeting Times**

By Ordinance, the committee shall meet at least six times annually, but may meet more often. As time commitments vary by Committee member, the Committee should consider establishing a regularly scheduled meeting time during its January meeting. In the past it has been the Tuesday following the second Council meeting of the month.

### **Meeting Agendas**

Meeting agendas are established based on the direction received at the prior meeting and include reporting back of any priorities being advanced by the Committee.

When topics of potential interest are being reviewed or discussed in other forums, City staff will work to ensure all Committee members are made aware. City staff will assist members in signing up to receiving weekly meeting notices, so all members have access to regularly scheduled weekly meeting packages.

### **History of the Committee**

This Committee was created by the City Council in October of 2020 to reflect the City's commitment that racial equity, inclusion, and human rights are core values for the City of Bangor, its Council, School Committee, and employees. This action was taken to demonstrate the City's commitment to a fair, inclusive work environment that provides an atmosphere that allows all individuals to attain their greatest potential, promote a sense of belonging, and achieve the greatest benefits for the city.

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## **Charter**

### *23-39 Guidelines for selection of members*

In order to assist in fulfilling the missions and goals of the Committee, the membership of the Committee should reflect a diverse array of perspectives, including diversity of race, ethnicity, gender, sexual orientation, socioeconomic status, age, physical ability, religious belief, political belief, and other characteristics and beliefs.

### *23-38 Establishment; membership*

- A. There is hereby established the Advisory Committee on Racial Equity, Inclusion, and Human Rights. This Committee shall consist of nine regular members and four nonvoting members.
- B. Regular members of the Committee shall be appointed by the City Council. All members shall be at-large members. The Council shall work to include members with a wide variety of perspectives and interests on the Committee, such as, but not limited to, perspectives and interests of the following:
  - The National Association for the Advancement of Colored People (NAACP).
  - The Penobscot Nation or Wabanaki interests.
  - Bangor Chamber of Commerce or Bangor business interests.
  - Local educational institutions or medical service providers.
  - LGBTQ interests.
  - The Maine Multicultural Center.
  - Religious or spiritual interests.
  - Labor or worker interests.
- C. There shall also be four nonvoting members of the Committee. These nonvoting members shall include:
  - The City Manager, or designee as an ex officio member.
  - The Superintendent of Schools, or designee, as an ex officio member.
  - A student residing in Bangor, currently enrolled in a secondary or post-secondary education.
  - A Bangor City Councilor, designated by the Council Chair annually, to act as a liaison between the Council and the committee.

### *23-40 Residency; salaries and compensation*

Regular members of the Committee shall be selected primarily on the basis of the guidelines outlined above, but preference may be given to appointing members who are residents of the City of Bangor. Regular and student members shall receive no compensation for their service.

### *23-41 Terms of office*

- A. The term of each regular member shall be for three years or until their successor has been appointed and has qualified.
- B. Any vacancy shall be filled in the same manner for the unexpired term.
- C. No regular member shall serve more than two complete consecutive terms.

### *23-42 Officers*

The Committee shall annually elect a Chair, a Vice Chair, and a Secretary from among its members.

### *23-43 Meetings; annual report; quorum*

- A. The Committee shall meet at least six times annually, but more frequent meetings may occur.
- B. Prior to February 1 of each calendar year, the Committee may prepare and submit to the City Council an annual report outlining its activities during the preceding calendar year.
- C. A quorum shall consist of five of the nine regular Committee members.
- D. Attendance. To maintain good standing, regular members of the Advisory Committee on Racial Equity, Inclusion, and Human Rights are expected to actively participate in the Committee's work through consistent attendance. Recognizing the importance of continuity, members shall adhere to the following attendance guidelines within their three-year term:
  - 1) Annual attendance. Members shall not be absent from more than four regularly scheduled meetings within any twelve-month period unless excused under Subsection D(3), Absences.
  - 2) Three-year attendance. Over their three-year term, members shall attend at least 75% of the regularly scheduled meetings, and shall not be absent from more than three consecutive regularly scheduled meetings within any twelve-month period unless excused under Subsection D(3), Absences.
  - 3) Absences.
    - a) Notice of absence. All absences will be excused provided that the Committee Chair and the City Manager or designee receive notification of the absence before the scheduled meeting.
    - b) Unexcused absences. Absences without prior notification to both the Committee Chair and the City Manager or designee will be considered unexcused.
    - c) Record keeping. The Committee Secretary shall maintain a record of all absences.
- E. Notice and cause for removal.

- 1) Violation warning notice. If a member is absent from three regularly scheduled, or two consecutive regularly scheduled meetings, within any twelve-month period, unless excused, the Secretary shall then alert the City Clerk who shall provide written notification to the member, outlining the attendance policy and the potential consequence of further absences.
- 2) Hearing notification. In the event a member fails to attend meetings as established in § 23-44A, the Committee Secretary shall notify the City Clerk of meeting dates missed. The City Clerk shall notify the member via certified mail of their perceived violation, and hearing date no sooner than 14 days.
- 3) Hearing and decision. The Personnel Committee shall hold a hearing and determine if a) an attendance violation has occurred and b) whether or not to remove the member. Decisions to remove members for cause shall require an Order on the following Council agenda.

### *23-44 Mission*

The Committee's mission is to:

- A. Develop ideas and information to educate individuals, within the organization as well as in the community, focusing on topics of (but not limited to) awareness, sensitivity, equity, inclusion, and diversity.
- B. Review and advise City staff regarding policies and practices to recruit, hire, on-board, promote, and retain a diverse and inclusive workforce. Specifically, the committee's work will focus on mitigating the potential for bias in the hiring and retention decisions through consistent, evidence-based tools, procedures and trainings.
- C. Review applicable ordinances, policies, and programs to ensure that they promote the goal of accepting, respecting, and valuing differences including attributes such as age, race, gender, ethnicity, religion, sexual orientation, gender expression, sexual identity, ability, language, family circumstances and cultural backgrounds. These efforts will assist Bangor's community in developing diversity and inclusion.
- D. Create greater awareness about opportunities to advance issues of age, race, gender, ethnicity, religion, sexual orientation, gender expression, sexual identity, ability, language, family circumstances and cultural backgrounds, to ensure concerns are heard and considered when creating city policy and ordinances.

### *23-45 Goals*

The goals of the Committee are as follows:

- A. Promote ideas and information to further the spirit of diversity and inclusion.
- B. Provide City staff with input on administrative policies that impact employee, recruitment, hiring, on-boarding, promotional opportunity, and retention of a diverse workforce.
- C. Engage and be a resource for the community in ways to incorporate diversity, inclusion, and equity into our community through development of ordinances, policies, and programs.

- D. Engage the community in ways that incorporate the development of diverse and inclusive K-12 school curriculum.
- E. Educate community members about and refer community members to other potentially useful resources.

#### *23-46 Legal requirements*

- A. In the course of its duties, the Committee may from time to time address matters in which some related materials are confidential and therefore not accessible by the Committee, such as employee records or discipline or police investigations. Committee members shall respect the confidentiality of such records.
- B. The Committee is not intended as a replacement for, or to prevent community members from going to, the Maine Human Rights Commission, Equal Employment Opportunity Commission, or other legal bodies.

[Link to Charter](#)

### **Makeup of the Committee**

Membership of the committee consists of:

- 9 Voting Members
- 4 Non-Voting Members Term

Term Limits

- Max 3 Years Term Limit (dependent on seat)
- 2 Complete Consecutive Terms
- Bangor City Council will strive to have the following areas represented on this committee
  - The National Association for the Advancement of Colored People (NAACP)
  - The Penobscot Nation or Wabanaki interests
  - Bangor Chamber of Commerce or Bangor business interests
  - Local educational institutions or medical service providers
  - LGBTQ interests
  - The Maine Multicultural Center
  - Religious or spiritual interests
  - Labor or worker interests
- The Committee shall elect a Chair, Vice-Chair, and Secretary in January

### **Operations of Committee**

Involvement of City Manager

- The Chair and Vice-Chair meet with City Manager, or designee, prior to scheduled meeting to create agenda for meeting.
- City Manager, or designee, emails committee members agenda, meeting minutes, and any other materials that need be reviewed prior to the meeting.

Involvement City Council Chair

- In 2022, the City Council Chair began attending meetings to provide guidance to committee. More recently, the Ordinance was updated to include a Councilor Liaison.

Committee members will receive training on:

- Freedom of Access Act (FOAA)

### **Operation of Meetings**

- Meetings are held in Council chambers or can be attended by Zoom.
- Members of the public can view attend in person or view via City of Bangor Facebook feed.
- In order to conduct business, there must be a quorum of committee members present, which is five (5) voting members.

Meeting Process

- Chair calls the meeting to order
- Roll call is taken with a record of attendance
- Chair calls for approval of minutes; needs to be approved by another member and seconded by a third

### **Committee Budget**

- The Advisory Committee for Racial Equity, Inclusion, and Human Rights does not currently have a standalone budget. The committee can make a request to City Council to funding to assist with educational program for the committee and other city groups.

### **Annual Report**

- The committee is required to submit to City Council, an annual report outlining its accomplishments during the previous year.

### **Sample Agenda**

Each meeting aims to have each other following areas covered:

- Policy
- Education
- Ordinances
- Update from City Manager

### **Sample Calendar**

The committee should attempt to have a calendar that helps guide the next years activities but leaves room for any crucial topics that may come up.

## ***Sample Agenda for Onboarding Purposes***

### **Advisory Committee of Racial Equity, Inclusion, and Human Rights**

**5:30p | Council Chambers**

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Members Present: Chair, Vice Chair, Members

Members not present: Members

City of Bangor staff present: City Manager, City Council Chair

1. Call to Order
  - a. Minutes review and approval
2. Policy Updates
  - a. State Legislature Changes
  - b. Re: remote attendance for committee meetings
3. Education Updates
  - a. Updates from Bangor School Department
  - b. Noted changes
  - c. Feedback from Committee
4. Ordinance Update
  - a. Membership and reporting for committee members
5. Committee Monthly Topic: Goal Setting for 2023
  - a. Three new members joining
  - b. Onboarding resources and planning
  - c. Annual reports and budget planning
  - d. Committee work: survey results and evaluation
6. New Business
  - a. No new business
7. Meeting adjourned

## Annual Calendar of Topics & Goals

Month	Policy Review	Ordinances	Education & Outreach	Cultural or Religious Observances	Monthly celebration/awareness
September	Advisory board structure and meeting review	Survey review	Indigenous People's Day engagement	Rosh Hashanah	Hispanic/Latinx Heritage Month (Sept 15 - Oct 15), National Recovery Month, Labor Day
October	School department DEI updates		Identify training goals and needs for 2023	Yom Kippur Sukkot Diwali	NDEAM, National Coming Out Day, Indigenous People's Day
November	Review onboarding draft		RFP for website MLK Day events and support		Native American Heritage Month, Veteran's Day, National Day of Mourning
December		Tenant's Bill of Rights review		Hanukkah, Christmas, Kwanza	World AIDS Day, UN Human Rights Day
January	Review training options and DEI training goals/needs for all city-appointed council members and City Staff		Identify which events we want to host/support this year. Determine what is needed, who will be involved	Lunar New Year	Poverty in America Month, MLK Day
February	Hiring practices for city positions	Budget review			Black History Month, National Freedom Day, Ethnic Equality Month
March		Budget final	Red lights in City Hall for Autism Acceptance	First day of Ramadan Holi	Gender Equality Month, National Dev. Disabilities Month, International Transgender Day of Visibility, Women's History Month
April		Submit budget		Passover Good Friday, Easter Eid al-Fitr	Diversity Month! Autism Acceptance Month, Arab American Heritage Month, Deaf History Month
May					Asian American and Pacific Islander Heritage Month, Mental Health Awareness Month, Older Americans Month, Jewish American Heritage Month
June				Eid al-Adha	LGBTQ+ Pride Month, Caribbean American Heritage Month
July					Disability Pride Month
August					Women's Equality Day

