

## **EQUITY AND DIVERSITY COMMITTEE APPLICATION INSTRUCTIONS**

Applicant:

Attached is an application for appointment to the City of Ukiah Diversity and Equity Committee. Please review the application questions carefully, use one or more separate sheets of paper to answer the questions in Section B. Applications submitted after the submittal deadline will not be accepted. Please check with the Management Analyst to the City Manager's Office at 707-467.5720. If you have questions about the membership requirements for the vacant position(s).

The Equity and Diversity Committee aims to be diverse and to represent the community it serves. Specifically, membership will aim to represent: (1) Persons with lived experience of poverty (currently or formerly living at or below the poverty level); (2) Persons with physical or mental disabilities; (3) Persons from the LGBTQA community; (4) the Native American tribes and communities in Mendocino County; (5) Persons from the Hispanic/Latino community; (6) Persons of color; (7) People whose primary language is not English; (8) Youth 21 years and younger; (9) Seniors 65 years or older.

A person is qualified to serve on the Committee if he or she satisfies the following qualifications: 1) member of an organization representing or self-identifies with any of the demographic groups identified above; and 2) living or employed by a business with a City of Ukiah business license.

The City of Ukiah Equity and Diversity Committee consists of eleven members who are appointed by the Ukiah City Council to serve two-year teams. Two (2) members will represent the Ukiah City Council. Appointments will be considered and decided at a regular City Council meeting.

The Committee acts in an advisory capacity to the Mayor and City Council in matters pertaining to equity, diversity, and inclusion within the agency. The Committee also aids and advises the City Manager and Executive Staff in the development of processes and procedures consistent with the Committee's mission, goals, and objectives.

The City of Ukiah Equity and Diversity Committee membership has the following responsibilities: 1. Adopt and follow a written Action Plan to address diversity, equity, and inclusion processes and procedures to be used by the City to improve equity and diversity within the City workforce and in providing municipal services and that are consistent with the Committee's written objectives and action plan; 2. Collaborate with other Committee members to work toward the Committee's mission, goals and objectives; 3. Abide by the Brown Act; 4. Regularly attend Diversity and Equity Committee meetings.

The Committee meets monthly for regular meetings. The Management Analyst to the City Manager's Office is the liaison to the Committee and prepares the agenda for the meetings.

**CITY OF UKIAH**  
**DIVERSITY AND EQUITY APPLICATION FOR APPOINTMENT**

**A. General Information**

|  |        |            |                   |                |             |  |  |
|--|--------|------------|-------------------|----------------|-------------|--|--|
| Full Name  |        |            |                   |                | Date        |  |  |
| Residence Address<br>(Physical Address, not PO)  |        |            |                   |                |             |  |  |
| Mailing Address<br>(if different from above)   |        |            |                   |                |             |  |  |
| Home Phone   | ( )    | Work Phone | ( )               |                |             |  |  |
| Email  | @      |            |                   | Cell Phone     | ( )         |  |  |
| Employer   |        |            |                   |                |             |  |  |
| Business Address   |        |            |                   |                |             |  |  |
| Job Title/Position   |        |            |                   | Employed Since |             |  |  |
| How long have you resided in:  | Ukiah? |            | Mendocino County? |                | California? |  |  |
| Please list organization(s) you are with a member of and clearly identify the demographic group you wish to represent. |        |            |                   |                |             |  |  |

Languages spoken other than English:

**B. Please answer the following questions on a separate sheet of paper.**

1. What is your understanding of the purpose, role and responsibility of the Diversity and Equity Committee?
2. What is your understanding of/and ability to meet the responsibilities of committee members in regards to meeting attendance? (Can you attend regular committee meetings? Do you have any scheduling conflicts or are there any other circumstances that would prevent you from regular attendance?)
3. How do you believe your own skills, experience, expertise and perspectives will be beneficial to the work of the Diversity and Equity Committee?
4. Are there any other City of Ukiah Committees/Commissions in which you are interested and on which you would be willing to serve?

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Thank you for your interest in serving your community and the City of Ukiah.

Please return this application and attachments to the City Clerk's office at 300 Seminary Avenue, Ukiah, CA 95482. If you have any questions, please contact the City Clerk's office at (707) 463-6217.