



LOS ALAMOS

where discoveries are made

## **Charter for the Los Alamos Inclusivity Task Force**

8/6/2024

### **I. Purpose**

The Los Alamos Inclusivity Task Force (“Task Force”) was created through an action of the County Council on August 6, 2024, when the Council formally adopted this Charter. The Task Force will serve as an interim advisory body to the County Council for the purpose of determining the need for an ongoing advisory body to study inclusivity issues in Los Alamos and recommend to the County Council ways to address those issues and promote a feeling of belonging for all community members. Inclusivity should include race, culture, sexual orientation/gender identity, income, physical/mental ability, gender, age, and other traits as appropriate. Organization-specific diversity recruitment is not considered within the scope of this task force.

### **II. Scope of Work**

The Task Force will provide a final report to the County Council prior to the expiration of this Charter that provides the results of the following specific tasks:

- Determining an overall perspective of inclusivity within the community through:
  - Briefings and discussions with the Los Alamos Public Schools, Los Alamos National Laboratory, Los Alamos County Departments, Los Alamos social service providers, and community members at large via townhalls and/or surveys.
- Identifying best practices that have already been developed by other municipalities, universities, industry, and other organizations, and could be applicable to promoting inclusivity and a feeling of belonging in the Los Alamos community.
- Reviewing the efforts and actions of the Racial Equity and Inclusivity Task Force and the status of their recommendations.
- Proposing near-term actions to address immediate opportunities as well as longer-term efforts to promote sustainable progress and benefit to the community. Examples could include:
  - Identifying opportunities to integrate inclusivity into routine operations.
  - Creating, through collaborative efforts with other county organizations and community members, a forum for ongoing community conversations regarding inclusivity.
- Evaluating the need for an ongoing advisory body to study inclusivity issues in Los Alamos.
- Engaging the community to obtain feedback on a Task Force final report prior to

presentation to County Council.

A mid-term progress report approved by the Task Force shall be presented to the Los Alamos County Council during the month of April 2025 at a regular meeting of the County Council.

### **III. Task Force Representation and Training**

The Task Force will be composed of no more than seven members appointed by the County Council through an application process. In appointing members, the County Council shall seek members reflective of the Los Alamos community. Task Force members will be individually appointed by the County Council after having submitted letters of interest. Task Force members may participate in appropriate subject matter training, as determined by the County in consultation with the Task Force at the earliest opportunity. The subject-matter of the training is to support effective engagement with the community to understand issues and opportunities, learn from experiences of the other communities, and identify existing tools and strategies that could promote progress towards the overall goal of promoting inclusivity and a feeling of belonging to the benefit of all and the betterment of the community. Reasonable costs for this training shall be paid by the County.

### **IV. Charter and Member Terms**

The term of this Charter shall expire November 30, 2025, and the term of each member shall run until the term of the Charter expires. If during the term of the Charter a member resigns or is otherwise unable to serve, Council shall appoint a new member to fill that member's remaining term.

### **V. Quorum**

A quorum of the Task Force is defined as a simple majority of the appointed members of the Task Force. Task Force actions can be taken and considered valid only if a quorum has been established at the meeting.

### **VI. Resources**

The County will provide staff responsible for coordinating the Task Force in meeting logistics and other needs. Other County staff may be available based upon identified needs or specific topics of discussion.

### **VII. Meetings**

All meetings of the Task Force are subject to and shall comply with the New Mexico Open Meetings Act, NMSA 1978, Section 10-15-1 to 10-15-4, and shall adhere to the requirements outlined in the County's Resolution adopted annually pursuant to Section 10-15-1(D) of the New Mexico Open Meetings Act.

This task force shall utilize the LAC Orientation Manual for the Members of Boards and

Commissions for roles, responsibilities and procedural rules.

### **VIII. Working Groups**

The Task Force may form working groups as needed for the purpose of research, education, and outreach. These may include a sub-quorum of task force members, content experts and interested parties. Working group recommendations will be presented to the full Task Force and reports should be included in the minutes of the Task Force. All recommendations to the County Council should be that of the full Task Force, as indicated by a majority vote of Task Force members. The working group may include persons not otherwise identified as a member of the Task Force.