



Anchorage Equity Committee of the Assembly Committee Charter

Adopted: October 6, 2022

Reviewed and Edited by committee: August 31, 2023

About the Committee

The *Anchorage Equity Committee of the Assembly* members represent a variety of community and faith-based groups, and other community perspectives who are underrepresented and have lived experience of systemic inequities. Committee membership will prioritize engaging the necessary perspectives to achieve equity and optimal well-being for all Anchorage residents. The shortened name for the committee is the *Anchorage Equity Committee*.

History

This committee began as the Anchorage COVID-19 Vaccine Advisory Committee convened by the Anchorage Health Department (AHD) in February 2021 to advise AHD on vaccine distribution and pandemic response. The committee met monthly from February to December 2021 with support and high-level engagement from AHD. Due to this engagement, Anchorage made measurable improvements in vaccination rates, community acceptance of testing and vaccination, and reduced the impacts from COVID-19 among multiple Anchorage communities.

In December 2021, AHD determined it no longer needed to engage with this committee. The members determined they would like to build upon the successful engagement and actions during 2021, remain together as a body, and continue the committee's advisory role. At the invitation of two Anchorage Assembly members, the committee has re-formed as the *Anchorage Equity Committee of the Assembly* to work with the Anchorage Assembly to build an equitable, thriving community for all.

Shared Language

The committee accepts the following working definitions for key terms used in its work.

Equity

Equity means the intentional, consistent, and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to under-resourced communities that have been denied such treatment. These communities include Black, Latino, Alaska Native and other Indigenous, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; immigrant and refugee communities; people with limited English proficiency; persons experiencing disabilities; older adults and elders; veterans; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.¹

¹ Adapted from [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#)

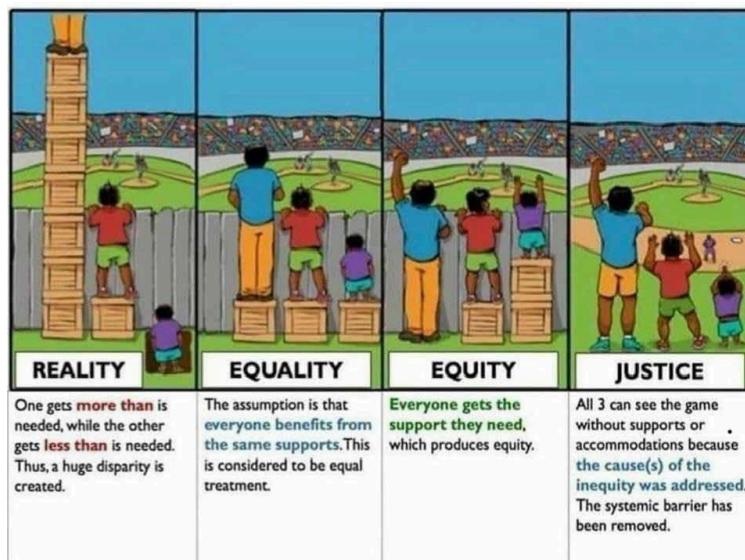
Equity is achieved when systemic, institutional, and historical barriers are dismantled and no longer predict socioeconomic, educational, health and other outcomes in society.² The process to build equity is ongoing, requiring us to identify and overcome intentional and unintentional barriers arising from bias or systemic structures.³

Resources to Understand Equity

These links provide additional information to help understand the concept of equity and the systemic barriers that must be addressed for Anchorage to be an equitable, thriving community for all.

- Systemic Racism Explained: https://www.youtube.com/watch?v=YrHIQIO_bdQ
- Mark Charles, TEDxTysons, 'We the People' - the three most misunderstood words in US history, <https://www.youtube.com/watch?v=HOKtqY5wY4A>
- The Race Gap: Black White, Reuters Graphics <https://graphics.reuters.com/GLOBAL-RACE/USA/nmopajawjva/index.html#0>

Figure 1 Graphic Representation of Inequality, Equality, Equity, Justice⁴



Purpose

The *Anchorage Equity Committee* includes representatives from a variety of community and faith-based groups, and other community perspectives, especially those from communities identified in the equity definition above, to:

- Advance equitable outcomes by advising the Anchorage Assembly's planning, policies, legislative work, budgeting, and programming.
- Empower equity leaders to advise the Anchorage Assembly.

² Adapted from United Way Worldwide, Equity definition <https://equity.unitedway.org/equity-framework/overview>

³ Adapted from <https://www.naceweb.org/about-us/equity-definition/>

⁴ https://www.reddit.com/r/coolguides/comments/o3ivsg/equality_equity_and_justice_explained_better/

- Intentionally engage people with lived experience of inequities when advising the Anchorage Assembly to ensure that needs and priorities of communities most impacted are centered in Assembly policies, budgeting and funding, and operations.
- Provide a safe and respectful forum for equity leaders to share priorities, resources, and solutions with each other and the Anchorage Assembly to respond to immediate issues and community concerns.

While this committee will advise the Anchorage Assembly, it in no way seeks to replace other forms of community engagement, constituent voice, and input.

Scope of Work

The *Anchorage Equity Committee* will engage with the Anchorage Assembly to share priorities and input from the communities represented on the committee and to identify necessary actions to achieve equity and optimal well-being for all Anchorage residents. The committee's scope of work will include:

- Center equity in the Assembly's strategic plan and priorities and examine resource allocation for implementation of the strategic plan.
- Support the development and implementation of equity tools for the Assembly to apply to budgets, policies, and programs.
- Support the development and evolution of equity outcome metrics and provide regular oversight and guidance towards meeting them.
- Make recommendations to Assembly committees on community needs and priorities as it relates to equity, workforce diversity and inclusion.
- Advise on the Assembly's legislative agenda.
- Advise on the Assembly's budget to ensure that it reflects the prioritization of and commitment to equity.
- Advise on goals related to equitable procurement metrics and outcomes as well as processes and strategies that support equitable staffing and contracting.

This list represents an initial scope of work and will be modified as needed. The committee will determine an annual work plan each year.

Community Input and Data for Committee Review

The committee will review relevant qualitative and quantitative data to inform its deliberations and recommendations. The committee will also advise the Anchorage Assembly and the Municipality of Anchorage, and other relevant partners, on equitable data collection and analysis. Regular reports to the committee may include the following:

- Community-level data identifying disparities in education, health, justice-involvement, household income and wealth, and other measures of equity and well-being.
- Community organizations and members engaged in work relevant to committee priorities.
- Disaggregated data to identify disparities within groups and between groups

Committee Membership

Members represent a variety of community and faith-based groups, representatives, and other community perspectives who are underrepresented and have lived experience of systemic inequities.

Committee membership will prioritize engaging the necessary perspectives to achieve equity and optimal well-being for all Anchorage residents.

Initial members include those who served on the Anchorage COVID-19 Vaccine Advisory Committee in 2021 and those invited to participate in the re-convened committee in 2022. Members must support the committee charter and comply with the Code of Conduct.

On an annual basis, members will re-commit to the committee, or may choose to remove themselves from the committee. At any meeting, members may recommend names of new members to the committee and request that they be made committee members. Members will be added to the committee with a majority vote of members present at the meeting where the vote is taken.

Members may join as an individual or as a representative of an organization. An organization that sends a representative to join the committee may change the representative with notice to the committee co-chairs.

To maximize member participation, the committee will consider rotating the committee meeting time, and working with the Assembly and other partners to secure childcare, refreshments, and other supports to enable members to participate fully in committee meetings and activities.

Public Notice

Meetings will be noticed and open to the public and recorded. Recordings are available by request. All recordings will be close captioned and translated into American Sign Language upon request. Audience participation will be available at the end of every committee meeting, as determined by the co-chairs. Members may also request assistance with language translation or access for hearing or visual impairments.

Committee Co-chairs

The committee will select two co-chairs in August of each year to serve for a one-year term. Co-chairs will be selected by nominations from the committee. A person can self-nominate to be a co-chair. Co-chairs will be decided by a vote of committee members present. No co-chair may serve for more than two consecutive terms.

Co-chairs may alternate facilitating committee meetings. Co-chairs may also organize and facilitate work sessions and provide support between meetings to complete priorities of the committee.

Committee co-chairs will work with Assembly members to set agendas for committee meetings, will represent the committee in public forums and deliver statements on behalf of the committee. Co-chairs will facilitate committee meetings.

Quorum

Regular meetings without formal action can take place without a quorum. A quorum of 7 members is required for the committee to take formal action.

Honoraria and Member Assistance

An honoraria per meeting may be available to a committee member who is not already being compensated for committee work. To request honoraria for participation on the committee please contact the co-chairs.

Code of Conduct

Members will agree to abide by the Code of Conduct. Members who do not follow the Code of Conduct will be given warnings by committee co-chairs first through a private communication. If the member continues to behave in a way that does not follow the Code of Conduct, a co-chair will provide a second warning through a communication that includes the committee. If the member continues the behavior after the second warning, the member will be removed from the committee.

- Members and participants will support the committee charter and accept the definition of equity as defined above. Committee members and participants will approach meetings, other committee members, and their perspectives with dignity and respect.
- Members are encouraged to engage in open discussion with each other to come to agreement as a committee. The committee will determine public statements by consensus or a majority vote. These agreed-upon statements will be used to represent the committee's positions on topics. Members should refrain from speaking publicly in ways that contradict public statements made by the committee.
- Members are expected to speak and listen respectfully towards other members, to conduct committee discussions in a civil manner, especially when sharing lived experiences of discrimination and inequitable treatment.

Schedule to Review and Update Charter

The committee will review the charter document after the first three months of committee proceedings, in January 2023, and again after the first six months of committee proceedings, in June 2023. Thereafter, the charter will be reviewed and updated by the committee at least annually.

Committee Process

Monthly schedule

The committee will meet once per month.

Meeting Format

Meetings will occur in person at the Anchorage City Hall Room 155, unless otherwise noticed. Meetings will be available by Zoom.

Meeting duration will be approximately 2 hours.

Meeting Notices and Emails

Anchorage Clerk's Office will provide meeting scheduling and support.

Meeting Facilitation + Summaries

Committee co-chairs will facilitate the meetings and determine meeting agendas, with input from the committee and Assembly members. The Anchorage Clerk's Office may provide meeting notes, and will send links to recordings, and other materials sent by email prior to the next committee meeting.

Decision-making

Decisions will be made by consensus whenever possible, with majority vote used when consensus is not reached in a reasonable amount of time, as determined by the co-chairs.

Standard Meeting Agenda

<i>Time</i>	<i>Item</i>
10 minutes	Welcome and Introductions <ul style="list-style-type: none"> • Review agenda and objectives
20 minutes	Committee Updates <ul style="list-style-type: none"> • Members share updates
20 minutes	Assembly Updates <ul style="list-style-type: none"> • Other topics • Crisis Now Implementation
50 minutes	Community or Data Presentation + Discussion
20 minutes	Wrap-up and preparation for next meeting <ul style="list-style-type: none"> • Identify questions or other items to forward to Assembly • Identify any actions to be completed before next meeting