

Mission Statement

The Committee shall strive to provide equity of experience, diversity in selection and inclusion in decision making at PMA Caltech irrespective of a person's ethnic or national origin, class, race, colour, religion, citizenship, language, political affiliation, sex, gender identity or expression, sexual orientation, marital status, family responsibilities, mental or physical disability, physical appearance, veteran status, or age. Towards this goal, the Committee shall strive to maintain this diversity in its constituent members.

Scope and Capacity

The Committee shall initially perform in an exploratory and advisory role to the Division Chair in its effort to fulfill the mission statement. The committee shall also advocate to become empowered in its effort to best pursue its mission statement. The committee may extend its advisory capacity to other bodies at Caltech as the Committee may see fit to do.

Operational Goals

In an effort to pursue its mission statement the committee shall begin by analyzing and advising the division chair in the following areas:

- Admission of Graduate and Undergraduate Students
- Selection of Faculty
- Quality of experience of admitted students and selected faculty.

Further operational goals of the committee will be decided by its constituent members.

Committee Structure

The EDI committee taskforce is comprised of no more than 10 individuals who are committed towards improving equity, diversity, and inclusion within Caltech. A faculty member, appointed by the Division chair and EOs in each department, will serve as the chair of the EDI committee. The chair will run all meetings. The remaining 9 individuals are as follows: two undergraduate students, two graduate students, two postdocs, two staff members, and one other faculty member. Each of the members in the committee will serve as liaisons, soliciting input and relaying information to the academic group they belong to.

Select positions require at least a two-year commitment, while other positions require only a single year commitment, depending on their typical length of stay at Caltech. The EDI committee chair should ideally have served at least one year as a member before serving as chair. Undergraduate students, graduate students, faculty and staff who join commit to serving on the committee for two years. (Exceptions to this rule may be granted under extenuating circumstances, by committee vote.) On the other hand, postdocs may serve at minimum for one year on the committee, given their availability and short time at Caltech. This two year

commitment ensures institutional memory and continuity in carrying out the overarching goals of the committee.

Committee members meet once per month during the academic year. A minimum of 7 individuals (2/3rds of the body) should be present at the meeting in order for major decisions to be voted on. The meeting agenda will be prepared before the start of the meeting and circulated by the committee chair for other members to add agenda items to it.

Meeting Structure

In general, discussions should follow Robert's Rules guidelines, as follows. Each meeting will have a volunteer taking minutes and a volunteer taking "stack". These positions should rotate every meeting.

"Stack"

During each meeting the volunteer taking "stack" adds people to a running list in the order that they raise their hands to participate, calls on them in that order, and crosses them off the list when they have finished speaking. Individuals should specify if they are directly responding to another individual's question.

"Calling the question"

It is the responsibility of the chair to ensure that discussion stays on topic. When a discussion continues after the topic is resolved, or is becoming derailed from the agenda, any member (and especially the chair) may "call to question" during their turn to speak. When the question is called, the person taking stack will read the names of all individuals on the current stack (at the time of calling the question), who will get a turn to speak, and add any new individuals who wish to speak. After the stack is finished, the chair will restate the topic or proposal at hand and check whether there is consensus on closing this topic and moving to the next one.

Voting

For all minor decisions, a simple majority of the entire Committee suffices to pass a proposal. For major decisions, the proposal must be put to a 2/3rds majority vote. The chair is responsible for deciding which proposals are considered major or minor.

Ground Rules

During the first meeting of the EDI committee, all members work towards creating a list of "ground rules" to be mindful of while partaking in the meeting. At any point during the meeting individuals may respectfully point out whether other individual(s) have violated the ground rules. If an individual violates the ground rules twice, they should receive a warning from the committee chair. A third violation of the ground rules in the same meeting will result in dismissal from the meeting, at the Chair's discretion. If a member repeatedly violates ground rules in multiple meetings, despite warnings from the Chair, other members may propose to dismiss said member, subject to 2/3rds majority vote.