Town of Herndon, VA
Community Inclusion and Engagement Committee
Establishing Guidelines

January 28, 2025

Mission:
To help foster inclusion within the community at large.

Purpose:
Make recommendations to the Town Council that enhance the Town of Herndon's ability to engage and communicate with and to deliver services more effectively to minority resident and business communities. Make recommendations that provide the Town with the opportunity to foster inclusion and celebrate the Town's diverse community. Participate in communicating and engaging respective affinity communities in the Town's inclusive outreach programs and events, policy and procedural actions.

Member Composition:
Members of the Town of Herndon Community Inclusion and Engagement Committee shall be appointed by the Herndon Town Council and will consist of:

1. One (1) non-voting member of the Herndon Town Council to serve as a liaison;

2. Seven (7) individuals, a majority of whom, which is four (4), shall be residents of the Town of Herndon:

    - Six (6) individuals with membership in non-profit organizations that serve the Herndon community, as follows:
        - Two (2) individuals that are ambassadors of Opportunity Neighborhoods or under-represented communities;
        - Two (2) individuals representing faith-based organizations serving the Herndon community;
        - One (1) individual representing a local Pride (LGBTQ+) organization;
        - One (1) individual representing a senior needs organization; and
    - One (1) member representing town businesses, who owns or manages a business in the Town of Herndon and has expertise in the business sector;

3. Members will serve two-year terms to coincide with Town Council election terms;

4. The committee will operate similar to other existing Town Council advisory committees; and

5. The committee shall hold meetings legally convened by the Town Clerk to meet Town and state law requirements.