

COMPLAINT SCREENING COMMITTEE

Submitted by The Commission for Diversity, Inclusion, and Community Relations – Complaint Process Working Group

In order to effectively address complaints of discrimination or bias against members of a Brookline Protect Class, the Commission for Diversity, Inclusion, and Community Relations, (Commission), hereby establishes the Complaint Screening Committee, (Committee).

The Committee shall be comprised of at least three and no more than four, voting members of the Commission. Members who volunteer shall be randomly selected by the Commission Chair. Terms shall be staggered as follows:

1st Selection: one member shall serve a term of six months and two members shall serve a term of twelve months.

Subsequent Selections: all members shall serve terms of twelve months.

At least one month prior to the expiration of the member's term, or earlier should the Chair of the Commission see fit, a new selection shall be held for the next term. No commissioner shall serve a consecutive term on the committee. The Chair and Vice Chair of the Commission may not serve on the committee unless otherwise stated below.

In cases where a Commissioner, who is not a member of the Committee, is the person who initially received the complaint at issue, that Commissioner may sit on the Committee for that particular case unless the aggrieved party objects.

In cases where a Committee member has a conflict of interest that precludes their participation in a particular case, the Chair may specially appoint a member of the Commission to the Committee for that particular case. The Chair and Vice Chair may not be appointed unless no other member of the Commission is available for the special appointment. In the event the Committee member disagrees with any party's assertion that a conflict of interest exists, Town Counsel shall be contacted to make a final determination on the matter.

The Committee shall report the status of each complaint it is handling at each Commission meeting. The Committee need not seek approval of the Commission prior to taking any action with respect to a complaint unless otherwise so specified in the complaint process guidelines.