

## Equity, Diversity and Inclusion Committee

### Terms of Reference

#### 1. **Preamble**

The Neuro is a world-leading research and clinic institution in neurology, neurobiology, and neuroscience with the goal of reducing the burden of neurological disorders for all Canadians. It provides exceptional training to clinicians, scientists, nurses, at all levels, from undergraduate students to clinical residents and postdoctoral fellows. Personnel, trainees, and also patients are from highly diverse origins, countries, cultures and ethnicities. It is crucial that everybody feels included.

Equity, Diversity, and Inclusion (EDI) principles push for all members of an organization to feel safe, accepted, and given all the opportunities they deserve irrespective of their origin, race, sex, or gender, or other identities. McGill University and the McGill University Health Centre (MUHC) have been conducting several initiatives for months to strengthen EDI principles and, as a result, several changes have been enacted, or will be soon.

Although efforts are underway at this level, it has become clear that a more local initiative at The Neuro would be highly beneficial for all its members, being students, postdocs, interns, staff, nurses, clinicians, patients, and researchers. This has led to the creation of the Neuro EDI Committee. Importantly, this committee does not aim nor intend to bypass or repeat what is already conducted at the McGill and MUHC levels.

#### 2. **Mandate**

The EDI Committee will provide guidance to The Neuro leadership on the development, implementation, and ongoing improvement of The Neuro's EDI action plan. The aims of this action plan will be to support the improved consideration of EDI at all levels of The Neuro and to promote an inclusive and accessible environment for all, with a particular focus on the six McGill designated groups (Women, Persons with Disabilities, Indigenous People, Visible Minorities, Ethnic Minorities and LGBT2SQ+ People).

In order to build an equitable, diverse, respectful, and compassionate culture at the Neuro, this committee intends to actively deconstruct systemic institutional barriers, including, but not limited to, anti-racist action. In any medical institute, harm-reduction is at the center of its mission - likewise, these actions taken to improve EDI initiatives at the Neuro aim to eliminate any harm experienced by marginalized people within our walls. The Neuro's EDI Committee will work in full transparency to ensure that EDI challenges are addressed at all levels, including sensitizing the Neuro community to topics of collective interest related to how we deliver care, conduct research, and train the next generation of researchers and clinicians.



The EDI Committee is established under the authority of the Neuro Executive Team – Research and Neurosciences Mission Executive Committee (the “MNI-H Executive Committees”), to ensure that equity, diversity, and inclusion are central to The Neuro’s decision-making.

### **3. Key Responsibilities**

To fulfil its mandate, the EDI Committee will:

- Conduct a needs assessment to determine the state of EDI at The Neuro. Data will be collected from available and accessible records, through a custom survey, and conversations with present and past community members, analysed and compared to relevant institutional and broader statistics (as available) and provided to the community in a detailed report describing areas of strength and areas of need.
- Determine Neuro-specific aspects of EDI that are not completely covered by the policies provided by McGill and MUHC and identify any possible inconsistencies between the McGill and MUHC policies that The Neuro must contend with.
- Develop an Action Plan: Building on the needs assessment, the committee will work to determine short and long-term objectives with concrete action items and an ongoing monitoring strategy. This Action plan will be recommended to the Executive Committees of the MNI-H for implementation.
- Provide a forum for regular consultation, feedback, discussion, and reporting with The Neuro community through media, including a dedicated website, posters, mailing-list, focus groups, and social media accounts, among others.
- Monitor and report on progress as well as develop tools and metrics to ensure that The Neuro meets the objectives and commitments related to EDI.
- Report quarterly to the MNI-H Executive Committees, at meetings or electronically, on the work of the Committee and the progress of The Neuro on meeting its EDI commitments.

### **4. Membership and Appointments**

Membership of the EDI Committee shall consist of 11 volunteer members:

- Five faculty members, including researchers and clinicians,
- Three members of the staff (including nurses, research assistants, administrative team, etc.),
- One member of the MNI-H Executive Committees,
- One faculty member-at-large from the McGill neuroscience community,
- One trainee (PhD or postdoc).

Inaugural members of the EDI Committee were put forward for consideration to the chair. In the future, the EDI Committee will make recommendations for new members to The Neuro’s Director.

The committee is co-chaired by two members representing different components of The Neuro.

The co-Chairs of the committee will be elected through a vote by members of the committee. All members will be invited to nominate themselves or another member for the roles of co-Chairs. In the case of a tie, ballots will be recast to select between the tied nominees. If the tie persists, a selection will be made by the Neuro's Director. For the vote to be valid, a majority of members must cast a vote (quorum). Each member has one (1) vote. The co-Chairs must be approved by the Director of the Neuro.

All members are appointed by The Neuro's Director based on recommendations from the MNI-H Executive Committees.

*Ad hoc* guests with specialized expertise may be invited to participate in meetings at the discretion of the co-Chairs.

## 5. **Term**

The term of the initial phase of this committee is two years, during which the committee will supervise the missions stated above. At the end of this period, the mission of the committee will be reassessed, depending on the progress and implementation of the proposed measures. The composition of the committee, including the co-Chairs, will be renewed.

Committee members will serve for two years, renewable. The co-Chairs will serve for one year, renewable for a maximum of two years.

## 6. **Members responsibilities**

The EDI committee recognizes the responsibility of its members. The committee members will respect a strict confidentiality about sensitive subjects (e.g. personal reports from victims). Members are committed to upholding values in their interactions and discussions and to embrace inclusivity, positive language, opportunity to contribute at meetings, and accountability.

## 7. **Meetings**

The EDI Committee will meet monthly.

Meetings will be held in-person at The Neuro or virtually.

To facilitate equitable opportunities for participation in discussion at meetings, each discussion topic will begin with a roundtable, wherein each member is invited to provide input if they wish. Open discussion will follow.

A simple majority of members constitutes quorum for meetings of the EDI Committee.

Coordination and documentation of the EDI Committee's activities will be taken care of by a delegate from the Neuro's Director's office.

## **8. Voting Procedure**

Decisions will be made by consensus. If consensus is not forthcoming within a reasonable timeframe, the co-Chairs may proceed with a vote on the question. For the vote to be valid, a majority of members must cast a vote (quorum). Each member has one (1) vote. In the case of a tied vote the person(s) acting as Chair(s) of the Committee shall be entitled to a second or casting vote.

An e-vote may be conducted when appropriate. A simple majority of all members who have voted by the established deadline is required for e-vote decisions. Should a voting member fail to vote by the established deadline, this will be counted as an abstention.

## **9. Recording EDI Committee Decisions**

A written record of the discussions and recommendations arising at each meeting will be duly documented in official meeting notes. The minutes of the meetings and the committee activities will be accessible to the personnel and users of The Neuro when there are no associated privacy issues.