*EXECUTIVE ORDER: Training of all board and commission members in diversity issues and sexual harassment awareness (used in Nashville, Tennessee)*

I, (mayor’s name), Mayor of (city’s name), by virtue of the power and authority vested in me, do hereby direct and order the following:

WHEREAS, It is the policy of the (insert city’s name) to prohibit discrimination against individuals or groups of individuals because of race, color, national origin, sex, religion, age or disabilities; and

WHEREAS, Sexual harassment is a form of sex discrimination; and

WHEREAS, The City government has a training program on diversity issues and sexual harassment awareness for its employees; and

WHEREAS, The City government is interested in providing an opportunity for all of its representatives to receive training on diversity issues and sexual harassment awareness; and

WHEREAS, Such training would help all board and commission members of the City Government in the performance of their public duties.

NOW, THEREFORE, I, (mayor’s name) , Mayor of (city’s name), hereby reaffirm the City’s commitment to developing equitable policies and rendering equitable decisions that serve all people in (city’s name) by initiating and ordering the following:

1. Training Program. The (name of the human resources department), with the assistance of the (name of the law/legal department), and in consultation with the (name of agency that handles human/civil rights), shall develop and maintain a program on diversity issues and sexual harassment awareness and maintain a plan on presenting this program to all board and commission members of the City Government.

2. Board and Commission Member Training. All board and commission members of the City Government are required to participate and complete the training seminar that shall be conducted under the direction of the (name of the human resources department). The seminar shall be scheduled and conducted at a time convenient for the board and commission members.

3. Persons Covered. This training directive shall apply to all board and commission members of the City Government who are appointed to their position by authority of the mayor and confirmed by the city council. This directive shall further apply to all board and commission members of the City Government who attain their position by appointment by the City Charter. I hereby request that all board and commission members who achieve their position as a result of direct election by the City Council or popular election by the residents of (name of the city) voluntarily participate in this training.

4. Implementation Schedule. The (name of the human resources department) is responsible for providing this training to all new board and/or commission members of the Metropolitan Government. These new board and/or commission members shall receive the requisite training within 90 days from the date of their confirmation.

5. Quarterly Status Reports. The (name of the human resources department) shall report quarterly to the Office of the Mayor on the status of the training provided for herein. The report shall specify the Boards and Commissions that have complied, or failed to comply, with this Executive Order.

Ordered, Effective and Issued:

Mayor

Date: