

STATE OF CALIFORNIA
NEW MOTOR VEHICLE BOARD
NOTICE OF COMMITTEE ON EQUITY, JUSTICE, AND INCLUSION MEETING
9:30 a.m. July 16, 2026

Department of Motor Vehicles
Assembly Room 6th Floor
2415 1st Avenue
Sacramento, California 95818
(916) 445-1888

The New Motor Vehicle Board (Board) is hosting a hybrid meeting, with in-person and remote options available to members of the public who wish to attend. You may attend the meeting in-person at the location noted above or join the meeting via Zoom.

Virtual participation information:

Call in number: 1-408-638-0968 or 1-669-900-6833 (both San Jose)

Meeting ID: 993 0463 8040

Participant ID: Does not apply

Passcode: 219830

Zoom video link:

<https://zoom.us/j/99304638040?pwd=GenKYUETVTcYBkBjVjc0u3lgCGaQDa.1>

Additional join instructions:

https://zoom.us/join/99304638040/invitations?signature=8U0cD_8TmtsLQNx3OZqILlQuVBYmPoi2WfKx0U-ilnM

To turn on Captions In the meeting controls toolbar, click the **Show captions** icon . If you don't see **Show captions**, click the **More** icon , then click **Show captions**.

The Board provides an opportunity for members of the public to comment on each agenda item before or during the discussion or consideration of the item as circumstances permit. (Gov. Code § 11125.7) Written comments, if any, can be submitted at nmvp@nmvp.ca.gov. Items of business scheduled for the meeting are listed on the attached agenda. Recesses may be taken at the discretion of the Chairperson and items may be taken out of order.

When the public comment period opens for your item, you may comment using the “raise hand” function in Zoom. You can do this by clicking “Raise Hand” under the “participants” menu, which you can find at the bottom of your screen on the Zoom platform, or by pressing *9 if you are joining by phone. The person facilitating public comment will call on

you and ask you to unmute your microphone by pressing *6 when your name is called. After you have made public comment, please lower your hand by pressing *9 and return to listen only mode by pressing *6. You may also email your public comment to nmvp@nmvp.ca.gov with "Public Comment" in the subject line.

Building Access information:

The meeting is being held at the Department of Motor Vehicles Headquarters in Sacramento located between Broadway and 24th Street. Attendees need to check in at the security desk on the 1st floor to receive a visitor's badge.

Transportation/Parking information:

Guest parking passes are available in advance by emailing the Board at nmvp@nmvp.ca.gov or can be requested on the day of the meeting in the lobby. Free street parking is also available but may have a time limit. Board staff will be available to answer any questions and escort attendees from the lobby to the meeting room.

Other transportation options: [SacRT](#)

Addressing technical issues on Zoom:

You may email nmvp@nmvp.ca.gov and staff will respond.

Contact:

2415 1st Avenue, MS L242
Sacramento, California 95818
Telephone: (916) 445-1888
Board staff contact: Alex Martinez
[New Motor Vehicle Board website](#)
DMV press contact: (916) 657-6438
dmvpublicaffairs@dmv.ca.gov

To request disability-related modifications or accommodations, please contact staff at (916) 445-1888 or Alejandro.martinez2@dmv.ca.gov. Providing your request at least five (5) business days before the meeting will help ensure availability of the requested accommodation.

Para solicitar modificaciones o adaptaciones relacionadas una discapacidad, comuníquese con el personal al (916) 445-1888 o Alejandro.martinez2@dmv.ca.gov. Presentar su solicitud al menos cinco (5) días hábiles antes de la reunión ayudará a garantizar la disponibilidad de la adaptación solicitada.

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dmvpublicaffairs@dmv.ca.gov

STATE OF CALIFORNIA
NEW MOTOR VEHICLE BOARD
A G E N D A

Committee on Equity, Justice and Inclusion Meeting

Department of Motor Vehicles
Assembly Room, 6th Floor
2415 1st Avenue
Sacramento, California 95818
(916) 445-1888

July 16, 2026

Please note that Committee action may be taken regarding any of the issues listed below. As such, if any person has an interest in any of these issues, they may want to attend.

The Committee provides an opportunity for members of the public to comment on each agenda item before or during the discussion or consideration of the item. (Gov. Code § 11125.7)

The meeting is being held at the Department of Motor Vehicles' Headquarters in Sacramento located between Broadway and 24th Street. Attendees need to check in at the security desk on the 1st floor to receive a visitor's badge. Guest parking passes are available in advance by emailing the Board at nmvp@nmvp.ca.gov or can be requested on the day of the meeting in the lobby. Board staff will be available to answer any questions and escort attendees from the lobby to the meeting room.

The Committee on Equity, Justice and Inclusion Members are:

Jake Stevens, Chair
Anne Smith Boland, Member
Ashley Dena, Member
Ardashes Kassakhian, Member
Bismarck Obando, Member
Garrett Jensen, Member
Shirley G. Jones, Member
Allie Schultheis, Member

1. **9:30 a.m. -- Meeting called to order.**
2. **Roll Call and establishment of quorum.**
3. **Prior review of proposed revisions to the Board adopted delegation of authority to the Executive Director to proceed with updating addresses in the Board's regulations without Board approval as these changes are without regulatory effect.**
4. **Prior review of proposal of a new policy making Board publications an exception report when the annual updates are limited to the date of publication, composition of the Board Members and staff, addresses, websites, or phone numbers.**
5. **Prior review of implementing Electronic Funds Transfer (EFT) for the payment of filing fees, the Annual Board Fee paid by manufacturers and distributors, and document request fees (Strategic Plan 2024-30, Goal 4.3)**
6. **Annual Review of the Diversity Equity, and Inclusion (DEI) Glossary.**
7. **Charter review.**
8. **Future meeting dates discussion.**
9. **Public Comment. (Gov. Code § 11125.7)**
10. **Adjournment.**

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Para solicitar modificaciones o adaptaciones relacionadas una discapacidad, comuníquese con el personal al (916) 445-1888 o Alejandro.martinez2@dmv.ca.gov. Presentar su solicitud al menos cinco (5) días hábiles antes de la reunión ayudará a garantizar la disponibilidad de la adaptación solicitada.



Memorandum

Date : JUNE 23, 2026

**To : COMMITTEE ON EQUITY, JUSTICE, AND INCLUSION (EJI)
JACOB STEVENS, CHAIR**

From : KIMBERLEE VAYE

Subject : OVERVIEW OF JULY 16, 2026, EJI COMMITTEE MEETING

Utilizing the Equity Lens Assessment rubric, the EJI Committee will review:

- Implementing Electronic Funds Transfer (EFT) for the payment of filing fees, the Annual Board Fee paid by manufacturers and distributors, and document request fees.
- Proposed revisions to the Board adopted delegation of authority to the Executive Director to proceed with updating addresses in the Board's regulations without Board approval as these changes are without regulatory effect.
- Proposal of a new policy making Board publications an exception report when the annual updates are limited to the date of publication, composition of the Board Members and staff, addresses, websites, or phone numbers.

Separate memos for each proposal have been written to the appropriate Board committees. If the Committee approves referral of these matters to the Board, they will be discussed and considered at the July 16, 2026, General Meeting.

The Committee will also conduct its annual review of the Board's internal Diversity, Equity and Inclusion (DEI) Glossary and explore potential learning and development opportunities.

If you have any questions or require additional information, please contact me at (916) 818-2993.



Memorandum

Date : JUNE 23, 2026

**To : POLICY AND PROCEDURE COMMITTEE
JACOB STEVENS, CHAIR
ALLIE SCHULTHEIS, MEMBER**

**From : TIMOTHY M. CORCORAN
ROBIN P. PARKER**

Subject : DISCUSSION AND CONSIDERATION OF PROPOSED REVISIONS TO THE BOARD ADOPTED DELEGATION OF AUTHORITY TO THE EXECUTIVE DIRECTOR TO PROCEED WITH THE RULEMAKING PROCESS TO INCLUDE UPDATING ADDRESSES IN THE BOARD'S REGULATIONS WITHOUT BOARD APPROVAL AS THESE CHANGES ARE WITHOUT REGULATORY EFFECT

The Board's regulations implement, interpret, and make specific the laws it administers in the Vehicle Code. The Board delegated to the Executive Director the ministerial duty of proceeding through the rulemaking process in compliance with the Administrative Procedure Act. (April 26, 2002, General Meeting; August 1, 2025 General Meeting.)

Proposed regulatory amendments and new regulations are reviewed and approved by the Board at a noticed meeting. This includes substantive and non-substantive changes (i.e., changes without regulatory effect). Once the Board approves the proposed text, staff proceed with the rulemaking process, which can be lengthy.

Periodically, addresses need to be revised.¹ Even though address changes are without regulatory effect, it could still take months to update. The proposed changes are considered at a noticed Board meeting. The Board meets every 3-5 months. Once the documents are submitted, the Office of Administrative Law (OAL) has up to 30 working days for its review.²

¹ Section 553.72 (transmittal of fees by mail) lists the Board's address. Section 599 (Article 7. New Motor Vehicle Board – Conflict of Interest Code) has addresses for the Board, the Fair Political Practices Commission, and the Secretary of State.

² Subject to the approval of OAL, "an agency may add to, revise or delete text published in the California Code of Regulations without complying with the rulemaking procedure specified . . . only if the change does not materially alter any requirement, right, responsibility, condition, prescription or other regulatory element of any California Code of Regulations provision." (Cal. Code Regs., tit. 1, § 100)

Non-substantive changes do not have an effective date since the changes are without regulatory effect. Once the changes are published, they are part of the California Code of Regulations.

To streamline the process for updating addresses, the staff propose revisions to the existing delegation of authority to the Executive Director to proceed with the rulemaking process to include updating addresses in the Board's regulations without Board approval as these changes are without regulatory effect. Any such changes would be reported at next General Meeting in the Executive Director's Report.

All new and revised Board policies are first reviewed by the Committee on Equity, Justice and Inclusion prior to Board consideration. The Committee will review this matter at its meeting on July 16, 2026. If the Committee approves this expanded delegation of authority to the Executive Director, the full Board will discuss and consider it at the July 16, 2026, General Meeting.

If you have any questions or require additional information, please contact me at (916) 244-6774 or Robin at (916) 244-6776.

A background image showing a group of people, including a man and a woman, sitting around a table and looking at documents. The image is faded to serve as a background for the text.

New Motor Vehicle Board

Applying an Equity Lens to Policy Development and Review

NMVB commits to using a systematic application of an Equity Lens Assessment Rubric when developing new policies and reviewing existing ones. In doing so, we seek to do the following:

- **Infuse equity in evaluation of NMVB policies, processes, and programs.**
- **Identify potential disparate effects on underserved and marginalized individuals, groups, and communities, and minimize unintended adverse consequences.**
- **Reduce or eliminate barriers.**
- **Make decisions that result in more equitable outcomes across policies, programs, practices, and processes.**

Equity Lens Assessment Rubric

Policy: Proposed revisions to the Board adopted delegation of authority to the Executive Director to proceed with updating addresses in the Board's regulations without Board approval as these changes are without regulatory effect. **Date Reviewed:** 7/16/26

Criterion	Equity Lens Tool	Phase One	Phase Two	Phase Three
Stakeholders identified	<i>Who is impacted by the content of this policy, practice, or decision?</i>	No stakeholders have been identified	Some stakeholders have been identified.	All stakeholders have been identified
Stakeholder Input	<i>Are the people impacted by the policy, practice, or decision included in the development discussion?</i>	No stakeholder input has been included in the development of this policy	Informal and segmented stakeholder input has been included in the development of this policy	All relevant stakeholders have been formally involved with the development of this policy
Benefits/ Burdens/Overall Impact	<i>What are the benefits and burdens?</i>	No benefits and burdens of the policy have been identified	Some benefits and burdens of the policy have been identified	A comprehensive understanding of the benefits and burdens of the policy have been identified
Access, Equity, and Inclusion	<i>In what ways does this policy, practice, or decision increase or decrease access, equity, and inclusion?</i>	The policy does not address increases and decreases in access, equity, and inclusion	The policy addresses some increases and decreases in access, equity, and inclusion.	The policy addresses all increases and decreases in access, equity, and inclusion
Measurable Outcomes	<i>What are the measurable outcomes of the policy practice, or decision?</i>	No measurable outcomes have been identified	Some measurable outcomes have been identified or outcomes that have been identified are not measurable	All measurable outcomes have been identified
	Mark applicable phase with X			X

- 1) **STAKEHOLDERS IDENTIFIED** What groups, organizations or individuals may be most affected by and/or concerned with the issues related to the proposed policy?
-

Minimal impact of staff having to update addresses.

- 2) **STAKEHOLDER INPUT** Have those stakeholders most involved or impacted been informed, meaningfully involved, and authentically represented in the development of the policy?
-

The memo with the proposed revision was emailed to the Policy and Procedure Committee on June 23, 2026, allowing time for questions or discussion among committee members and staff. The memo with the proposed revision to the delegation of authority was posted on the Board's website on June 30, 2026. The Agenda for the July 16, 2026, Equity, Justice and Inclusion Committee meeting was emailed and mailed to the Board's Public Mailing Lists on June 30, 2026. Board members and staff were sent separate emails with links to these materials on June 30th.

- 3) **BENEFITS, BURDENS, OVERALL IMPACT** Which groups, organizations, or individuals are currently most advantaged by the issues this policy seeks to address? Which are disadvantaged? How are they affected differently? Is there evidence that inequity exists? Is evidence is needed? If so, what?
-

The group most advantaged are Board members. If the proposed revision is implemented, processes are streamlined and it doesn't need to be an agenda item, allowing for more time to discuss substantive issues at Board meetings.

- 4) **ACCESS, EQUITY, AND INCLUSION** In what ways does this policy increase or decrease access, equity, and inclusion? Is there equity in the language? What types of words are used to describe individuals/groups identified in the policy? Are there further ways to maximize equitable opportunities and impacts?
-

No access, equity, and inclusion issues have been noted with this proposed change.

- 5) **MEASURABLE OUTCOMES** What is the intent behind the policy? What are the desired outcomes? Who is responsible for implementation and oversight?
-

The intent behind the revised delegation of authority is to allow the staff to timely respond to non-substantive changes to update addresses in the Board's regulations. The Policy and Procedure Committee, Executive Director, and Legal Division are responsible for implementation and oversight.

Board Members present:

Outstanding concerns? [i.e. Are there better ways to achieve the purpose of policy and align with board goals? Does the policy need revisions to ensure positive impacts on equity and inclusion? Is there a need for ongoing evaluation of the policy to ensure Board accountability and stakeholder participation?]

Policy approved for Full Board review? Y/ N

Resources: <https://harvard.edu>; <https://dei.virginia.edu>; <https://policies.wsu.edu>; <https://ualr.edu>



Memorandum

Date : JUNE 23, 2026

**To : POLICY AND PROCEDURE COMMITTEE
JACOB STEVENS, CHAIR
ALLIE SCHULTHEIS, MEMBER**

**From : TIMOTHY M. CORCORAN
ROBIN P. PARKER**

Subject : DISCUSSION AND CONSIDERATION OF PROPOSED POLICY MAKING BOARD PUBLICATIONS AN EXCEPTION REPORT NOT REQUIRING BOARD APPROVAL WHEN THE ANNUAL UPDATES ARE LIMITED TO THE DATE OF PUBLICATION, COMPOSITION OF BOARD MEMBERS AND STAFF, AND UPDATE ADDRESSES, WEBSITES, OR PHONE NUMBERS

At the first General Meeting of the year, the Board reviews and approves the *Guide to the New Motor Vehicle Board*, *Informational Guide for Manufacturers and Distributors*, and *Export or Sale-for-Resale Prohibition Policy Protest Guide*. The updates, although important, are often not substantive as they pertain to the date of the publication, composition of the Board Members and staff, and update addresses, websites, or phone numbers.

To expedite the publications and make them quickly available to the Board's constituents and the public, staff propose making these non-substantive updates an exception report not requiring Board approval at a noticed meeting. Substantive changes would continue to be reviewed and considered by the Board at a noticed meeting.

If the Board adopts this policy, updates would be reported at the next General Meeting in the Executive Director's Report.

All new and revised Board policies are first reviewed by the Committee on Equity, Justice and Inclusion prior to Board consideration. The Committee will review this matter at its meeting on July 16, 2026. If the Committee approves this policy, the full Board will discuss and consider it at the July 16, 2026, General Meeting.

If you have any questions or require additional information, please contact me at (916) 244-6774 or Robin at (916) 244-6776.

A background image showing a group of people, including a man in a blue shirt and a woman in a yellow shirt, sitting around a table and looking at documents. The image is faded to serve as a background for the text.

New Motor Vehicle Board

Applying an Equity Lens to Policy Development and Review

NMVB commits to using a systematic application of an Equity Lens Assessment Rubric when developing new policies and reviewing existing ones. In doing so, we seek to do the following:

- **Infuse equity in evaluation of NMVB policies, processes, and programs.**
- **Identify potential disparate effects on underserved and marginalized individuals, groups, and communities, and minimize unintended adverse consequences.**
- **Reduce or eliminate barriers.**
- **Make decisions that result in more equitable outcomes across policies, programs, practices, and processes.**

Equity Lens Assessment Rubric

Policy: Proposal of a new policy making Board publications an exception report when the annual updates are limited to the date of publication, composition of the Board Members and staff, addresses, websites, or phone numbers. **Date Reviewed:** 7/16/26

Criterion	Equity Lens Tool	Phase One	Phase Two	Phase Three
Stakeholders identified	<i>Who is impacted by the content of this policy, practice, or decision?</i>	No stakeholders have been identified	Some stakeholders have been identified.	All stakeholders have been identified
Stakeholder Input	<i>Are the people impacted by the policy, practice, or decision included in the development discussion?</i>	No stakeholder input has been included in the development of this policy	Informal and segmented stakeholder input has been included in the development of this policy	All relevant stakeholders have been formally involved with the development of this policy
Benefits/ Burdens/Overall Impact	<i>What are the benefits and burdens?</i>	No benefits and burdens of the policy have been identified	Some benefits and burdens of the policy have been identified	A comprehensive understanding of the benefits and burdens of the policy have been identified
Access, Equity, and Inclusion	<i>In what ways does this policy, practice, or decision increase or decrease access, equity, and inclusion?</i>	The policy does not address increases and decreases in access, equity, and inclusion	The policy addresses some increases and decreases in access, equity, and inclusion.	The policy addresses all increases and decreases in access, equity, and inclusion
Measurable Outcomes	<i>What are the measurable outcomes of the policy practice, or decision?</i>	No measurable outcomes have been identified	Some measurable outcomes have been identified or outcomes that have been identified are not measurable	All measurable outcomes have been identified
	Mark applicable phase with X			X

- 1) **STAKEHOLDERS IDENTIFIED** What groups, organizations or individuals may be most affected by and/or concerned with the issues related to the proposed policy?
-

Minimal impact.

Board's constituents and the public will have real-time access to changes if staff make these non-substantive updates an exception report not requiring Board approval at a noticed meeting. Substantive changes would continue to be reviewed and considered by the Board at a noticed meeting.

- 2) **STAKEHOLDER INPUT** Have those stakeholders most involved or impacted been informed, meaningfully involved, and authentically represented in the development of the policy?
-

The memo with the proposed revision was emailed to the Policy and Procedure Committee on June 23, 2026, allowing time for questions or discussion among committee members and staff. The memo with the proposed policy was posted on the Board's website on June 30, 2026. The Agenda for the July 16, 2026, Equity, Justice and Inclusion Committee meeting was emailed and mailed to the Board's Public Mailing Lists on June 30, 2026. Board members and staff were sent separate emails with links to these materials on June 30th.

- 3) **BENEFITS, BURDENS, OVERALL IMPACT** Which groups, organizations, or individuals are currently most advantaged by the issues this policy seeks to address? Which are disadvantaged? How are they affected differently? Is there evidence that inequity exists? Is evidence is needed? If so, what?
-

No negative overall impact. The groups most advantaged Board's constituents and the public allowing real-time access to changes. All stakeholders benefit if the proposed revision is implemented because processes are streamlined, and it doesn't need to be formally agendized and allows for more time to discuss substantive issues at General Meetings.

- 4) **ACCESS, EQUITY, AND INCLUSION** In what ways does this policy increase or decrease access, equity, and inclusion? Is there equity in the language? What types of words are used to describe individuals/groups identified in the policy? Are there further ways to maximize equitable opportunities and impacts?

No access, equity, and inclusion issues have been noted with this proposed change.

-
- 5) **MEASURABLE OUTCOMES** What is the intent behind the policy? What are the desired outcomes? Who is responsible for implementation and oversight?

The intent behind the proposed policy is to expedite the publications and make them quickly available to the Board's constituents and the public. The Executive Committee, Executive Director, and Legal Division are responsible for implementation and oversight.

Board Members present:

Outstanding concerns? [i.e. Are there better ways to achieve the purpose of policy and align with board goals? Does the policy need revisions to ensure positive impacts on equity and inclusion? Is there a need for ongoing evaluation of the policy to ensure Board accountability and stakeholder participation?]

Policy approved for Full Board review? Y/ N

Resources: <https://harvard.edu>; <https://dei.virginia.edu>; <https://policies.wsu.edu>; <https://ualr.edu>



Memorandum

Date : JUNE 23, 2026

To : ADMINISTRATION COMMITTEE
BISMARCK OBANDO, CHAIR
SHIRLEY G. JONES, MEMBER

From : KIMBERLEE VAYE

Subject : DISCUSSION AND CONSIDERATION OF IMPLEMENTING ELECTRONIC FUNDS TRANSFER (EFT) FOR THE PAYMENT OF FILING FEES, THE ANNUAL BOARD FEE PAID BY MANUFACTURERS AND DISTRIBUTORS, AND DOCUMENT REQUEST FEES (STRATEGIC PLAN 2024-30, GOAL 4.3)

As part of the Board's Strategic Plan 2024-30, Goal 4.3 provides the Board will adopt a resilient credit, debit, Electronic Funds Transfer (EFT) payment option. Staff have been working with Department of Motor Vehicles, Department of Finance, State Treasurer's Office, and U.S. Bank, to develop a mechanism for our stakeholders to have the option to pay filing fees, the Annual Board Fee paid by manufacturers and distributors, and document request fees via EFT (e-check) through a secure portal.

This option is timelier than a payer mailing a check to the Board's offices, likely easier and there are no fees that are incurred by the Board or payer. When the Board adopted the Strategic Plan, it authorized the Executive Direction to take action responsive this goal among others.

All new and revised Board policies are first reviewed by the Committee on Equity, Justice and Inclusion prior to Board consideration. The Committee will review this matter at its meeting on July 16, 2026. If the Committee approves this expanded delegation of authority to the Executive Director, the full Board will discuss and consider it at the July 16, 2026, General Meeting.

If you have any questions or require additional information, please do not hesitate to contact me at (916) 818-2993.

cc: Jacob Stevens, President

A background image showing a diverse group of people, including men and women of various ethnicities, sitting around a table in a meeting. They are looking at documents and talking. The image is slightly blurred and has a warm, orange-toned overlay.

New Motor Vehicle Board

Applying an Equity Lens to Policy Development and Review

NMVB commits to using a systematic application of an Equity Lens Assessment Rubric when developing new policies and reviewing existing ones. In doing so, we seek to do the following:

- **Infuse equity in evaluation of NMVB policies, processes, and programs.**
- **Identify potential disparate effects on underserved and marginalized individuals, groups, and communities, and minimize unintended adverse consequences.**
- **Reduce or eliminate barriers.**
- **Make decisions that result in more equitable outcomes across policies, programs, practices, and processes.**

Equity Lens Assessment Rubric

Policy: Proposed revision to adopt a resilient Electronic Funds Transfer (EFT) payment option.

Date Reviewed: 7/16/26

Criterion	Equity Lens Tool	Phase One	Phase Two	Phase Three
Stakeholders identified	<i>Who is impacted by the content of this policy, practice, or decision?</i>	No stakeholders have been identified	Some stakeholders have been identified.	All stakeholders have been identified
Stakeholder Input	<i>Are the people impacted by the policy, practice, or decision included in the development discussion?</i>	No stakeholder input has been included in the development of this policy	Informal and segmented stakeholder input has been included in the development of this policy	All relevant stakeholders have been formally involved with the development of this policy
Benefits/ Burdens/Overall Impact	<i>What are the benefits and burdens?</i>	No benefits and burdens of the policy have been identified	Some benefits and burdens of the policy have been identified	A comprehensive understanding of the benefits and burdens of the policy have been identified
Access, Equity, and Inclusion	<i>In what ways does this policy, practice, or decision increase or decrease access, equity, and inclusion?</i>	The policy does not address increases and decreases in access, equity, and inclusion	The policy addresses some increases and decreases in access, equity, and inclusion.	The policy addresses all increases and decreases in access, equity, and inclusion
Measurable Outcomes	<i>What are the measurable outcomes of the policy practice, or decision?</i>	No measurable outcomes have been identified	Some measurable outcomes have been identified or outcomes that have been identified are not measurable	All measurable outcomes have been identified
	Mark applicable phase with X			X

- 1) **STAKEHOLDERS IDENTIFIED** What groups, organizations or individuals may be most affected by and/or concerned with the issues related to the proposed policy?
-

Stakeholders who pay filing fees, the Annual Board Fee (paid by manufacturers and distributors) and document request fees are positively impacted because they will have another option to pay said fees with Electronic Funds Transfer (e-check) via a secure payment portal.

- 2) **STAKEHOLDER INPUT** Have those stakeholders most involved or impacted been informed, meaningfully involved, and authentically represented in the development of the policy?
-

The memo with the proposed revision was emailed to the Administration Committee on June 23, 2026, allowing time for questions or discussion among committee members and staff. The memo with the proposal was posted on the Board's website on June 30, 2026. The Agenda for the July 16, 2026, Equity, Justice and Inclusion Committee meeting was emailed and mailed to the Board's Public Mailing Lists on June 30, 2026. Board members and staff were sent separate emails with links to these materials on June 30th.

- 3) **BENEFITS, BURDENS, OVERALL IMPACT** Which groups, organizations, or individuals are currently most advantaged by the issues this policy seeks to address? Which are disadvantaged? How are they affected differently? Is there evidence that inequity exists? Is evidence is needed? If so, what?
-

The group most advantaged are stakeholders who pay the said fees. With EFT (e-check) payers have options for paying fees besides mailing a physical check or money order. This is a more streamlined process for them and for Board staff who process payments.

- 4) **ACCESS, EQUITY, AND INCLUSION** In what ways does this policy increase or decrease access, equity, and inclusion? Is there equity in the language? What types of words are used to describe individuals/groups identified in the policy? Are there further ways to maximize equitable opportunities and impacts?
-

No access, equity, and inclusion issues have been noted with this proposed change.

- 5) **MEASURABLE OUTCOMES** What is the intent behind the policy? What are the desired outcomes? Who is responsible for implementation and oversight?
-

The intent behind the proposal is to fulfill our strategic plan goal 4.3 of adopting a more resilient option for stakeholders to pay fees. By implementing EFT, we are providing stakeholders with an additional and efficient option to pay fees. The desired outcomes are:

- ✓ Timely payments.
- ✓ Realtime revenue.
- ✓ Decreased staff time spent on multiple follow ups with stakeholders regarding payment.
- ✓ Increased stakeholder satisfaction with payment process.

The Assistant Director and Equity Officer and Executive Director are responsible for implementation and oversight.

Board Members present:

Outstanding concerns? [i.e. Are there better ways to achieve the purpose of policy and align with board goals? Does the policy need revisions to ensure positive impacts on equity and inclusion? Is there a need for ongoing evaluation of the policy to ensure Board accountability and stakeholder participation?]

Policy approved for Full Board review? Y/ N

Diversity Equity, and Inclusion (DEI) Glossary

Purpose:

The New Motor Vehicle Board Diversity Equity, and Inclusion (DEI) Glossary of terms is for informational and educational purposes only. This is not an exhaustive list of terms and will be updated when necessary to reflect the continuous growth of terminology. This glossary contains links to multiple resources for the reader to explore and is meant to serve as a starting point for shared understanding, communication, and learning.

Term	Definition	Source(s)
Ableism	Discrimination of and social prejudice against people with disabilities based on the belief that typical abilities are superior. At its heart, ableism is rooted in the assumption that disabled people require 'fixing' and defines people by their disability, and includes harmful stereotypes, misconceptions, and generalizations of people with disabilities.	https://www.csus.edu/student-affairs/centers-programs/disability-access-center/_internal/_documents/ableism101.pdf https://www.youtube.com/watch?v=b7k6pEnyQ4 https://www.cultureally.com/blog/7-ways-to-make-your-zoom-meetings-more-accessible
Institutionalized Ableism	May include or take the form of un/intentional organizational barriers that result in disparate treatment of people with disabilities.	https://edib.harvard.edu/files/dib/files/dib_glossary.pdf
Accessibility	The "ability to access" the functionality of a system or entity and gain the related benefits. The degree to which a product, service, or environment is accessible by as many people as possible.	https://www.diversity.pitt.edu/education/glossary-terms
Accomplice	Individuals who go beyond just being allies, actively working to dismantle systems of oppression. They use their privilege to create change, taking risks and challenging the status quo. Accomplices are often individuals who are members of privileged communities but are committed to using their privilege to create change.	https://cultureally.com
Ageism	Stereotyping and/or discrimination against individuals or groups on the basis of their age. It can apply to any age group or generation.	https://www.aging.ca.gov/

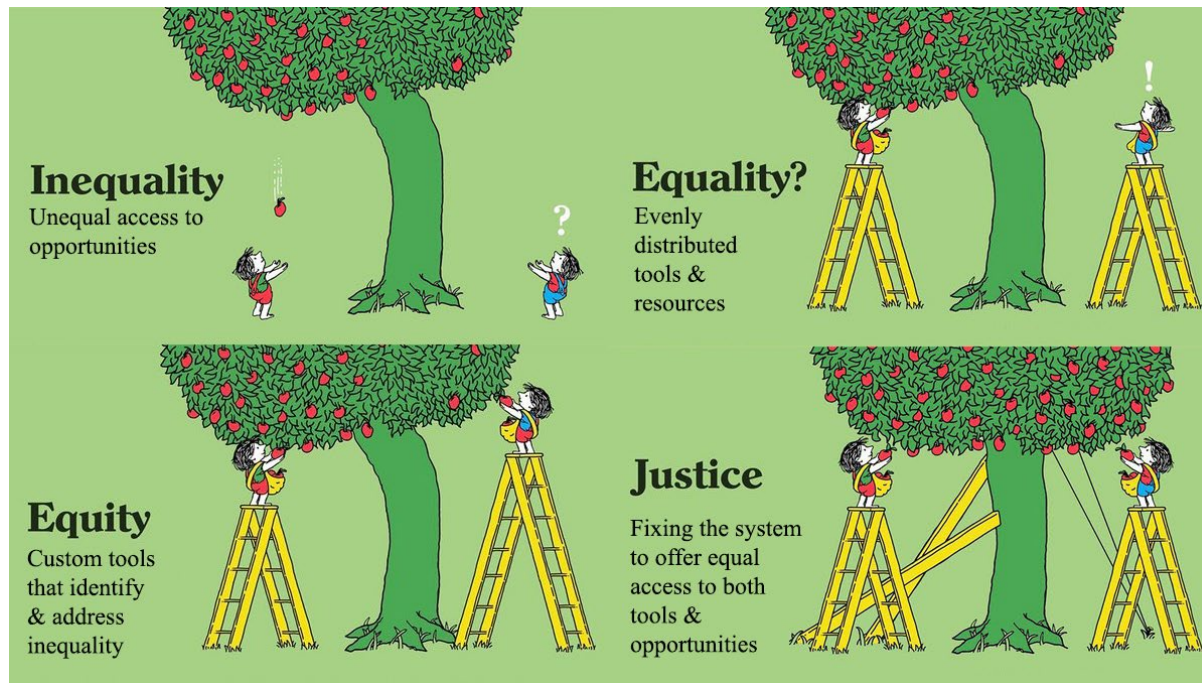
Allies	Individuals who are not part of a marginalized community actively advocating and working towards the inclusion and empowerment of that community. Commit to reducing their own complicity or collusion in the oppression of those groups and understand that it is in everyone's (including their own) interest to end all forms of oppression, including those which they may benefit from directly or indirectly.	https://www.cultureally.com/blog/the-role-of-allyship-in-promoting-diversity-and-inclusion https://www.racialequitytools.org/glossary
Anti-Oppression	Recognizing and deconstructing the systemic, institutional, and personal forms of disempowerment used by certain groups over others; actively challenging the different forms of oppression.	https://campusmentalhealth.ca/toolkits/anti-oppressive-practice/what-is-anti-oppressive-practice/
Anti-Racism	An anti-racist is someone who is supporting an antiracist policy through their actions or expressing antiracist ideas. This includes the expression of ideas that racial groups are equals and do not need developing, and supporting policies that reduce racial inequity.	Ibram X. Kendi, <i>How To Be An Antiracist</i> , Random House, 2019.
Belonging	Belonging is the feeling of security and support when there is a sense of acceptance, inclusion, and identity for a member of a certain group.	https://diversity.cornell.edu/belonging/sense-belonging
Bias	Prejudice in favor of or against one thing, person, or group compared with another, usually in an unfair or negative way. mental judgements that affect how we perceive and acknowledge people and can often harm employees from historically marginalized backgrounds by creating a hostile or uncomfortable work environment.	https://www.cultureally.com/blog/unconscious-bias-in-the-workplace https://edib.harvard.edu/files/dib/files/dib_glossary.pdf
Affinity Bias	Tendency to gravitate toward people who share the same interests or who have commonalities with.	
Attribution Bias	Refers to how we assess others and their achievements based on their actions. Imagine you have a coworker that is frequently late to work. With attribution bias, you may assume that they don't care about their job or have a poor work ethic. In	

	reality, they may have accommodations sorted out with their employers to start at a different time than everyone else. Attribution bias correlates behavior to extraneous or even untrue characteristics. This bias causes us to make assumptions about the causes of events or behaviors without necessarily understanding or fully knowing the real story.	
• Confirmation Bias	The idea that people seek out and interpret new information in a way that confirms what they already believe. Often, this causes people to overlook factual information, focus on factors that fit only their view, or reject evidence that contradicts what they already believe	
• Implicit/Unconscious Bias	Attitudes and stereotypes that influence judgment, decision-making, and behavior in ways that are outside of conscious awareness.	https://implicit.harvard.edu/implicit/takeatest.html
• Structural Bias	The normalized and legitimized range of policies, practices, and attitudes that routinely produce cumulative and chronic adverse outcomes for minority populations.	https://www.racialequitytools.org/resources
BIPOC	Acronym that stands for Black, Indigenous, and People of Color. With the acknowledgement that not all people of color face equal levels of injustice, BIPOC is significant in recognizing that Black and Indigenous people are severely impacted by systemic racial injustices.	https://www.chhs.ca.gov/wp-content/uploads/2020/09/EquityTool_Glossary_MPA_V04.pdf https://www.merriam-webster.com/dictionary/BIPOC
Cisgender	Used to refer to an individual whose gender identity aligns with the sex assigned to them at birth (pronounced sis-gender).	https://pflag.org/glossary/ https://www.ncdd.org/
Colorblind	Disregard of racial characteristics; the belief in treating everyone “equally” by treating everyone the same; based in the presumption that differences are by definition bad or problematic, and therefore best ignored (i.e., “I don’t see race.”). Often leads to inequity because it does not acknowledge the historical and contemporary systemic forces of	https://www.diversity.pitt.edu/education/glossary-terms https://ywcaboston.com

	oppression that do not allow all of us to be our full selves equally.	
Cultural Competence	Ability to communicate and work effectively with individuals that vary greatly from yourself-ethnically, religiously, socially, or culturally. 'Culture' refers to integrated patterns of human behavior that include the language, thoughts, communications, actions, customs, beliefs, values, and institutions of racial, ethnic, religious, or social groups. 'Competence' implies having the capacity to function effectively as an individual and an organization within the context of the cultural beliefs, behaviors, and needs presented by consumers and their communities.	https://nccc.georgetown.edu/
Culture	Social system of meaning and custom that is developed by a group of people to assure its adaptation and survival. These groups are distinguished by a set of unspoken rules that shape values, beliefs, habits, patterns of thinking, behaviors, and styles of communication.	https://www.merriam-webster.com/dictionary/culture
Disability	A physical or mental impairment that substantially limits one or more major life activities.	https://www.aging.ca.gov/
Invisible/Hidden Disability	Any physical, mental, or emotional impairment that goes largely unnoticed. An invisible disability can include but is not limited to: cognitive impairment and brain injury; the autism spectrum; chronic illnesses like multiple sclerosis, chronic fatigue, chronic pain, and fibromyalgia; d/Deaf and/or hard of hearing; blindness and/or low vision; anxiety, depression, PTSD, and many more.	https://www.invisibledisabilityproject.org/
Discrimination	Unequal or unfair treatment of a person based upon one or more personal characteristics including, but not limited to: race, gender, sexual orientation, gender identification, nationality, ability, age.	https://www.aging.ca.gov/
Disparity	Difference in process or outcome that does not arise naturally, but is the result of policy, law, etc., that negatively impacts a specific group of people.	https://www.ojp.gov/

	Illegitimate or unwarranted racial disparity and economic classes create systemic differential treatment and can lead to lasting adverse effects, inequity, prejudice, and discrimination.	
Diversity	State of showing a great deal of variety or differences. These differences can be in the form of experiences, perspectives, and identities, both visible and invisible. There are different dimensions of diversity such as age, religion, gender, sexual orientation, nationality, ethnicity, mental and physical ability, and language, to name a few.	https://www.cultureally.com/blog/dimensionsofdiversity
Equality	The guarantee of fair treatment, access, opportunity, and advancement while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups.	https://diversity.berkeley.edu/
Equity	Equity is a principle, condition, process, and outcome rooted in human rights and the inviolability of human dignity. It is integral to the legal principle of justice, and the ethical principle and practice of fairness and doing the right thing. It requires identifying patterns of inequities and making changes to systems, cultures, and processes that obstruct members of the community from achieving their full potential.	https://www.ucalgary.ca/equity-diversity-inclusion/literacy-education/edi-knowledge-hubs/edi-glossary
Gaslighting	A deliberate attempt to undermine a person's sense of reality or sanity. In a work context, it usually means behaviors that undermine the success, self-confidence, self-esteem or wellbeing of the target. For people in underrepresented or less powerful groups, it is more likely to occur, with more severe and harmful cumulative effects. Tactics can include withholding critical information, meeting invitations, silent treatment; isolation; and discrediting (consistently criticizing the target's ideas, ignoring or taking credit for them).	https://edib.harvard.edu/files/dib/files/dib_glossary.pdf

Gender	Socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate for boys and men or girls and women. While aspects of biological sex are similar across different cultures, aspects of gender may differ.	https://www.diversity.pitt.edu/
Gender Equality	The state in which access to rights or opportunities is unaffected by gender.	https://unitedwaynca.org/blog/what-is-gender-equality/
Gender Identity	Refers to a person's internal, deeply held sense of their gender.	https://www.diversity.pitt.edu/
Inclusion	When people of different traits are socially accepted and welcomed. This is about creating an environment where everyone has the opportunity to fully participate, and each person is valued for their distinctive skills, experiences, and perspectives.	https://www.cultureally.com
Inclusive Language	Refers to non-sexist language or language that "includes" all persons in its references. For example, "a writer needs to proofread his work" excludes females due to the masculine reference of the pronoun. Likewise, "a nurse must disinfect her hands" is exclusive of males and stereotypes nurses as females.	https://www.diversity.pitt.edu/
Indigenous	Refers to the original inhabitants of a particular region or territory, often with historical connections to the land predating the arrival of colonial or settler populations. Indigenous peoples maintain distinct cultural, social, economic, and political systems that are deeply rooted in their ancestral territories.	https://www.cultureally.com/blog/indigenous-allyship-resources
Inequity	Injustice, unfairness; a difference in the distribution or allocation of a resource between groups.	https://www.merriam-webster.com/dictionary/inequity

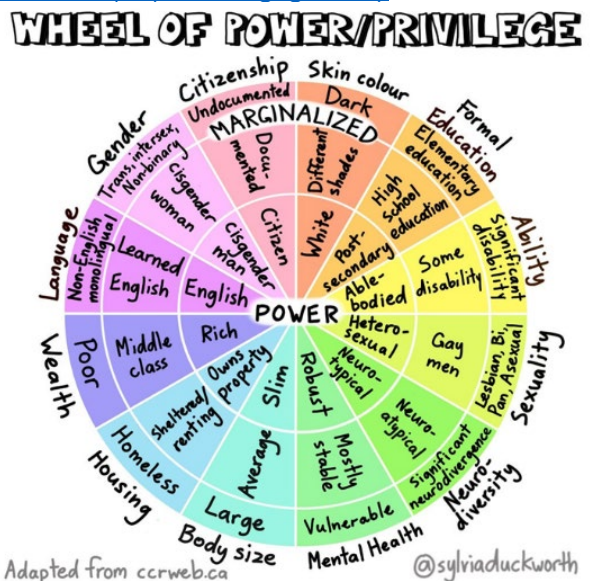


Equality, Equity, and Justice Source: Tony Ruth

Intent vs. Impact	This distinction is an integral part of inclusive environments; intent is what a person meant to do, and impact is the effect it had on someone else.	https://workforcediversitynetwork.com/
Intersectionality	A term coined by scholar Kimberlé Crenshaw describing how systems of oppression overlap to create distinct experiences for people with multiple identity categories.	https://www.cultureally.com/blog/what-does-intersectionality-mean
Justice	Fairness in the way that people are dealt with; the ruling and enacting of laws, regulations, and policies in a way that is equitable, fair, and impartial for all.	https://dictionary.cambridge.org/dictionary/english/justice
Latinx/Latine	Refers to Latin American individuals without the gender specific pronouns commonly used as Latino / Latina.	https://www.cultureally.com/blog/celebratinghispanicheritagemoth

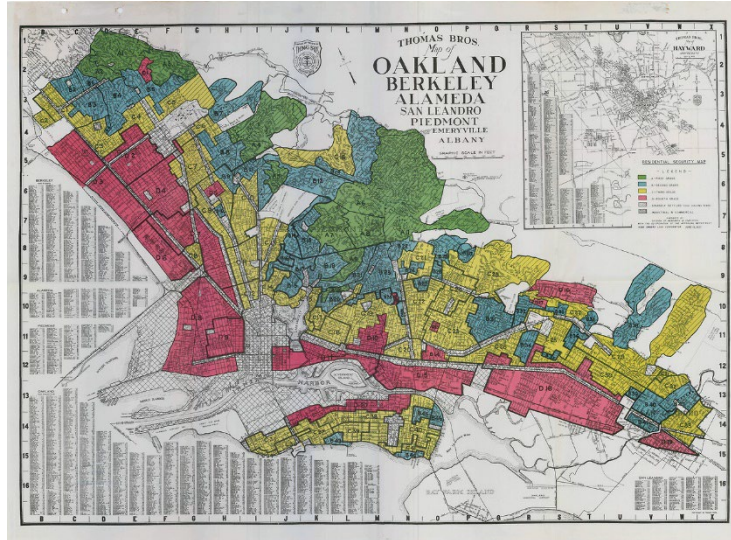
LGBTQ (QIA)+	An acronym that collectively refers to individuals who are lesbian, gay, bisexual, transgender, or queer, sometimes stated as LGBT (lesbian, gay, bisexual, and transgender) or, historically, GLBT (gay, lesbian, bisexual, and transgender). The addition of the Q for queer is a more recently preferred version of the acronym as cultural opinions of the term queer focus increasingly on its positive, reclaimed definition. The Q can also stand for questioning, referring to those who are still exploring their own sexuality and/or gender. The "+" represents those who are part of the community but for whom LGBTQ does not accurately capture or reflect their identity.	https://pflag.org/glossary/
Marginalized Groups	Marginalized communities are groups of people who face social, economic, and political disadvantages due to factors such as race, ethnicity, gender, sexual orientation, disability, or economic status. These individuals often experience barriers to accessing resources, opportunities, and fair treatment in society.	diversity.social/marginalized-communities/
Meritocracy	Ideology wherein those who work hard are rewarded for their ability and efforts. From a sociological perspective, the meritocratic system believes that successful people are fully deserving of such.	https://www.simplypsychology.org/meritocracy.html
Microaggression	Subtle verbal or nonverbal behavior committed consciously or not, that is directed at a member of a marginalized group, and has a harmful, derogatory effect. These actions manifest in various ways, such as jokes or comments that reinforce harmful stereotypes, questioning someone's identity or	https://www.cultureally.com/blog/understanding-microaggressions-and-impact-in-the-workplace https://www.verywellmind.com/what-are-microaggressions-4843519

	experiences, or disregarding someone's feelings or experiences. Due to their frequency, microaggressions have a cumulative negative impact on the psychological, emotional, and/or physical well-being of the recipients of these assaults.	
Neurodiversity	The idea that people experience and interact with the world around them in many different ways; there is no one "right" way of thinking, learning, and behaving, and differences are not viewed as deficits. It refers to the diversity of all people, but it is often used in the context of autism spectrum disorder (ASD), as well as other neurological or developmental conditions such as ADHD or learning disabilities.	https://www.health.harvard.edu/blog/what-is-neurodiversity-202111232645
Non-binary	Refers to people who do not subscribe to the gender binary. They might exist between or beyond the man-woman binary. Some use the term exclusively, while others may use it interchangeably with terms like genderqueer, genderfluid, gender non-conforming, gender diverse, or gender expansive.	https://pflag.org/glossary/
Oppression	Specifically systemic oppression refers to the ways in which social, political, and economic systems perpetuate discrimination and inequality against certain groups of people based on their social identities. This can take many forms, such as policies and laws that disproportionately harm marginalized communities or cultural norms and values that reinforce harmful stereotypes and biases.	https://www.cultureally.com/
People of Color	A collective term for men and women of Asian, African, Latin, and Native American (non-White) backgrounds; as opposed to the	https://www.diversity.pitt.edu/

	collective "White" for those of European ancestry.	
Personal Gender Pronoun	Words that refer to the person you are addressing; they are how we refer to someone besides using their name. Addressing people by their preferred pronouns is a simple way to show respect for their gender identity.	https://www.cultureally.com/blog/pronouns-day
Prejudice	A pre-judgment or unjustifiable, and usually negative, attitude of one type of individual or groups toward another group and its members. typically based on unsupported generalizations or stereotypes that deny the right of individual members of certain groups to be recognized and treated as individuals with individual characteristics.	https://www.racialequitytools.org/glossary
Privilege	Social, unearned set of advantages and benefits bestowed by society to members of a dominant group based on their race, class, gender, ability, etc. (e.g. White privilege, male privilege, etc.) These advantages may be invisible to individuals who hold them, but they can have a profound impact on their experiences and opportunities. By recognizing privilege and its impact on individuals and society, intersectionality aims to promote greater understanding, inclusivity, and social justice.	https://www.racialequitytools.org/glossary  The diagram is a circular 'Wheel of Power/Privilege'. It is divided into two main halves. The top half, labeled 'MARGINALIZED' in the center, includes categories like Skin colour (Dark, Different shades), Education (Formal, Elementary, High school), Ability (Significant, Minor, Invisible), and Citizenship (Undocumented, Documented). The bottom half, labeled 'POWER' in the center, includes categories like Wealth (Poor, Middle class, Rich), Housing (Homeless, Sheltered/renting, Owns property), Body size (Large, Average, Slim), Mental Health (Vulnerable, Stable, Robust), Neuro-typicality (Neuro-atypical, Neuro-typical), Sexuality (Gay men, Lesbian, Bi, Pan, Asexual, Trans*), and Language (Non-English monolingual, English, Learned). The wheel is color-coded: red for marginalized, yellow for power, and green for various sub-categories. The text 'Adapted from ccrweb.ca' and '@sylviaaduckworth' are at the bottom.

Race	A social construct that artificially divides people into distinct groups based on characteristics such as physical appearance, ancestral heritage, cultural affiliation, cultural history, ethnic classification, and the political needs of a society at a given period.	https://www.racialequitytools.org/glossary
Racial Equity	The condition that would be achieved if one's racial identity no longer influenced how one fares.	https://www.racialequitytools.org/
Racism	Racism = race prejudice + social and institutional power Racism = a system of advantage based on race Racism = a system of oppression based on race Racism = a white supremacy system Involves one group having the power to carry out systematic discrimination through the institutional policies and practices of the society and by shaping the cultural beliefs and values that support those racist policies and practices.	https://www.dismantlingracism.org/racism-defined.html
<i>Institutional/Systemic</i>	Discriminatory policies and practices favorable to a dominant group and unfavorable to another group that are systematically embedded in the existing structure of society in the form of norms.	https://www.chhs.ca.gov/wp-content/uploads/2020/09/EquityTool_Glossary_MPA_V04.pdf
<i>Structural Racism</i>	"A system in which public policies, institutional practices, cultural representations, and other norms work in various, often reinforcing ways, to perpetuate racial group inequity....it has come about as a result of the way that historically accumulated white privilege, national values, and contemporary culture have interacted so as to preserve the gaps between white Americans and Americans of color."	https://www.racialequitytools.org/ https://www.aspeninstitute.org/
Redlining	A nationwide system of federal, state, and local policies and private practices originating in the 1930's that mandated segregation and restricted locations where Black people could live and own property. Provisions explicitly prohibited selling homes in federally subsidized suburban communities to Black individuals,	The Color of Law: A Forgotten History of How Our Government Segregated America, Rothstein, Richard https://dsl.richmond.edu/ https://www.peripherycenter.org/culture/redlining-race-inequality

who were also refused mortgages and home insurance, charged high rates, and pushed into urban housing projects excluded from economic opportunity. The effects of these policies remain today.



Social Equity

The fair, just and equitable management of all institutions serving the public directly or by contract; and the fair and equitable distribution of public services, and implementation of public policy; and the commitment to promote fairness, justice, and equity in the formation of public policy.

<https://napawash.org/working-groups/standing-panels/social-equity-in-governance>

Social Justice

Vision of society in which the distribution of resources is equitable, and all members are physically and psychologically safe and secure. Commitment to equitable treatment, opportunities, and fair outcomes for all individuals in society, regardless of their background or identity.

<https://cultureally.com>

Transportation Equity

Fair distribution of transportation benefits and burdens, outcomes, modes, and resources for the entire population, regardless of race, ability, age, gender, social standing, or any other factor. Transportation

<https://www.transportation.gov/priorities/equity/equity-action-plan>

	equity analysis can be difficult because there are several types of equity and various ways to measure and categorize impacts and people.	
Two-Spirit	Historical and current Indigenous people whose individual Spirits were or are a blend of male and female Spirits.	https://www.racialequitytools.org/glossary
Under-Represented Communities	Consist of individuals holding identities broadly underrepresented or underserved within an institution or field.	https://www.diversity.pitt.edu/education/glossary-terms
Underserved Communities	Populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life.	https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government/
White Fragility	Defensive reactions and resistance displayed by white individuals when confronted with discussions or challenges related to racism, often hindering productive dialogue, and perpetuating systemic inequities.	https://www.cultureally.com
Xenophobia	The fear and hatred of strangers or foreigners, whereas racism has a broader meaning set including "a belief that racial differences produce the inherent superiority of a particular race."	https://www.merriam-webster.com/grammar/xenophobia-and-racism-difference

Offensive Terms and Phrases

Ableist microaggressions

- “That’s so lame.” • “That guy is crazy.” • “You’re acting so bi-polar today.” • “It’s like the blind leading the blind.” • “My ideas fell on deaf ears.”
- “She’s such a psycho.” • “I’m super OCD about how I clean my apartment.” • “I don’t even think of you as disabled.”

Phrases like this imply that a disability or mental illness makes a person less than, and that disability or mental illness is bad, negative, a problem to be fixed, rather than a part of the human experience.

Bingeing

Terms like binge-watch and cleaning binge get used a lot when, in fact, the word binge originates from serious eating disorders, including Binge Eating Disorder and bulimia, and should be reserved for discussions about them.

- ✓ Alternatives: Indulged or Spree

Blacklist or Whitelist

Blacklist equates black with bad and white with good," language steeped in racial inequities with a strong historical connotation against Black people in particular.

- ✓ Alternatives: Blocked/Banned/Denied list or Unblocked/Allowed/Accepted list

Cakewalk

Dancing contest judged by plantation owners — with a cake as the prize. Couples would dance until the music stopped. Then, dancers would land on a number, and if it was called “they would take the cake.”

- ✓ Alternatives: Easy to do or Attainable

Chairmen

- ✓ Alternative: Chairperson

Crack the Whip or Slave Driver

This phrase trivializes and minimizes the horrific history of slavery and oppression of African Americans.

- ✓ Alternatives: “I have *high expectations*” or “I’m going to expect a *full effort* from everyone”

Gyp

It comes from the word Gypsy, who are Romani people. There are already plenty of negative associations with the term gypsy, and using gypped to say you got ripped off only perpetuates the negative stereotypes.

- ✓ Alternatives: Rip off or Short changed

Low Hanging Fruit

Origins go back to the Jim Crow era. For someone who witnessed lynching or who knew of loved ones who were lynched, the term might remind them of these practices.

- ✓ Alternatives: Easy win, quick win, easy rewards

My Tribe

A tribe usually refers to a group of Native Americans, or other bands of indigenous people, and has colonial origins.

- ✓ Alternatives: "My team" or "My colleagues"

Off the reservation

Used during the 19th and 20th centuries in American politics, refers to Native Americans who were forced into treaties that limited their mobility by placing them on reservations, so off the reservation would suggest they were placing themselves outside their allowed, legal, or social parameters. In its earliest evidence, experts explain that this phrase dealt with policing, killing and colonizing Native Americans and removing them from their native land.

- ✓ Alternatives: Out of Bounds or Off Limits

Powwow ~ "We should get together and have a powwow about that."

Powwows are social gatherings for ceremonial and celebratory purposes and are conducted under strict protocol. Using this phrase to refer to a quick business meeting denigrates the long, cultural significance of the powwow.

- ✓ Alternatives: Meeting, check in, or Gathering

Totem pole ~ "Low on the totem pole"

Totem poles are sacred items to the people who carve and display them. Figures carved on totem poles represent familial legends, clan lineages or notable events. In some First Nation communities, being low on the totem pole is actually a higher honor than being on the top.

- ✓ Alternatives: Low priority, Minor importance, Beginner or Entry level

“You Guys”

Male-coded, non- inclusive greeting. Terms like “ladies and gents,” and “dudes” also fall under this umbrella as well.

- ✓ Alternatives: Y'all, everyone, team, folks, or refer to people by their names

Resources:

[Use These Culturally Offensive Phrases & Questions at Your Own Risk \(ictinc.ca\)](#)

[Here are some commonly used terms that actually have racist origins - ABC News \(go.com\)](#)

[13 Words & Phrases You Should Stop Saying at Work | InHerSight](#)

[Offensive Words And Phrases To Stop Using | Thesaurus.com](#)

[8+ Problematic Phrases in the Workplace \(and 8+ Alternatives\) \(deannasingh.com\)](#)

[The Phrases You Should Banish From Your Work Vocabulary | Time](#)

[Is It Enough To Remove Words With Racist Connotations From Tech Language? Hint: No : NPR](#)

[Everyday words and phrases with racist and offensive backgrounds \(today.com\)](#)

New Motor Vehicle Board Equity, Justice, and Inclusion Committee Charter



Mission	Foster a culture that embraces equity, celebrates diversity, champions inclusion and belonging, and prioritizes accessibility and justice to remove barriers, promote fair treatment, and catalyze action to create and drive meaningful change for all stakeholders in the new motor vehicle industry.
Background	On June 12, 2020, the California State Transportation Agency (CalSTA) issued a public statement which said, in part that it <i>"strongly condemns systemic racism and discrimination in all forms, including those historically entrenched in transportation. Enhancing the lives of all Californians – particularly people of color and disadvantaged communities – by connecting individuals to jobs, healthcare, education, and other opportunities lie at the heart of what we do and why. To that end, CalSTA firmly embraces racial equity, inclusion and diversity. These values are foundational to achieving our vision of a cleaner, safer, more accessible, and more connected future. We will be part of the solution. We will promote policies and programs that reflect principles of diversity, equity, and inclusion, and will work with stakeholders to identify areas of improvement. Through these and other efforts, transportation systems have the potential to achieve their intended purpose – to provide safe and equitable access to opportunity and truly enhance quality of life."</i> As an organization operating under the oversight of CalSTA, NMVB is committed to following CalSTA's lead and being part of the solution by forming an Equity, Justice, and Inclusion Committee that first convened October 27, 2020.
Purpose	Improve NMVB operations and provide feedback for CalSTA by engaging with the new motor vehicle industry and its stakeholders in a call to action to address systemic racism, and individual and structural bias in policies and practices that routinely produce adverse outcomes for underrepresented and marginalized groups.

Goals	✚ Engage in individual and group reflection and research to develop a land acknowledgement for cities where board meetings are held. ✚ Develop and maintain an Equity Glossary of terms to be updated annually for accuracy and relevancy. ✚ Develop and formally implement an equity lens assessment rubric for reviewal of Board proposed, new, and amended policies and practices. ✚ Engage in individual and group learning and development opportunities throughout the year to increase awareness and expand knowledge of Diversity, Equity, Inclusion, Justice, and Accessibility principles. ✚ Explore options to improve accessibility of all NMVB public meetings. ✚ Examine the steps new motor vehicle franchisors can take to provide women, and other members of under-represented and marginalized groups access to flooring and ownership of their own franchised dealers. ✚ Explore opportunities for women, and other members of under-represented and marginalized groups to be considered for exempt executive level positions within CalSTA and its departments. ✚ Support NMVB staff with strategic plan objectives related to the advancement of the CalSTA Core Four priorities: Safety, Equity, Climate Action, and Economic Prosperity.
Deliverables	Progress will be tracked and documented in meeting minutes, board committee memos, strategic plan tracker, and CalSTA OKR status updates when related.
Meetings	Meetings are held in conjunction with General Board meetings and may be called as needed.
Roles and Responsibilities	Assistant Director and Equity Officer will provide resources to support team meetings and initiatives.

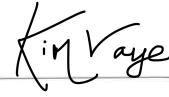
	NMVB staff sends invites, agendas, and minutes of the meeting. Members shall attend and come prepared to all meetings. All NMVB board members are final authority for all Committee decisions.
Amendments and Addendums	This charter is reviewed annually. Amendments and addendums may be approved with a member vote.



Committee Chair



Committee Vice-Chair



Assistant Director and
Equity Officer