



Memorandum

TO: HUMAN RIGHTS COMMISSION

FROM: Ernest Azevedo
Commission Staff

**SUBJECT: HUMAN RIGHTS COMMISSION
BYLAWS**

DATE: July 6, 2010

At the Human Rights Commission's meeting of February 18, 2010 under Future Agenda Items, Commissioner Parker requested that the Commission agendaize for consideration at its meeting on March 18, 2010 revisions to the Commission's By-laws related to amending the term and selection for officers and committees, to providing for meeting procedures, to selecting agenda setting process and to making other non substantive, technical clarifications and corrections. At the April 15, 2010 meeting, Commissioner Parker handed out his proposal and forwarded the revised proposed amendments that were discussed at the evening meeting to the Staff Liaison on April 16, 2010. The Staff Liaison forwarded this proposal to the Chair and Commission as a whole.

Staff has included this draft proposal in the public binder, together with any preliminary comments on the proposal received from Commissioners to the date of this staff report. These materials also are attached hereto for convenient reference of the Commission.

For questions or more information, call 535-8119

/s/
ERNEST AZEVEDO
Commission Staff

Attachments: By-laws amendments
Correspondences

DRAFT PROPOSAL OF HUMAN RIGHTS COMMISSION BYLAW AMENDMENTS
APPROVED AT THE JUNE 17, 2010 MEETING TO CONSIDER.

(3) HRC Draft Bylaws

(a) A working document was distributed to the Commissioners present. Revisions will be made and the item will be addressed by the HRC next month. Additional revisions and amendments may occur prior to action taken by the Commissioners.

(b) Changes/Additions to the draft Bylaws include:

(1) Item (3)(g)(2) - Requesting City Manager Office staff, either in person, telephonically or electronically to place an item on the agenda.

(2) Item (4)(a) - Commission officers shall be elected by the Commission annually during the May meeting to serve for one year. Originally, elections occurred in November, however, Commissioners would like them to occur in another month, therefore, the final recommendation of the month would be determined at the next meeting.

(3) Item (4)(f) - In the absence or vacancy of the Chairperson, the Vice-Chairperson shall perform all duties as outlined in 4d. Other Commissioners may represent the Commission in the community at the discretion of the Chairperson.

(4) Item (4)(g) - In the absence or vacancy of the Chairperson and Vice-Chairperson, the Parliamentarian shall perform all the duties as outlined in 4d.

(5) Item (4)(h) - In the absence or vacancy of the Chairperson, the Vice-Chairperson and Parliamentarian, any member may call a meeting to order and a Chairperson Pro Tempore shall immediately be elected to conduct the meeting.

(6) Item (8) Eliminate Excused Absence language and refer to the muni-code language for Commissioners Absences.

(7) Item (8) Insert the following language referring to Attendance Records: Staff shall maintain attendance records of the Commission. Staff shall report attendance to the Liaison and Clerk's offices when a commissioner has missed more than half of the regularly scheduled meetings for any reason. Furthermore, staff shall report to the Liaison and Clerks office the complete attendance history during a commissioner's term when that commissioner is applying for reappointment.

(8) Item (9)(g) - Though Commissioners are not required to serve on a Committee, such participation is strongly encouraged. The Chair shall nominate Chairpersons and members of Committees who shall then be approved upon a majority vote of the total commission membership.

(9) Item (9)(f) – Eliminate the existing Standing Committees and add the following language to the section: The Commission may create or dissolve Standing Committees, along with any Ad Hoc Committees when deemed necessary.

(10) Item (11) – Eliminate the Commissioner Emeritus Position, along with the language in this section to adhere to the Commission municipal code.