HUMAN RIGHTS COMMISSION AGENDA: 07-15-10
ITEM: H.2.

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Memorandum

TO: HUMAN RIGHTS COMMISSION

FROM: Ernest Azevedo
Commission Staff

SUBJECT: **HUMAN RIGHTS COMMISSION PROCESS FOR SETTING AGENDAS**

DATE: July 6, 2010

At the Human Rights Commission meeting of April 15, 2010 under the Informational Items – the Commission began discussing processes to assist the body in operating in a more effective and efficient manner, including selecting agenda topics and priorities.

With the Council's endorsement and approval of the Mayor's Budget Message on June 17, 2010, the City Manager's Office and support staff have been directed to coordinate with the Human Rights Commission the implementation of the following:

- Procedures that will assist the Boards and Commissions with managing the time of City Staff.
- Align the Commission's priorities with mutual goals that address the workload concerns of the organization.
- Focus on specific priorities that provide the City Council with clear detail about the Commissions activity.

Therefore, it is recommended that adoption of a new process for setting agendas so that the Human Rights Commission would further align with the Approved City Council's Changes to Boards and Commissions

For questions or more information, call 535-8119

/s/
ERNEST AZEVEDO
Commission Staff

Attachment: Process for Setting Agendas

City of San Jose – Human Rights Commission
Process for Setting Agendas

Purpose
This document is intended to serve as a guide for members of the City of San Jose Human Rights Commission, as well as City Staff, for their use in determining how and when to add items to the quarterly agenda of the Commission.

Key Considerations

1. The Human Rights Commission carries a very heavy workload of items that are typically determined and discussed at the Annual Retreat. The Commission should avoid adding agenda items that add to this workload unless it is determined that it is critical for an item to be heard.

2. Agenda items should align with the functions, powers and duties of the Commission as defined in the bylaws as follows:

    a. *Implement the City of San Jose Human Rights Policy and recommend programs which promote the fulfillment of human rights in the City.*

    b. *Study, review and evaluate and make recommendations to the City Council relative to matters affecting human rights, including but not limited to discrimination based on race, color, ethnicity, national origin, disability, age, sex, marital status, sexual orientation, gender identity or religion and relative to equal employment opportunity policies and practices within City government and throughout the City.*

    c. *Advise and make recommendations regarding specific elements of the City of San Jose Equal Employment Opportunity Plan and programs affecting City employment.*

3. The Commission should make every attempt to ensure that items added to future agendas align with existing items on the City and Department's current year workplans.

4. The Commission should consider staff time and availability to perform work necessary to agendize an item.

5. The Commission should consider the amount of time required to adequately consider the item on a future agenda and schedule accordingly.

Process

1. At the end of every regular meeting, there will be a standing action item titled "Future Agenda Items". As part of this item, the Human Rights Commission will have a copy of the known items for the next 6 months of meetings.

2. Members of the public (or Commissioners) wishing to add future agenda items should speak during this portion of the meeting. They should include a reason as to why it is important for

the Commission to hear this item. Members of the public also have the ability to submit comments in writing to the Commission at any time. However, in order for written comments to be considered, one of the Commissioners must make a motion to add it to the agenda.

3. In order for an item to be considered, a Commissioner must make a motion to add (or delete) a future agenda item.

4. Following the motion, the Commission as a whole should have a discussion about the following:

    a. The appropriateness of the agenda item based on the key considerations above;
    b. The ability for them to fit the item onto their worklplan
    c. Staff's time required to prepare for the item

5. As part of the discussion and prior to voting, the Commission should request feedback from the City Manager's Office or their representative. The City Manager's Office or their representative should provide initial feedback on the appropriateness of this item to be heard as well as staff's ability to perform the necessary work for the Commission to hear the item.

6. The Commission should then vote on the following:
    a. Whether or not they want to hear the item;
    b. Their desired timing of the item.

7. Following the meeting, the City Manager's Office or their representative will evaluate the Commission's desired timing of the item and report back to the entire Commission via email within one week to confirm if the timing is possible. If it is not possible, the City Manager's Office or their representative will provide a reason for this as well as a recommended alternative time.