

FORT COLLINS HUMAN RELATIONS COMMISSION BYLAWS

(Revised 4/11/2013)

Section I - Purpose of the Commission

The Commission is assigned the following functions by City Ordinance:

- A. To develop and promulgate an educational program to acquaint Fort Collins residents with all local, state and federal civil rights ordinances, statutes and laws.
- B. To recommend to the City Council such actions as may be necessary or advisable to achieve the following:
 - 1. Equal employment opportunity for all persons.
 - 2. Equal housing opportunities for all persons.
 - 3. Equal public accommodation opportunities for all persons.
 - 4. Best possible Fort Collins government-community relations in all fields of governmental endeavor.
- C. To supplement the foregoing purposes by the following means:
 - 1. Formation of special subcommittees, including non Human Relations Commission member specialists;
 - 2. To make a continuing study of ways to support the laws concerned;
 - 3. To solicit aid from other social agencies in educating the public;
 - 4. To communicate with other similar commissions in order to share experiences and become more sensitive to potential problems.
- D. To perform such functions as are committed to it by other ordinances or resolutions.

Section II – Membership and Attendance

Upon application for acceptance of appointment, HRC members have demonstrated their intention and ability to attend meetings. HRC's regularly scheduled meetings include: monthly HRC meetings; periodic meetings of the Standing Committee on which the HRC member has volunteered to serve; attendance at City Council on designated previously agreed upon dates; recommended special event meetings for attendance by all HRC members including but not limited to the annual HR Awards Breakfast, Educational Outreach public events, other occasional public meetings and HRC training and development.

Consistent with the Attendance Policy in the Boards and Commissions Manual Revised January 2013: either of the following shall automatically cause a member's appointment to be terminated:

Three consecutive absences from regularly scheduled HRC meetings, if prior to the meeting where the absences occurred, no written notification of any such absence has been submitted to the staff liaison, or the chair, or if the chair is the person experiencing attendance problems, then to the vice chair.

Four absences from regularly scheduled HRC meetings in any calendar year, without written notification to the staff liaison or the chair or, if the chair is the person experiencing the attendance problems, then to the vice chair.

In the event that a vacancy occurs by reason of this policy, the chair and/or vice chair shall work with the staff liaison consistent with current Boards and Commissions Manual policy so that the vacancy can be filled in a timely manner by Council.

Section III - Offices. Tenure and Duties

The commission shall elect from its membership a Chair and Vice Chair, each for a one- year term and they will be eligible for re-election. Their duties shall be those generally assigned by the nature of their offices. Interim elections may be held if any such office is vacated.

Section IV - Committees

Standing Committees of the Commission shall be appointed by vote of the Commission after discussion by the Commission. Each Committee shall annually elect appropriate officers from among its membership. Interim elections may be held if any such office is vacated. The following shall constitute the Standing Committees with responsibilities as described under each:

Standing Committees:

1. Executive Committee:

- To provide problem resolution of urgent issues brought to HRC.
- To delegate issues for resolution to standing or to special committees.
- To become informed about possible human relation issues within Fort Collins in order to take appropriate preventative action.
- To draw up monthly meeting agenda.

2. Educational Outreach Committee:
 - To promote the commission's vision and mission to the local community and to heighten awareness to create a better understanding of issues regarding specific cultural , ethnic, racial, gender, age, disability or diversity specific issues through the use of forums, talk shows, articles, speaker bureau or other communication venues.
 - To collaborate and continue to develop liaisons with other organizations to present cultural, educational activities to the Fort Collins community.
3. Media and Community Recognition Committee:
 - To present annual HRC awards which recognize and commend deserving individuals groups, companies or organizations for inspiring contributions and leadership on behalf of minority or disadvantaged citizens and betterment of the community.
 - To foster cooperative relations with local media regarding HRC's vision, mission and consequent events and activities.
 - To draft necessary articles or communication pieces to support the work of the HRC
4. Government Relations Committee:
 - To manage the Citizen Liaison Program.
 - To foster cooperative relations with the Citizen Review Board.
 - To monitor City Council agendas and attend meetings as appropriate.
 - To review proposed legislation , policy changes or other governmental action at the federal , state or local level which may affect human rights in the city and make recommendations regarding the same.
 - To research and recommend actions necessary to achieve 1) equal employment opportunity; 2) equal housing opportunities; 3) equal public accommodations opportunities and 4) the best possible Fort Collins government/community relations in all fields of governmental endeavor.
5. Other Committees as formed by the Commission:

The Chair of the Commission shall establish any other committees prior to the next Commission meeting for the length of time needed to accomplish stated purposes as need shall arise in order to carry out Commission functions.

Section V – Conduct of Business

- A. Quorum - A quorum for the official conduct of business shall consist of a majority of Commission members.
- B. Business shall be conducted in accordance with Robert's Rules of Order.
- C. Meeting Time
 1. The Commission shall hold regular monthly meetings which shall be conducted on the second Thursday of each month at 5:30 p. m. in the CIC Room , 300 W. LaPorte Avenue.

2. Meeting times or location can be changed by a majority vote, or in case of emergency by the Chair.
 3. Additional meetings as needed shall be called by the Chair.
- D. Time Commitment - members have agreed to a minimum time commitment of 6 hours per month (2 hours for the regular meeting and 2 hours for committees).

Section VI Changes and Amendments

The Bylaws may be changed and amended by motion passed by a majority of the entire Commission.

Section VII- Continuing Relation of the Commission to the City Council

Reports - The Commission shall provide an annual report to the City Council in January, and an annual work plan in November. It shall also provide other reports at such time as requested by the Council when deemed advisable by the Commission.

Adopted by the Human Relations Commission this 11th day of April, 2013.

Myles W. Crane, Chair

April 11, 2013